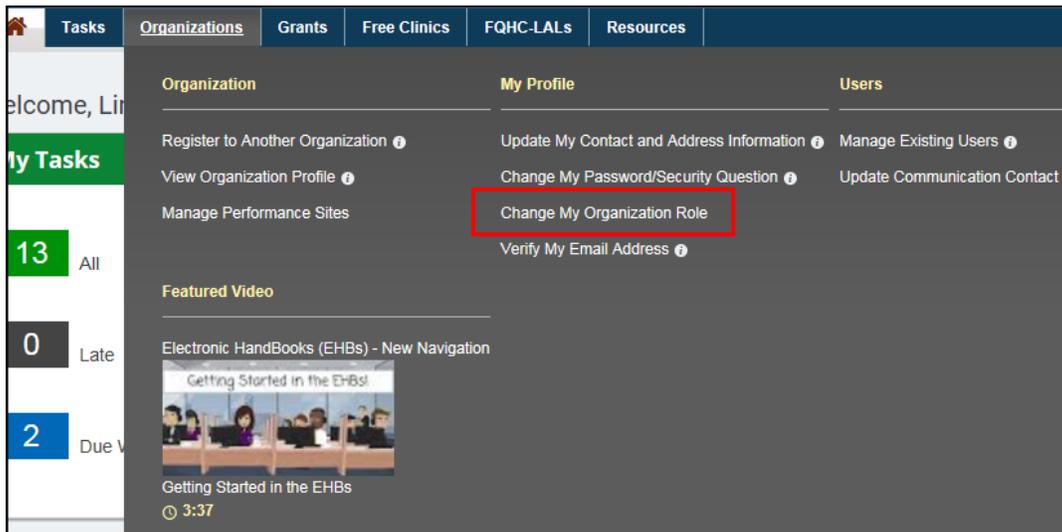


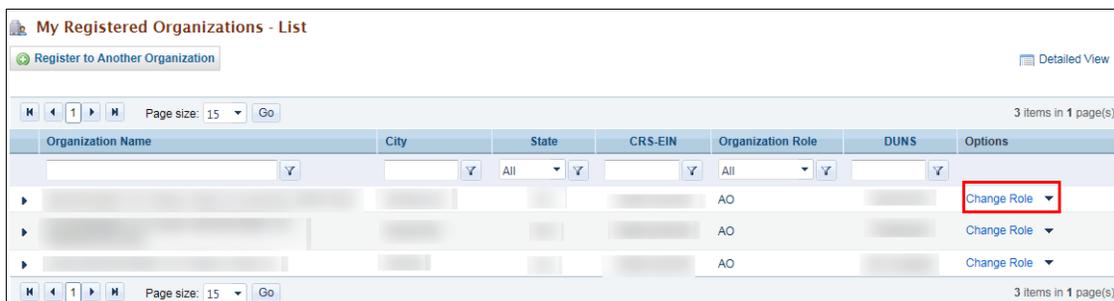
Updating Your Role in Your Health Center

To update your role as Authorizing Official in your organization, follow the steps outlined below.

1. Log into the EHBs.
2. From the main tab, select *Organization* as shown below.



3. Click **Change My Organization Role**.
4. Select your organization from the list and click **Change Role**.



5. Click the radio button for *Authorizing Official (AO)*.

NOTE: The radio button will be defaulted to your current role.

6. Check the statement says *I am also responsible for Approving\Submitting the Financial Grant Reports*.
7. Click the **Save and Continue** button.

Organization Role - Change

CRS-EIN: [] Organization Type: U.S. Government Entity Organization Role: AO DUNS: []

Fields with *are required

Choose a role from the following that best describes your participation in the HRSA grants management process

* Role Authorizing Official (AO)
 Business Official (BO)
 Other Employee (Project Director, AO Designee, Staff)

Financial Grant Reporting I am also responsible for Approving/Submitting the Financial Grant Reports
Note: Only Authorizing Official (AO) or Business official (BO) can be responsible for Financial Grant Reporting.

8. You have now updated your role to Authorizing Official.

Determining Who Are Your Authorizing Official(s) in Your Organization

To determine who are the Authorizing Official(s) in your organization, follow the steps outlined below.

1. Log into the EHBs.
2. From the main tab, select *Organization* as shown below.



3. Click the **View Organization Profile** link.
4. Click the *Resources* link – **Authorizing Officials**.



5. A list of all the organization's Authorizing Officials (AO) will be shown. The primary AO will be listed first.

