

Step by Step Process: Please take these steps to provide General Assurances Information

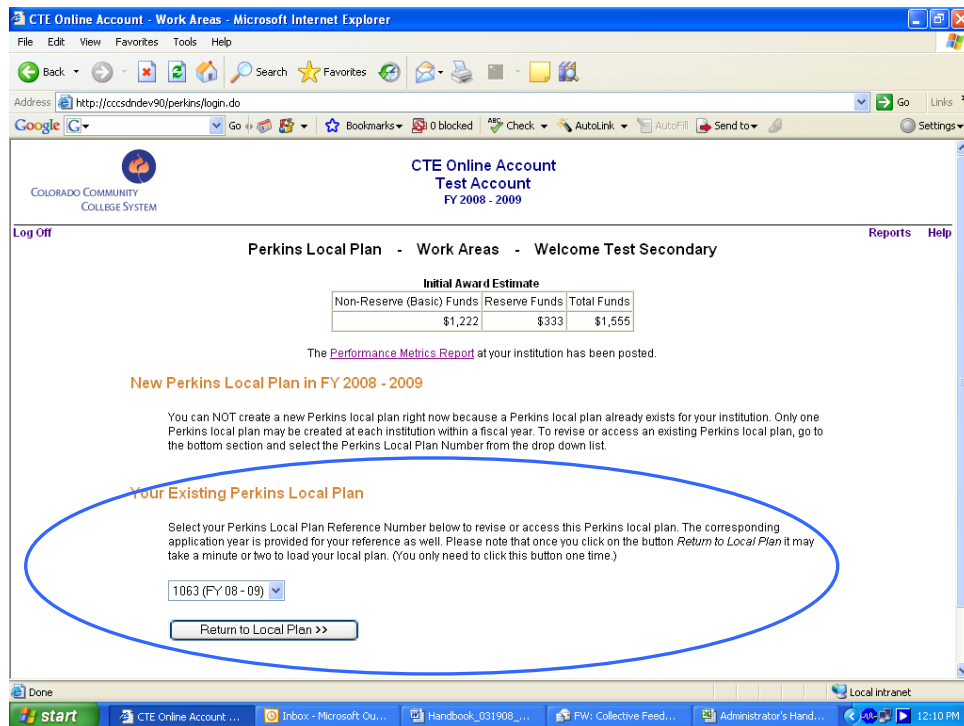
- 1) Once you have accessed your Account by following the Account Log On process, you will be taken to the *Perkins Local Plan - Work Areas* page of your Account (see Screen Shot # 1.)
- 2) Select the appropriate Local Plan from the drop down window under the *Your Existing Local Plan* section and click on the *Return to Local Plan* button (see Screen Shot # 2.)
- 3) After clicking on the *Return to Local Plan* button, you will be taken to the *Main Perkins Local Plan Page* (see Screen Shot # 3.) Complete the *General Assurances Information Page* by clicking on the *Edit* button for this step.
- 4) At the *General Assurances Information Page* (see Screen Shots # 4a- 4c), carefully read and review each assurance and click on the check box next to it to indicate your agreement. If you do not understand an assurance, contact the CCCS Perkins Director.
- 5) **While you are working and after addressing each assurance, click on the Save button to save your information (see Screen Shot # 4c.) Keep in mind that the Online System will “time out” your session after approximately 90 minutes of inactivity (this window of time may be reduced if the Online System is very busy.)**
- 6) After clicking on the *Save* button, go to the *Main Perkins Local Plan Page*. If you have checked each assurance, the text for this step will now be gray instead of black (see Screen Shot # 5.) Please note that if the step is completed and “grayed out” this does not mean that you cannot go back and make edits to it. If you have not checked each assurance the text will remain black until it is complete.

Screen Shots

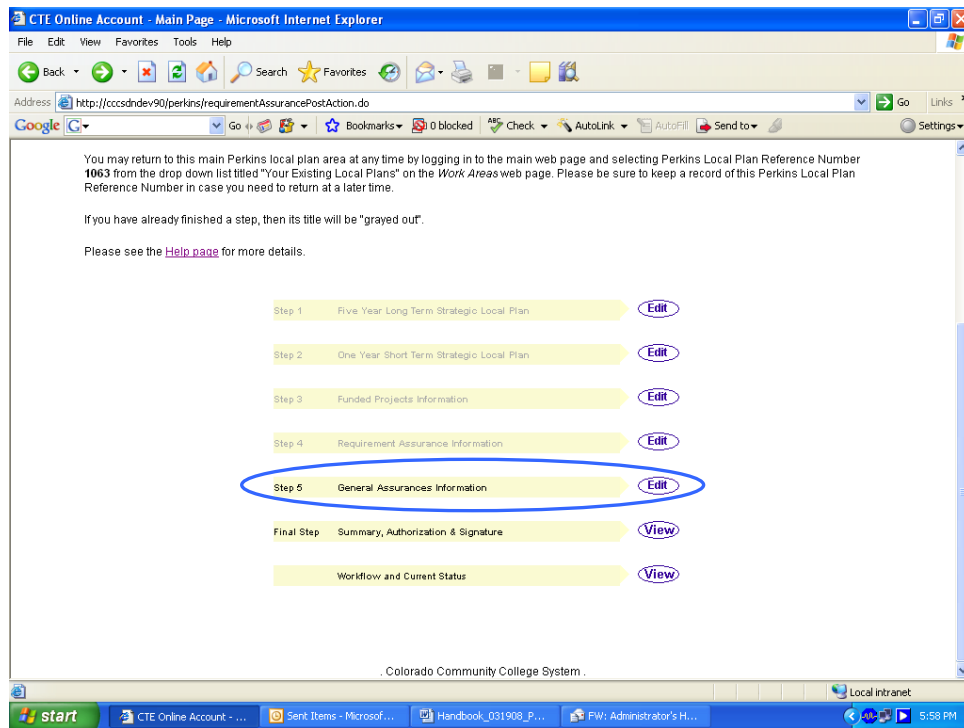
Screen Shot # 1: Perkins Local Plan - Work Areas



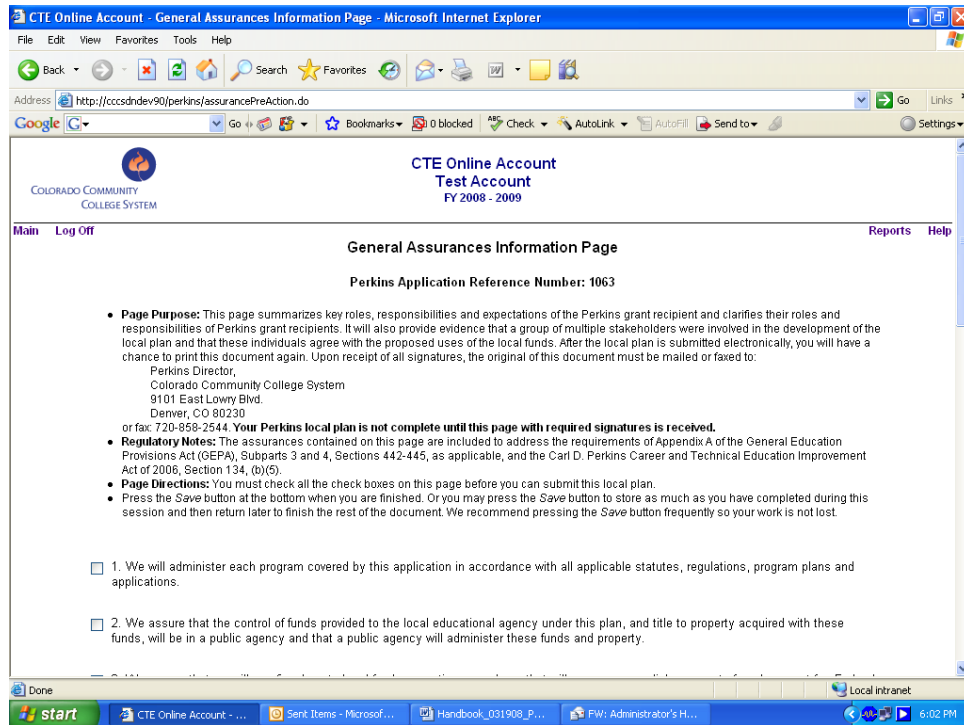
Screen Shot # 2: Perkins Local Plan Work Areas: Your Existing Local Plan



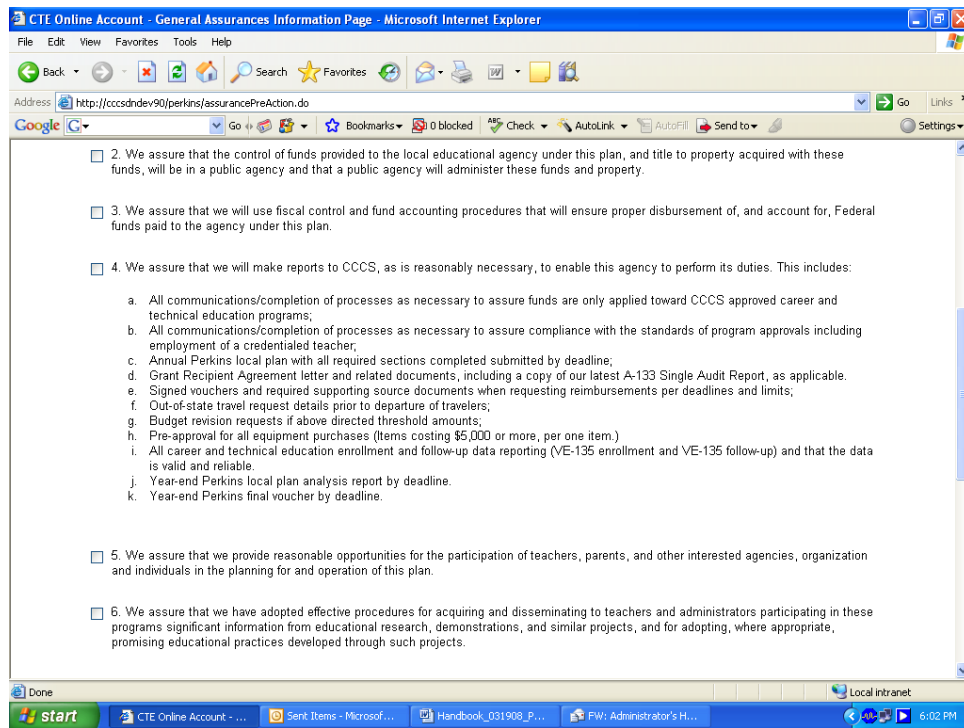
Screen Shot # 3: Main Perkins Local Plan Page: General Assurances Information



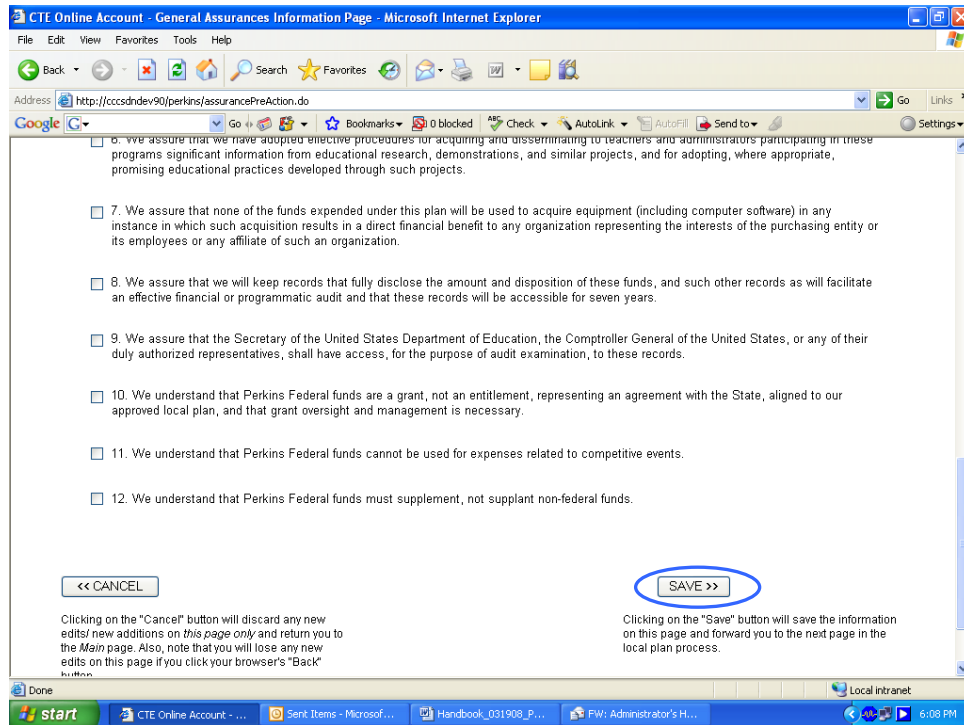
Screen Shot # 4a: General Assurances Information Page (Top Section)



Screen Shot # 4b: General Assurances Information Page (Middle Section)



Screen Shot # 4c: General Assurances Information Page (Bottom Section): Save



Screen Shot # 5: General Assurances Information: Completed

