

## Contract and Amendment Search

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### **Searching Contracts**

There may be times you need to review a previously entered contract or amendment (as shown previously). Before viewing amendments, you will need to bring up the contract. Follow the steps below to view a registered contract:

<b>Step</b>	<b>Action</b>
1	While at the SCPRS Main Menu, click on <b>Contract Search</b> link on the left side of the screen.
2	Select the search criteria using the drop down window. Depending on the criteria selected, you may be asked to provide more information.
3	Click on <b>Search Now</b>
4	Once the list of contracts is displayed, click on the contract you want to view.

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### **Searching Amendments**

Before viewing amendments, you will need to find the initial contract as described above. Follow the steps below to view the amendment:

<b>Step</b>	<b>Action</b>
1	Follow steps 1-3 as described above in searching contracts.
2	Click on Amendment link next to the contract to view the amendments. You can also open the contract up and view the amendments by clicking on <b>Number of Amendments</b> <u>view</u> button.

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