

How to Upload Signed Pages in G5

We strongly encourage you to use the new upload functionality in G5 for the submission of your signed cover page and assurances pages. This will help the Impact Aid Program track all parts of your application efficiently and enable faster processing.

1. After you submit your FY 2016 application, click Done.
2. You will be taken automatically to Application Packages screen, which lists all of the applications you have submitted under your G5 login ID. If necessary, you can also access this screen later by clicking the My Applications link on the main G5 page. Click the radio button next to your submitted FY 2016 application and click the Upload Signed Documents button.

The screenshot shows the G5 web application interface. At the top, there is a navigation bar with the G5 logo and the text "Empowering the grant community". Below the navigation bar, there are several tabs: Main, Grant Setup, Grant Maintenance, G5 Admin, Reports, and Logout. The current page is "Application Packages > Package Submission".

The page displays a table of application packages. The table has the following columns: Select, Fiscal Year, Competition, Package Title, Closing Date, and Package Status. The first row is highlighted with a red circle around the "Select" column, indicating the selected application package.

Select	Fiscal Year	Competition	Package Title	Closing Date	Package Status
<input checked="" type="radio"/>	2016	04.041A-1	Impact Aid Section 0003, FY 2016 Application Package GIA0001351 - Var 1 Amanda Ognitene	02/02/2015 11:59 PM Washington DC Time	Submitted
<input type="radio"/>	2015	04.041B-1	Impact Aid Section 0003, FY 2015 Application Package GIA0001351 - Var 1	01/31/2014 11:59 PM Washington DC Time	Closed, Not Submitted
<input type="radio"/>	2014	04.041B-1	Impact Aid Section 0003, FY 2014 Application Package GIA0001351 - Var 1	01/31/2013 11:59 PM Washington DC Time	Closed, Not Submitted

At the bottom of the page, there are several buttons: Modify Application, Delete, Create Amendment, and Upload Signed Documents. The "Upload Signed Documents" button is highlighted with a red circle.

- You will be taken to a summary screen showing the forms completed on this application. At the bottom, there will be a link to your submitted application in PDF format. Open this file, print the cover page (page 3) and assurances page (page 4), and have your LEA's authorized representative sign them.

Closing Date	02/02/2015 11:59 PM Washington DC Time	Last Updated	12/01/2014 03:51 PM Washington DC Time	Contact Name	impact.aid@ed.gov (202) 260-3858 click to send email
Application Status	Submitted				
	Form Title	Form Status			
	Impact Aid, Sec. 8002 Cover Page (Required)	Complete	Documents & Instructions		
	Impact Aid, Sec. 8002 Assurances (Required)	Complete	Application Program Memorandum		
	Impact Aid, Sec. 8002 Table 1. Eligible Federal Property in the Local Educational Agency (Required)	Complete	Application Instructions		
	Impact Aid, Sec. 8002 Table 2. Federal Revenue From Eligible Federal Property (Required)	Complete	Get Out Form		
	Impact Aid, Sec. 8002 Table 3. Assessed Value of Taxable Real Property in the LEA (Required)	Complete	SEA Transmittal Sheet		
	Impact Aid, Sec. 8002 Table 4. Tax Levy Information (Required)	Complete	Fax Cover Sheet		

You have completed the first out of two parts to this application

[Click here for a printable, PDF file of the application as submitted](#)

Your application is **NOT COMPLETE UNTIL** you upload the signed cover page and signed assurances page. After you submit your e-application, go to your Application Packages screen and select radio button next to the application package you just submitted. Click the Upload Signed Documents button and follow the directions at the bottom of the screen.

- Scan the signed pages as a PDF file. You can scan the pages separately, as one page files, or together, as a two page file.

5. At the bottom of the screen, you will be able to select the type of file you are uploading from a drop down. Your choices are:
- a. Cover page only
 - b. Assurances page only
 - c. Both cover page and assurances page
 - d. Other

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Step-By-Step Instructions:

1. Open the PDF file of your application, above.
2. Print pages 3 and 4 of the file.
3. Have an authorized representative sign the pages
4. Scan the signed pages as a PDF file. Save the file or files to your computer.
5. Click Upload below and find the file you just scanned and saved. Select the file and click Add.
6. Describe the file by choosing the appropriate selection in the Type drop-down menu.
7. Click Submit when you have added all of the necessary files.

Upload Signed Files

Type: **Both Cover page and Assurances page** Upload Hello.pdf Add

The Impact... Program will review your submission to determine whether it is of acceptable quality. The contact person on the application will receive an email within two business days regarding the application's status.

< Previous Cancel Submit

6. Click the Upload button. Click Choose File on the popup and find the PDF file on your computer. Then click Perform Upload.

G5 File Upload

Choose File Hello.pdf Perform Upload

7. Click the Add button to add it to your application.

This screenshot shows a web browser window with the URL <https://www.g5.gov/sso/>. The page content includes a confirmation message: "You have completed the first out of two parts to this application". Below this is a link: "Click here for a printable, PDF file of the application as submitted". A prominent red text warning states: "Your application is NOT COMPLETE UNTIL you upload the signed cover page and signed assurances page. After you submit your e-application, go to your Application Packages screen and select radio button next to the application package you just submitted. Click the Upload Signed Documents button and follow the directions at the bottom of the screen." Underneath is a "Step-By-Step Instructions" list with 7 steps. The "Upload Signed Files" section shows a dropdown menu set to "Both Cover page and Assurances page" and two buttons: "Upload" and "Add". The "Add" button is circled in red. At the bottom, there are buttons for "< Previous", "Cancel", and "Submit". A disclaimer at the bottom states: "The Impact Aid Program will review each submission to determine whether it is of acceptable quality. The contact person on the application will receive an email within two business days regarding the application's status."

8. Repeat steps 5-7 as needed. Once you have added all of the necessary files, click the Submit button at the bottom of the page to submit these as part of your application package.

This screenshot shows the same web browser window as above, but with the "Add" button now disabled. The "Upload Signed Files" section shows the "Upload" button as the only active option. Below this is a table titled "Signed Documents" with the following content:

Document Type	File Name	Action
Both Cover page and Assurances page	Hello.pdf	<input type="checkbox"/>

At the bottom of the page, the "Submit" button is circled in red. The rest of the page content, including the instructions and disclaimer, remains the same.