

## **Updating the Applicant Profile**

While the FY2011 CoC Competition is closed and changes cannot be made to the Exhibit 1 or Exhibit 2 applications, CoC lead agencies and project applicants may enter the Applicant Profile and update the information at any time during the year.

CoC lead agencies and project applicants need to update the profiles any time there is a change in contact information for the Primary Contact or Authorized Representative.

The steps to update the Applicant Profile are as follows:

- Log in to e-snaps
- Select Applicants in the left menu bar
- Select the orange folder to the left of your Applicant name
- Select Submission Summary in the left menu bar
- Select the "Edit" button
- Navigate to the appropriate screen
- Update the information
- Select "Save" at the bottom of the screen
- Go back to the Submission Summary screen
- Select the "Complete" button