

# Energy Commission Agreement Management System (ECAMS)

Requesting an Amendment



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# Introduction to Amendments



Always communicate with your Commission Agreement Manager (CAM) before beginning the process to request an amendment. Different types of amendments have different levels of internal approval, and the required length of time for approval will vary. Your CAM will assist in preparing and planning the amendment.

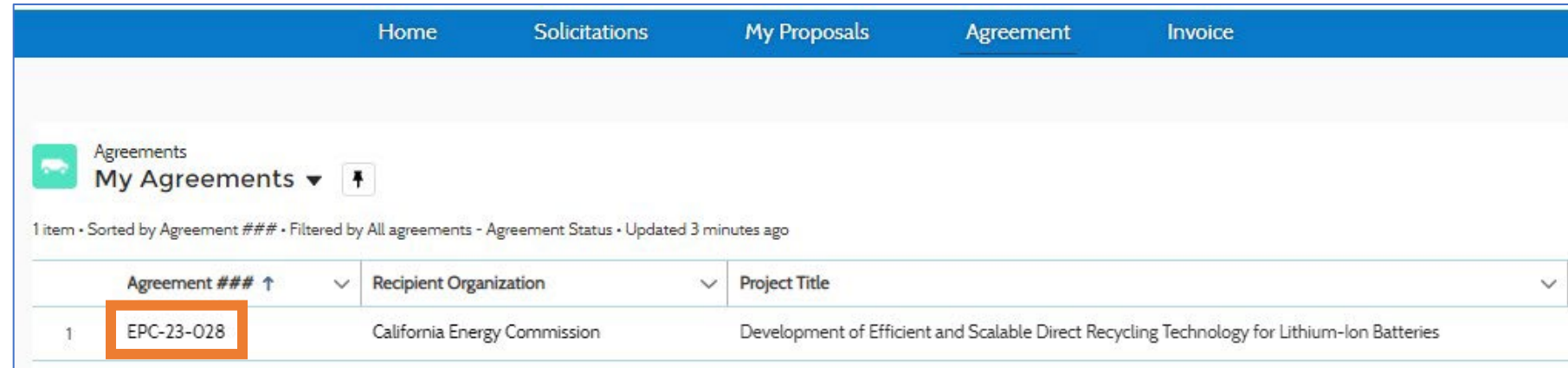
# Selecting the Agreement to Amend



- Log in to ECAMS and click on the **Agreements** tab.



- Click on the agreement number you wish to amend.



- Click on the **Create Amendment** button to start your draft amendment.



# Create a Draft Amendment



- Select the type of amendment from the **Select Change Type** drop-down list.
- This will bring up the related **Select Change Sub Type** drop-down list. Select the change sub type.
- Add a brief description of the amendment in the **Description** box
- If you need to make multiple changes, work with your CAM to identify which change you should select. You will want to select the change that requires the highest level of CEC review. Include a description of each change in the **Description** box.
- Click the **Save** button to save the draft amendment

**Note: This action only saves your draft amendment. It does not submit your draft amendment to the CEC.**

The image displays two screenshots of a web form titled "Proposed Amendment".

The top screenshot shows the form with the following fields:

- Select Change Type**: A dropdown menu with "-- none selected --" selected.
- Description**: A large text area that is currently empty.
- Buttons: "Cancel" and "Save" buttons are located at the bottom right.

The bottom screenshot shows the form with the following fields:

- Select Change Type**: A dropdown menu with "Schedule" selected.
- Select Change Sub Type**: A dropdown menu with "-- none selected --" selected.
- Description**: A large text area that is currently empty.
- Buttons: "Cancel" and "Save" buttons are located at the bottom right.

# Submit Amendment



- Click on the **Submit for Approval** button to send the Amendment to CEC staff for review and approval.

**NOTE: Any documents that need to be provided to support the amendment will be sent to your CAM via e-mail. In the future, the system will have document upload functionality built in.**

- Click on the **Cancel Amendment** to cancel the Amendment.

Organization : California Energy Commission	CEC Agreement Manager : Zachary Dextraze
Agreement Number : EPC-23-028 V-1	Project Title : Development of Efficient and Scalable Direct Recycling Technology for Lithium-Ion Batteries
	Agreement Amount (CEC) : 1,684,308

[Submit for Approval](#) [Cancel Amendment](#)

**Details** | Agreement Files | Amendments | Budget Summary | Equipment | Sub Recipients / Vendors | Invoices

> Agreement Details

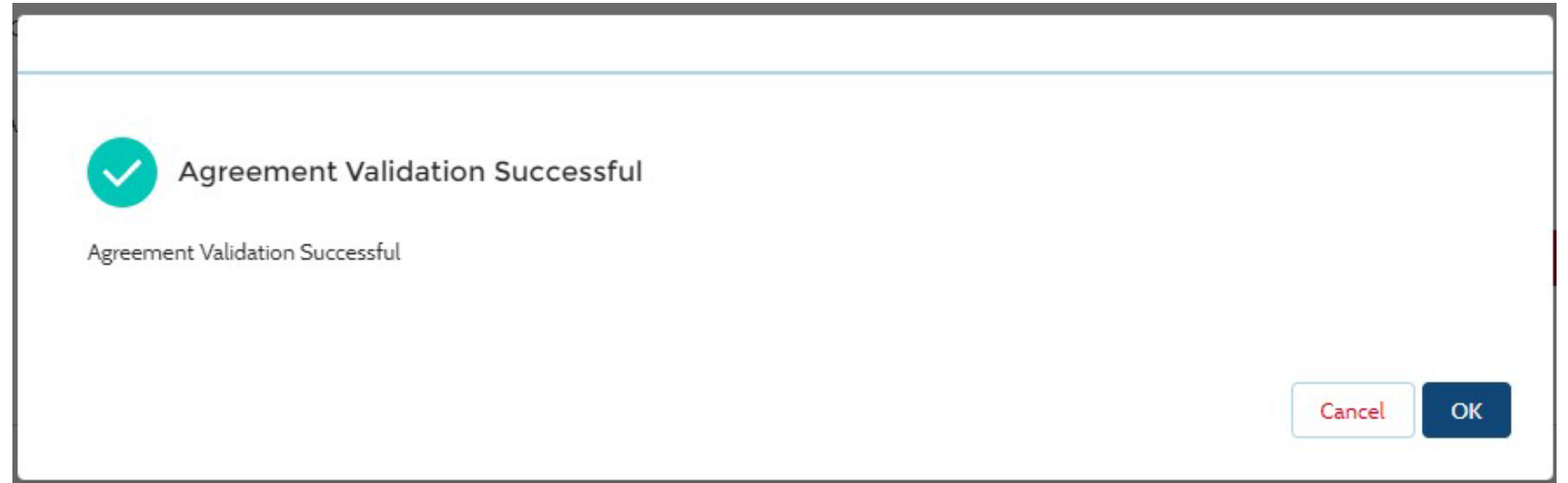
∨ Amendment Information

Type	Sub Type
Schedule	Schedule changes within term
Description	Amendment Number
Revised testing date	0

# Submit Amendment (continued)



- A confirmation pop-up appears after starting the submittal process. Click on the **OK** button to continue.



# Navigate to Draft Amendment



- If you did not immediately submit an amendment when filling out preliminary information, you will find your drafts at the Agreement Details page. Click on the Amendments tab to select your draft amendment.
- Click on the Amendments tab to display all amendments for an agreement. The Agreement Status column will indicate which are in draft
- Click on the draft amendment agreement number to continue editing and submitting per previous instructions.

Details Agreement Files **Amendments** Budget Summary Equipment Sub Recipients / Vendors Invoices

∨ Agreement Details

Version	0	Agreement Start Date	2/7/2023
Solicitation Number	GFO-22-305	Agreement End Date	3/2/2026
Solicitation	Research and Development of High-Value Recycling Pathways for Lithium-ion Batteries		
		Agreement Term	37 - Month(s)

Details Agreement Files **Amendments** Budget Summary Equipment Sub Recipients / Vendors Invoices

Amended Agreements (2)

AGREEMENT NUMBER	VERSION #	TYPE	SUB TYPE	AGREEMENT STATUS
EPC-23-028 V-1	1	Schedule	Schedule changes within term	✗ Canceled
<b>EPC-23-028 V-1</b>	1	Schedule	Schedule changes within term	Draft