



Instructions for Amending a Proposed SARA Policy Modification During an Amendment Period

Please use the instructions below to amend a proposal during the amendment period. Following these guidelines will help ensure your proposal moves forward for consideration as expeditiously as possible.

IMPORTANT NOTE: Amended proposals will be made publicly available on the NC-SARA website shortly after a review to ensure completeness. Amendments will also be reviewed before posting to ensure the changes fall within the scope of the initial proposal submission or are submitted to align with multiple similar proposals. For example, if the amendment is the result of efforts to align or combine multiple similar proposals and results in addressing a section or subsection of SARA policy that was not referenced in the initial proposal, that would meet the intent of the amendment periods. Adding content to the proposal that does not fall within the scope of the initial submission or that is not intended to achieve alignment may not qualify as an amendment and may need to be addressed in a future cycle of the SARA Policy Modification Process.

Step 1:

From the [Participate in SARA Policy Modifications webpage](#), select “SARA POLICY PORTAL”.



Step 2:

On the next screen, log in to the portal by selecting “Log in” in the upper right corner of the page. Use the same login credentials you used when you submitted your proposal.

- If you are a regional compact staff member or a SARA State Portal Entity, use your regular SARA Portal username and password.

Step 3:

After logging in, select the drop-down arrow on the left side of the screen next to “Current Cycle: Policy Proposals” and select “All Cycles: My Proposals.” You will see a listing of the proposal(s) you have submitted. You may amend any of the proposals on this list that are from the current Policy Modification cycle and have not been previously cancelled or withdrawn.

Step 4:

- Select the name of the proposal you wish to amend.

Step 5:

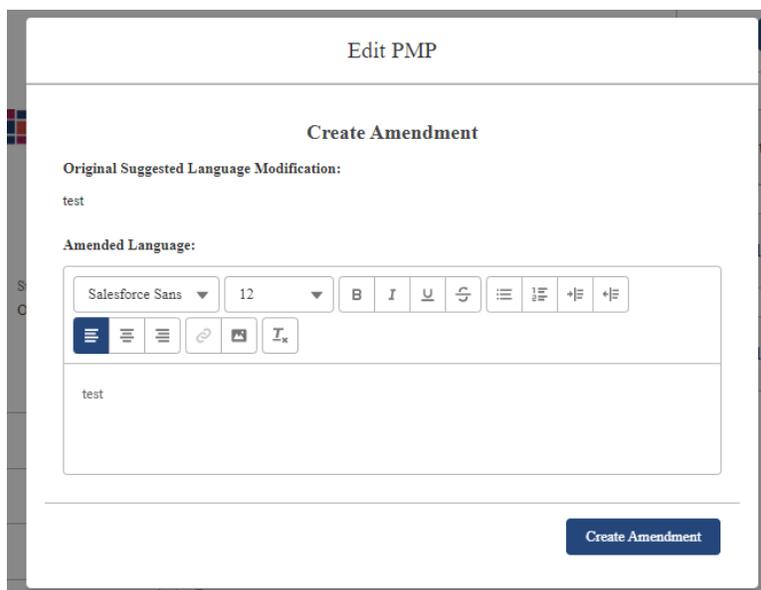
- Select “**Edit PMP**” in the upper right corner.

Step 6:

- Review the information in the pop-up screen and, if you wish to proceed, select “**I Understand.**”

Step 7:

- On the next screen enter the **Amended Language**. Please be sure to strikethrough and use red font for language you are proposing to delete from policy, and underline and use red font for language you are proposing to add to policy.
- Select “**Create Amendment.**”



The screenshot shows a web interface titled "Edit PMP". Below the title is a section titled "Create Amendment". Under this section, there are two text input fields. The first is labeled "Original Suggested Language Modification:" and contains the text "test". The second is labeled "Amended Language:" and contains a rich text editor. The rich text editor has a toolbar with options for font face (Salesforce Sans), font size (12), bold (B), italic (I), underline (U), strikethrough (ABC), bulleted list, numbered list, link, unlink, and image. Below the toolbar is a text area containing the text "test". At the bottom right of the form is a blue button labeled "Create Amendment".

Step 8:

- On the next screen you will have the opportunity to upload files.
 - **IMPORTANT NOTE:** When making an amendment, any files that were uploaded with the original proposal will be archived and **will not appear** with the amendment. If you would still like to include your previously uploaded files with your amendment, you must upload them on this screen. If you would like to upload new files to be included with your amendment, you must also upload them on this screen.
- Select **“Done”** after uploading each file. After you have uploaded all files, or if you have no files to upload, select **“Finish.”**



Step 9:

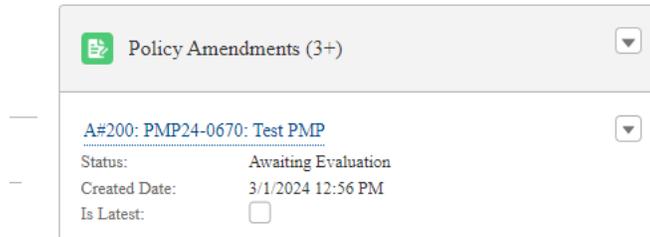
- After selecting **“Finish,”** you will be taken back to the SARA Policy Portal landing page. Once again, select the drop-down arrow on the left side of the screen next to **“Current Cycle: Policy Proposals”** and select **“All Cycles: My Proposals.”**

Step 10:

- Once again, select the name of the proposal you just amended.

Step 11:

- Refer to the tile titled “Policy Amendments” on the right side of the screen to view your amended proposal. Initially, the amendment status will be listed as “Awaiting Evaluation.”



- Once your amendment has been reviewed, it will be made publicly available.

**For further assistance with, or questions about, this process,
please email info@nc-sara.org.**