

CMLS Guide: Contract Variations

View and Download Executed Contract Variations

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 | P365C1 2. | Family Based Care | General Family Based Care | NFP Standard | Active | Phoebe Farncomb | JessicaContractManag \$10,000,000.00 |

3. Scroll down to the **Contract Variation field**.
4. Click on the **hyperlinked text** of the contract variation you wish to view.

Contract Variation

| Variation Number | Variation Date | Contract/ Global Variation | Status |
|----------------------------|----------------|----------------------------|----------|
| P365C2VAR1 | 05 Jan 2021 | Contract Variation | Approved |

5. Click on the **Orange down arrow button** next to the variation record you wish to download.

Signed Variation

4.

Path: /Records/Contract%20Variation/1059/Final Signed Document Files: 2 Size: 0.733mb

| | | |
|----------------------------|---------|------|
| Summary.pdf | 0.337mb | ↓ |
| Variation NFP (2).docx.pdf | 0.396mb | ↓ 5. |

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

