

CMLS Guide: Contract Extensions

Acknowledge an exercised Extension

When an extension is exercised by DCP, CMLS will generate a Contract Extension Letter and email a link to the Service Provider Contract Manager to review and acknowledge.

1. Open the email and click on the **hyperlinked text**.



This notification is to inform you that a copy of the Contract Extension Letter is now attached to Contract Number P365C2 <https://cpsvrnmblixu/app/EFormRecord.aspx?EFormType=Contract+Extensions&RecordID=287>

Please access CMLS to view or download a copy for your reference.


[Do Not Reply to this email. This is a system generated notification.]

2. Log in to CMLS.
3. The **Contract Extension Record** will open.
4. Click on the **orange down arrow** next to the Extension.pdf to download the contract extension letter.
5. The PDF will download and show at the bottom of your browser screen. Click on the **pdf document** to open.
6. In the Contract Extension Record, click the **Acknowledge button** to advise DCP that the extension letter was received and acknowledging the extension is being exercised.
7. The **Acknowledged by, position held, and date and time fields** will auto populate.

Service Provider Acknowledgment
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Path: /Records/Contract%20Extensions/287/Contract Extension (PDF Format) Files: 1 Size: 0.064mb

<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: #ccc; margin-right: 5px;"></div> <div>First Extension.docx</div> </div>	0.064mb	<div style="border: 2px solid red; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> 4.  </div>
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Acknowledged By 7.

Position Held:

Date & Time:

6. Acknowledge

Download a copy of an Extension Letter

1. Log into CMLS and click on the **Contract Tab**.
2. In the **My Contracts form**, select a contract by clicking on any of the **hyperlinked text**.

MY CONTRACTS							
Contract Number	Contract Title	Service Type	Contract Type	Status	Service Provider Contract Manager Name	Contract Manager	Contract Value (excl GST)
P365C1	Family Based Care	General Family Based Care	NFP Standard	Active	Phoebe Farncomb	JessicaContractManag	\$10,000,000.00

3. Scroll down to the **Contract Extensions field**.
4. Click on the **hyperlinked text** of the contract extension required.

Contract Extensions					
Extension Number	Extension	Extension Start Date	Extension Term	Extension End Date	Status
P365C2EXT1	Extension 1	01-Jan-2021	12	31-Dec-2021	Approved

5. Users can return to the contract screen at any time by clicking the Parent: Contract button.

Government of South Australia
Department for Child Protection

Contract Extension

Parent: Contract

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6. Click on the **orange down arrow button** next to the extension letter you wish to view.

Service Provider Acknowledgment

Path: /Records/Contract%20Extensions/287/Contract Extension (PDF Format) Files: 1 Size: 0.064mb

<div style="display: flex; align-items: center;"> First Extension.docx </div>	<div style="border: 1px solid gray; padding: 2px 5px; display: inline-block;"> 0.064mb </div>
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Acknowledged By:	Phoebe Farncomb
Position Held:	Service Provider Contract Manag
Date & Time:	06-Jan-2021

Acknowledge

7. The document will download to your computer, click on the **document file** to open and save.

