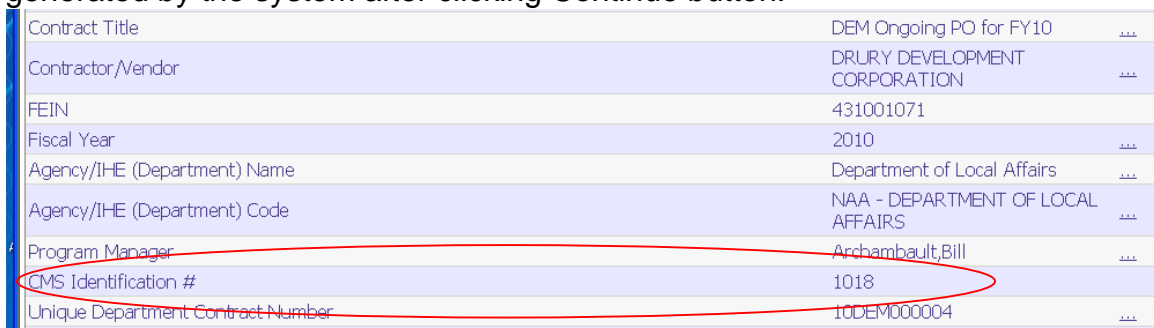


# CMS Instructions for Linking *Non*-ARRA Records and ARRA Records

September 21, 2009

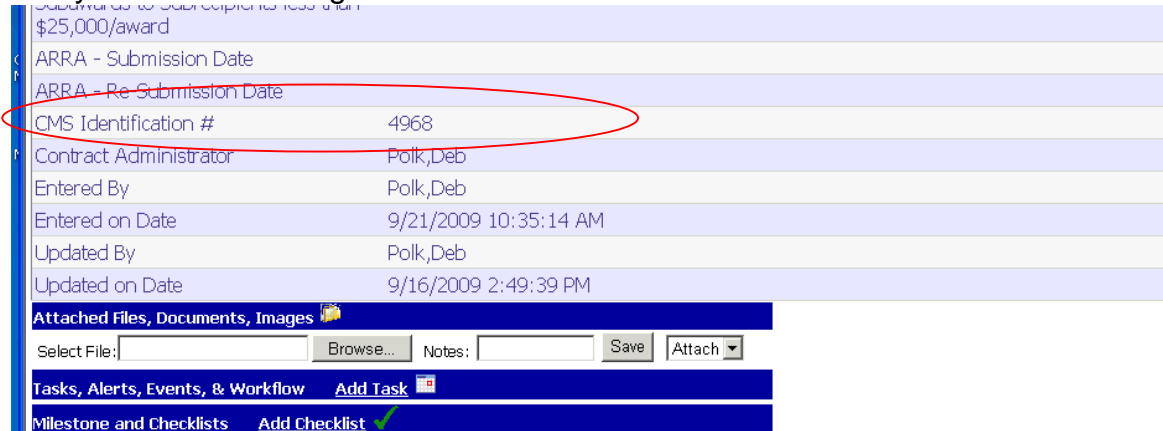
Steps:

1. Create *non*-ARRA contract record in CMS and make a note of the CMS ID # generated by the system after clicking Continue button.



Contract Title	DEM Ongoing PO for FY10	...
Contractor/Vendor	DRURY DEVELOPMENT CORPORATION	...
FEIN	431001071	
Fiscal Year	2010	...
Agency/IHE (Department) Name	Department of Local Affairs	...
Agency/IHE (Department) Code	NAA - DEPARTMENT OF LOCAL AFFAIRS	...
Program Manager	Archambault,Bill	...
CMS Identification #	1018	
Unique Department Contract Number	10DEM000004	...

2. Create an ARRA record in CMS and make a note of the CMS ID # generated by the system after clicking Continue button.



\$25,000/award	
ARRA - Submission Date	
ARRA - Re-Submission Date	
CMS Identification #	4968
Contract Administrator	Polk,Deb
Entered By	Polk,Deb
Entered on Date	9/21/2009 10:35:14 AM
Updated By	Polk,Deb
Updated on Date	9/16/2009 2:49:39 PM

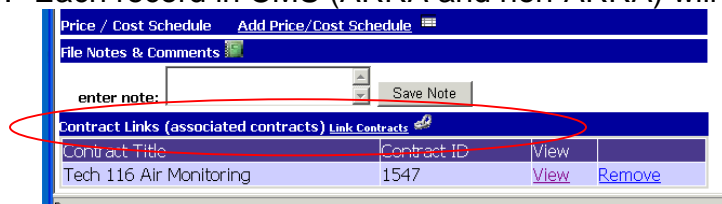
Attached Files, Documents, Images

Select File:  Browse... Notes:  Save Attach

Tasks, Alerts, Events, & Workflow Add Task

Milestone and Checklists Add Checklist

- a. Click on "Link Contracts" on the right hand column
  - b. In "Find Where" field, select "Contract ID" from drop down menu
  - c. In "Is Like" field, enter CMS ID # from Step 1 (1018 in example above)
  - d. In the Contract Links section at the bottom of the ARRA record, there will now be a link to the *non*-ARRA record and its CMS ID #.
3. Go back and open the *non*-ARRA record (1018 in example above)
    - a. Click on "Link Contracts" on the right hand column
    - b. In "Find Where" field, select "Contract ID" from drop down menu
    - c. In "Is Like" field, enter CMS ID # from Step 2 (4968 in example above)
    - d. In the Contract Links section at the bottom of the *non*-ARRA record, there will now be a link to the ARRA record and its CMS ID #
  4. Each record in CMS (ARRA and *non*-ARRA) will have a link to the other.



Contract Title	Contract ID	View	Remove
Tech 116 Air Monitoring	1547	<a href="#">View</a>	<a href="#">Remove</a>

5. Removing Links - If Records are linked in error, or the link is no longer valid, the link can be removed by simply clicking on “Remove” next to the record you want to break the link with.

