

How To View a Completed Application

1. Log into PRS.
2. Click on the “Contractor Programs” name/link. (Note: If you have access to more than one agency and need to switch to a different agency, click on the “[\(change\)](#)” link next to the agency name, click on the drop-down arrow, select the agency you need access to and click on the “Ok” button.)
3. Click on the “Submitted Applications” link of the program/grant to view the completed application.
4. A pop up box will display. Click on the application and click on the “Ok” button to view the completed application.
5. Click on the “Log Out” link located next to your name to exit PRS.