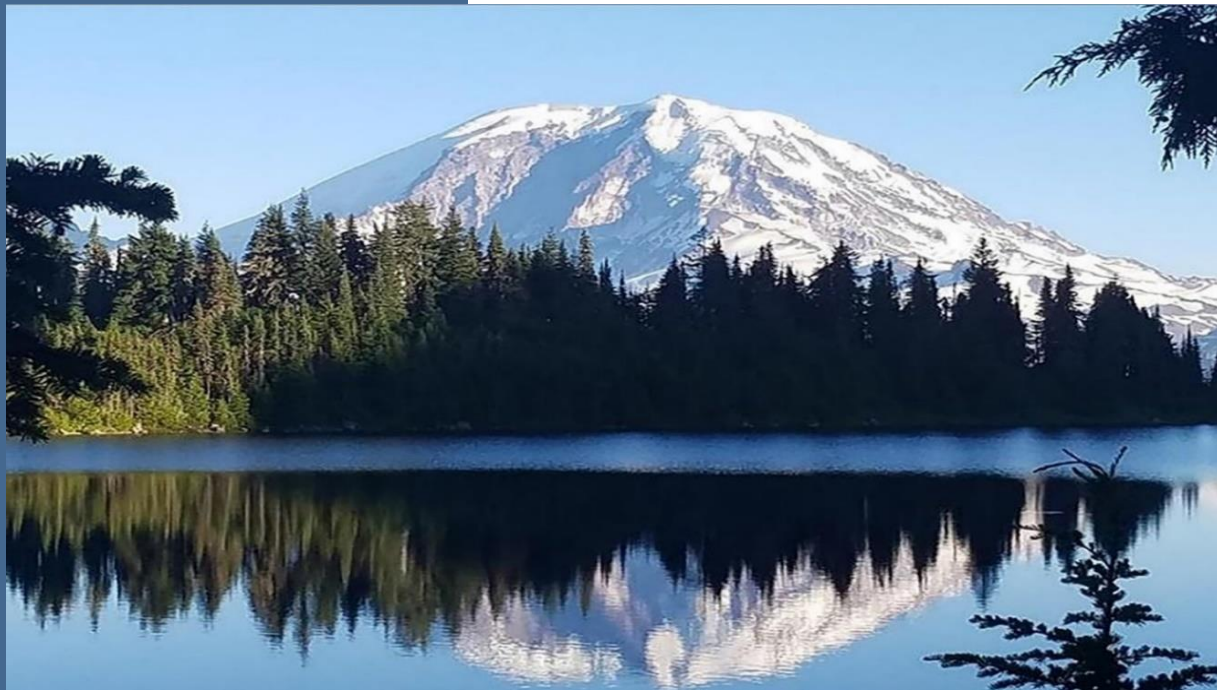




Ecology Administration of Grants and Loans

EAGL IGX External Users' Manual

Financial Services Division

Washington State Department of Ecology

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¹ <https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans>

² <https://ecology.wa.gov/about-us/accessibility-equity/accessibility>

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Introduction

Welcome to the EAGL IGX External Users' Manual! This manual will help you navigate the Ecology's Administration of Grants and Loans (EAGL) system to apply for opportunities, assign documents to you and your team, submit payment requests/progress reports and other reports, receive notifications about tasks or updates to your documents, and more.

If you are new to EAGL IGX, please review sections 1-7 to learn how EAGL IGX works. These sections cover system requirements, registering for EAGL IGX, navigating the system, finding parent or subdocuments, how your role affects what you can do, general document tools and tips, and uploading supporting documents.

If you are already familiar with EAGL IGX, you can skip to the process you want to work on using the links in the table of contents.

NOTE: Bold text is used throughout this manual to emphasize text in lists, important notes, and references to the action buttons, and fields in the EAGL IGX system. For example, in the instructions, "then **Save** the form."

1. Overview of Ecology's Administration of Grant & Loans

Ecology's Administration of Grants and Loans (EAGL) is a comprehensive, web-based grant and loan management system. It operates on a form and workflow-based structure, providing different forms to users based on their role in the workflow. Due to this setup, it is crucial for users to be aware of their assigned role and the status of the document they need to access. Roles and statuses required to complete each process will be noted throughout this manual.

EAGL IGX is used to:

- Complete grant and loan applications.
- Download grant and loan agreements and amendments.
- Submit payment requests with progress reports.
- Submit equipment purchase reports.
- Request amendments.
- Upload agreement deliverables.
- Submit Close Out Reports.

The system provides a streamlined application and reporting process for users.

NOTE: In addition to this manual and help from Ecology staff, see Ecology's [Grant & loan guidance and forms](https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/grant-loan-guidance)³ page.

³ <https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/grant-loan-guidance>

2. System Requirements

The system is a web-based application, designed for easy access with minimal adjustments to your computer's settings. It is compatible with the most common, up-to-date web browsers including Microsoft Edge (preferred), Chrome, Firefox, and Safari. To avoid issues with browser cookies that may result in being logged out or losing work, do not open multiple windows or browser tabs while filling out documents.

When the use of EAGL IGX is not supported by the web browser, the following message will display:



Figure 1. Unsupported browser error message

Other system messages that may appear include:

- “The web browser must enable cookies for this site to access this portal.”
- “Do not open multiple windows or browser tabs while filling out the document, as this can cause issues with browser cookies resulting in either being kicked out of the system or work being lost.”

3. External User Registration for SAW and EAGL IGX

There are three scenarios for EAGL IGX registration:

- EAGL IG (previous system) users.
- New EAGL IGX users with a Secure Access Washington (SAW) account.
- New SAW and EAGL IGX users.

Current EAGL users

1. To log in to EAGL IGX, select the **Secure Access Washington** account link from the [EAGL IGX Welcome page](#)⁴.

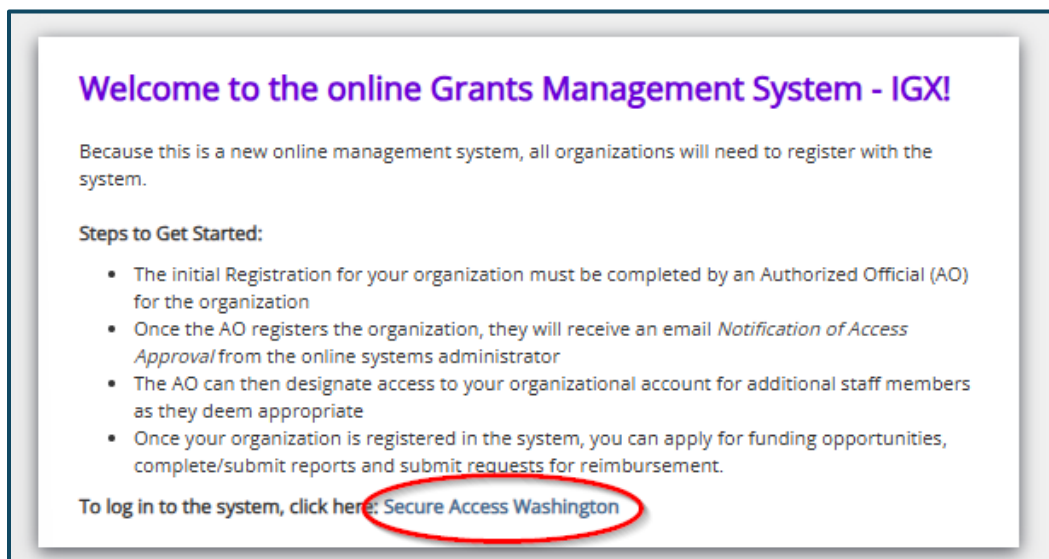


Figure 2. EAGL IGX login screen

2. Log in to your Secure Access Washington account using your existing username and password for your EAGL IGX account. You will be directed to the EAGL IGX dashboard.

⁴<https://eagl.intelligrants.com/>

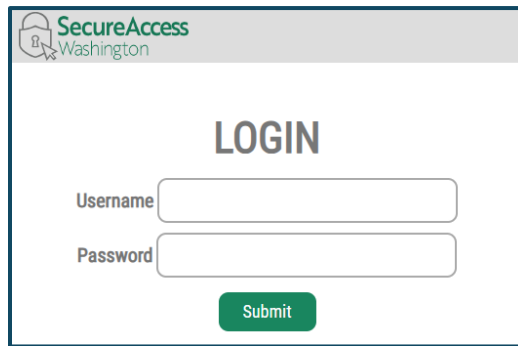

 The image shows the Secure Access Washington login screen. At the top left is the 'SecureAccess Washington' logo. In the center, the word 'LOGIN' is displayed in large, bold, black letters. Below this, there are two input fields: 'Username' and 'Password'. At the bottom center is a green 'Submit' button.

Figure 3. Secure Access Washington login screen

New EAGL IGX user with a SAW account

1. To log in to EAGL IGX, select the **Secure Access Washington** account link from the [EAGL IGX Welcome page](#)⁵.
2. Log in to your Secure Access Washington account using your existing username and password.
3. Complete the EAGL IGX registration form.

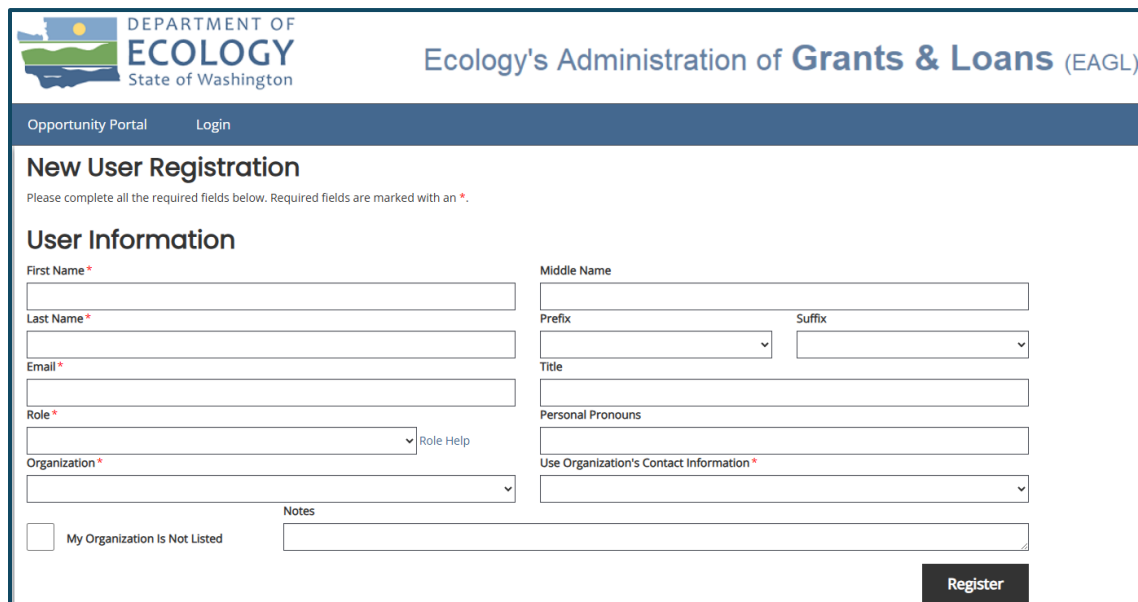

 The image shows the 'New User Registration' form for the Department of Ecology, State of Washington. The header includes the department logo and the text 'Ecology's Administration of Grants & Loans (EAGL)'. Below the header, there are links for 'Opportunity Portal' and 'Login'. The main title is 'New User Registration', followed by a note: 'Please complete all the required fields below. Required fields are marked with an *.' The form is divided into two columns. The left column contains fields for 'First Name *', 'Last Name *', 'Email *', 'Role *' (with a dropdown menu and a 'Role Help' link), and 'Organization *' (with a dropdown menu). Below these is a checkbox labeled 'My Organization Is Not Listed'. The right column contains fields for 'Middle Name', 'Prefix' (dropdown), 'Suffix' (dropdown), 'Title', 'Personal Pronouns', and 'Use Organization's Contact Information *' (dropdown). At the bottom right is a black 'Register' button.

Figure 4. EAGL IGX new user registration form

4. Select the [System Role](#) appropriate for the work you will do.
5. Select your organization from the dropdown menu. If it does not exist, select the checkbox for **My Organization Is Not Listed**.

⁵ <https://eagl.intelligrants.com/>

- Fill in your organization's information for the required fields. You will need your agency's Federal Tax ID and [Statewide Vendor/Supplier number](https://ofm.wa.gov/tech-support/statewide-vendor-payee-services/statewide-vendor-number-lookup/)⁶ from the Office of Financial Management's system to complete the registration.

Role*

Role Help

Personal Pronouns

Organization*

Notes

☒ My Organization Is Not Listed

Organization Information

Name*

Statewide Vendor / Supplier #*

Federal ID (FEIN)*

Mailing Address*

Mailing City*

Physical Address*

City*

County*

Organization Email

Short Name*

Short Name Help

Department

Unique Entity Identifier (UEI)

Mailing State*

Mailing Zipcode*

State*

Zipcode*

Organization Phone*

Fax

Organization Website

Organization Categories*

☐ County
 ☐ State agency
 ☐ Higher Education Institution
 ☐ Clean Air Agency
 ☐ Irrigation District
 ☐ Transit Authorities
 ☐ Private entity

☐ Other
 ☐ City/Town
 ☐ School District
 ☐ Local Health Jurisdiction
 ☐ Public Utility District
 ☐ Other Special Purpose District

☐ Federal agency
 ☐ Tribal government
 ☐ Port
 ☐ Water/Sewer District
 ☐ Conservation District
 ☐ Not-for-profit entity

Use Organization's Contact Information*

Register

Figure 5. EAGL IGX new organization registration fields

⁶ <https://ofm.wa.gov/tech-support/statewide-vendor-payee-services/statewide-vendor-number-lookup/>

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7. Select the **Register** button at the bottom of the page to complete your registration.
8. Ecology staff will review your registration request. Once approved, EAGL IGX will send you an email letting you know your registration has been approved.
9. Once you receive the approval email, log in to EAGL IGX by selecting the **Secure Access Washington** account link from the [EAGL IGX Welcome page](#)⁷.
10. Enter your username and password. You will be directed to the EAGL IGX dashboard.

New SAW and EAGL IGX users

NOTE: If you already have a Secure Access Washington (SAW) account for other government services, you do not have to create a new account to access EAGL IGX, unless you want to keep your accounts separate. You may not share a SAW account with another person or organization.

1. To log in to EAGL IGX, select the **Secure Access Washington** account link from the [EAGL IGX Welcome page](#)⁷.
2. Select the **Sign Up!** button in the top banner and complete the registration information.

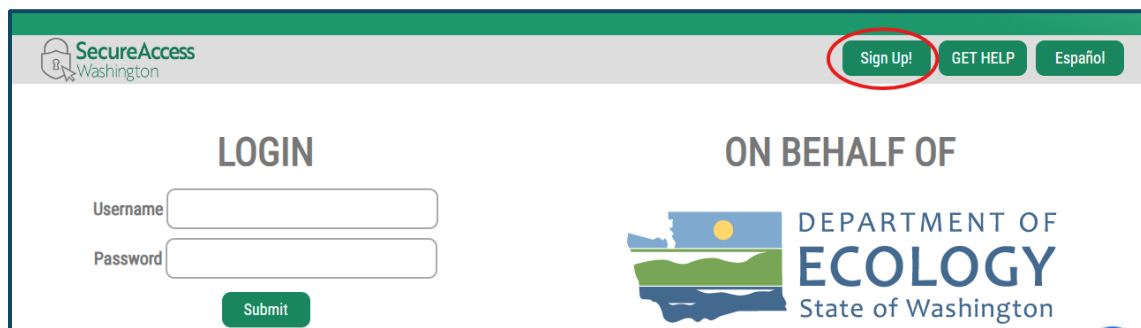


Figure 6. Secure Access Washington new user registration

3. Create your SAW account and wait for a confirmation email.
4. Select the confirmation link in the email that will return you the **Secure Access Washington login screen**, or you can access it through the [EAGL IGX Welcome page](#)⁷.
5. Enter your SAW username and password and select **Submit**.
6. Complete the EAGL IGX registration form. Select the [System role](#) appropriate for the work you will do.
7. Select your organization from the dropdown menu. If it does not exist, select the checkbox for **My Organization Is Not Listed**.

⁷ <https://eagl.intelligrants.com/>

8. Fill in your organization's information for the required fields. You will need your agency's Federal Tax ID and [Statewide Vendor/Supplier number](#)⁸ from the Office of Financial Management's system to complete the registration.
9. Select the **Register** button at the bottom of the page to complete your registration.
10. Ecology staff will receive notice of your registration request. Once approved, EAGL IGX will send you an email letting you know your registration has been approved.
11. Once you receive the approval email, log in to EAGL IGX by selecting the **Secure Access Washington** account link from the [EAGL IGX Welcome page](#)⁹.
12. Enter your username and password. You will be directed to the EAGL IGX dashboard.

⁸ <https://ofm.wa.gov/tech-support/statewide-vendor-payee-services/statewide-vendor-number-lookup/>

⁹ <https://eagl.intelligrants.com/>

4. The Language of EAGL IGX

There are a few words and phrases that have special meaning in EAGL IGX. Knowing these will help you understand how the system works. They include:

Equipment Purchase Report (EPR) — An EPR is a subdocument with just one form that allows Ecology to track recipient equipment purchases of \$10,000 or more.

Form — Every parent document or subdocument in EAGL IGX consists of one or more forms. For example, an application (parent document) may have 15-20 forms. Some subdocuments (for example, Recipient Close Out Report) may have only one form.

Parent Document — During the application process, the application is the parent document. If the project is funded and the agreement approved/signed, the subsequent agreement becomes the parent document. All other EAGL IGX documents associated with the application/agreement are subdocuments.

Payment Request/Progress Report (PRPR) — A PRPR subdocument consists of several forms — the Payment Request, Payment History, Form D Contractor Participation Report, and the Progress Report.

Related Documents — For a parent document, related documents include PRPRs, EPRs, Site Visit and Close Out Reports. For a subdocument, related documents include the parent document and other subdocuments.

Role — EAGL IGX is a form and workflow system that uses a person's role and a document's status to determine what can be completed in a workflow. Your role can be different across documents. EAGL IGX displays your role on the parent document and subdocument landing pages.

Status — Every document in EAGL IGX has a status assigned to it. That status changes as a document makes its way through the workflow. The document landing page displays the document's status.

Subdocument — EAGL IGX documents related to an application/agreement including Equipment Purchase Reports, Site Visit Reports, Payment Request/Progress Reports, and Close Out Reports.

Workflow — A workflow is a series of steps that must be completed in a certain order. As a document's status changes, the document is making its way through the workflow.

5. EAGL IGX Navigation

Dashboard

When you log in to EAGL IGX, you are directed to the EAGL IGX dashboard. From here, you can access **Funding Opportunities**, review **My Tasks**, and search for organization documents.

You can change the contrast view to grayscale by selecting the **Contrast**  button. You can submit a system support request by selecting the **Contact Us**  button in the top ribbon. See the [Support](#) section for how to submit a request.

The **Help**  button directs you to your profile; please refer to this manual and program guidelines for help with using the system.

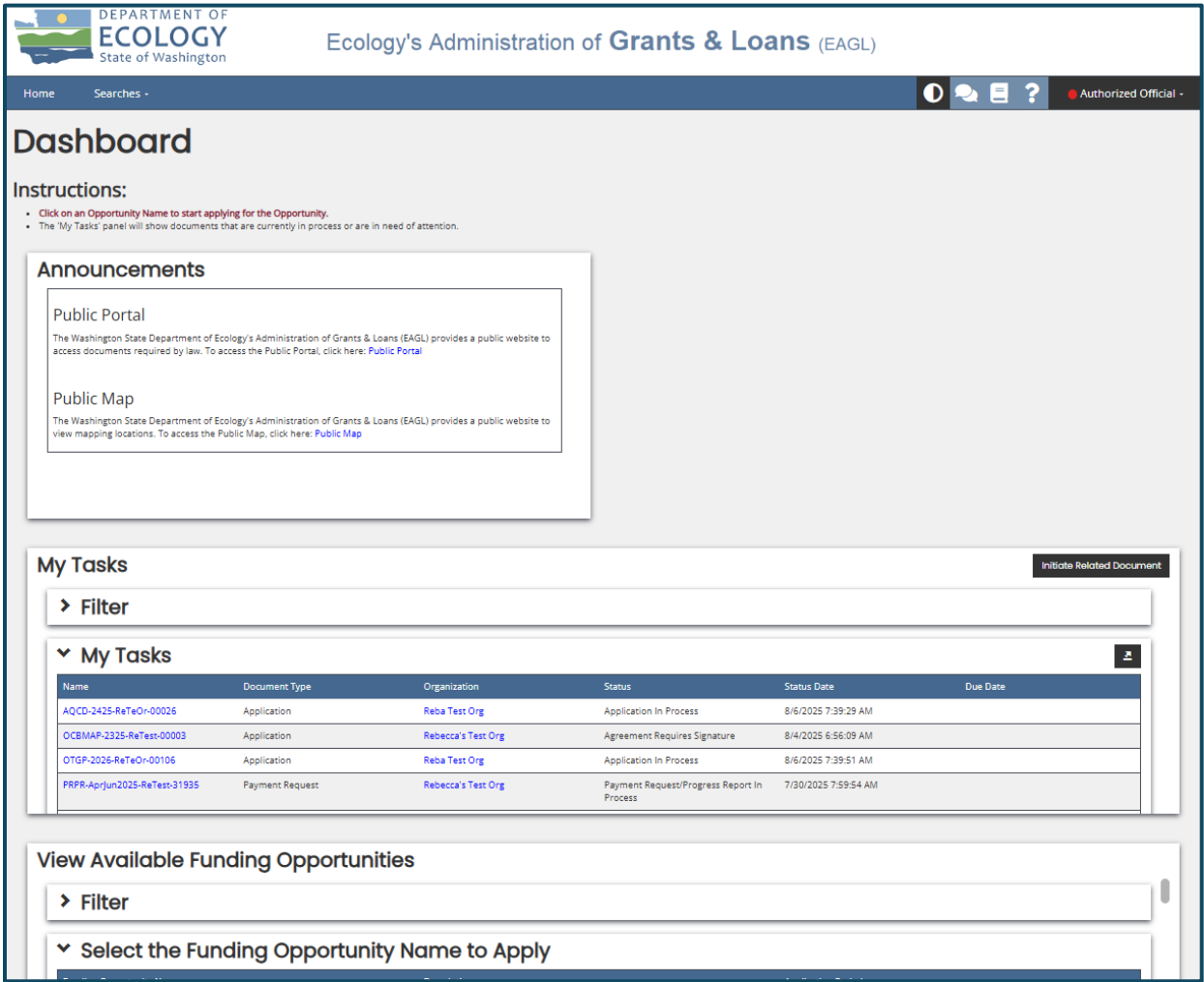


Figure 7. EAGL IGX dashboard

Training materials

Selecting the **Book**  button in the top ribbon provides access to this user manual. Right click on the manual link then select **Open in a new window** to view the information while you work on your document.

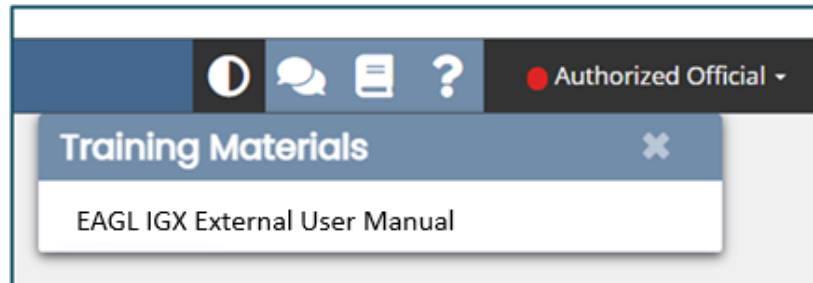


Figure 8. Training materials dropdown menu

Profile/Contact information

If you select your name in the top ribbon, then **Profile**, you can review and make changes to your contact information. See [Appendix A: Updating My Personal Contact Information](#) for more information.

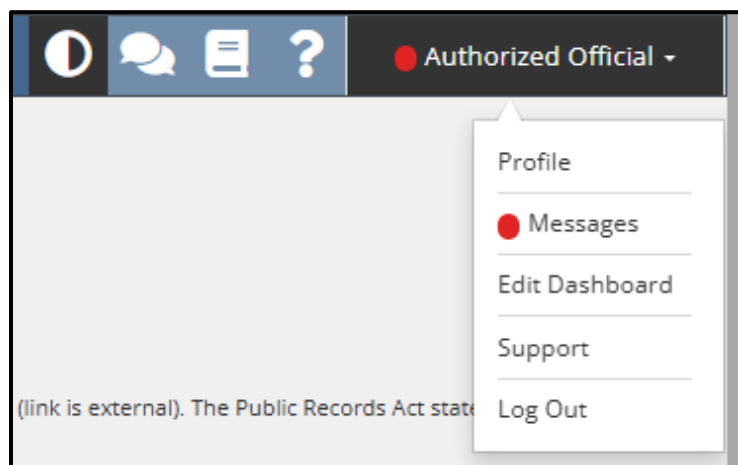


Figure 9. Dropdown menu under user's name

Messages

The system-generated messages sent to you by email can also be viewed under **Messages**.

Dashboard panels

Dashboard panels offer quick access to information or documents from the EAGL IGX dashboard. The available panels, depending on your role, are **Announcements**, **My Tasks**, and **View Available Funding Opportunities**. If your role does not have permission to a panel, you will not see it as an option.

You can customize your dashboard panels by selecting **Edit Dashboard** in the dropdown menu under your name in the top right corner. You must be on the EAGL IGX dashboard page to access this feature.

- To remove a panel, select the red **X** box on the panel and **Save**.
- To change the way a panel displays, select the **Gear**  icon on the panel, choose your preferred display (Jumbo, Standard, Tall, Wide), and **Save**.
- To add a panel back, select **Add Panel**, choose the panel and style you want from the dropdown, then **Save**.

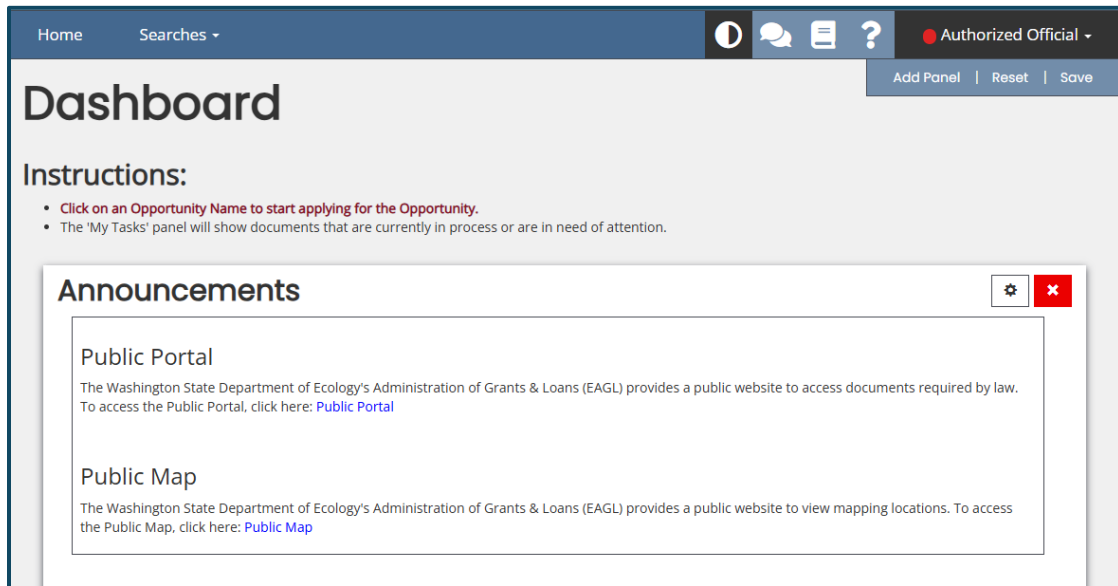


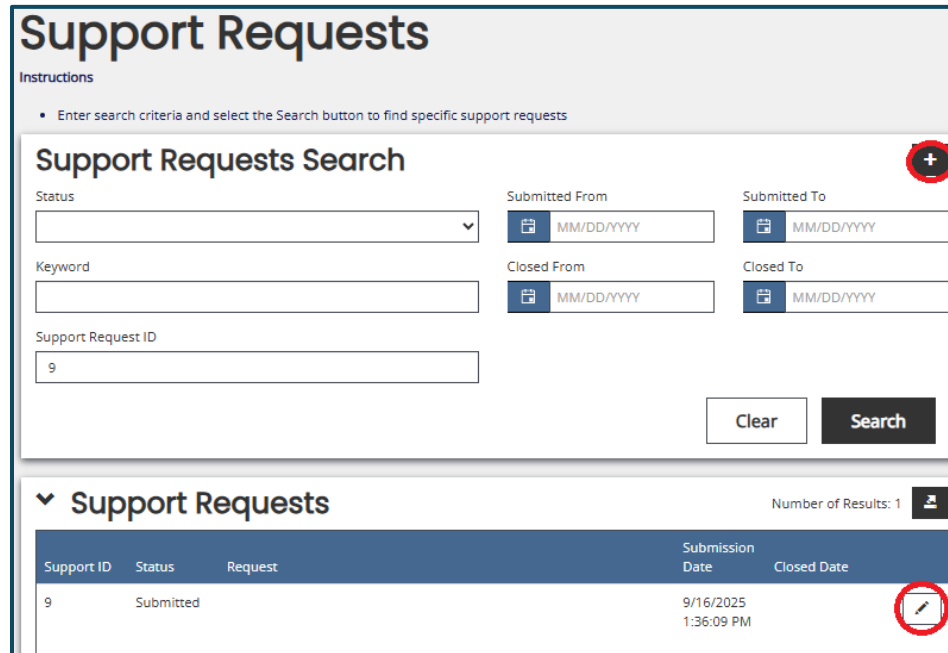
Figure 10. Dashboard panel customization screen

Support

The **Support** function allows you to submit a new help request and review and add information to requests you already submitted.

1. Submit a new request by selecting the **Plus (+)** button in the Support Requests Search panel.
2. A Support Request Details window will appear. Enter your preferred contact method (email or phone).
3. Enter the category for your issue (e.g., Forms, Status Management, Profiles.)
4. Select Department of Ecology for who the request is directed to.
5. Enter a description of the issue. If it is related to a document, include the document name, the status it is in, your role, and what errors flagged. You can add snapshots or other supporting documents once you've created the request.
6. When you are finished, select **Save**. This creates and submits the request.

7. Once you've submitted a request, if you want to add attachments as examples or have other updates for your request, select the **Pencil**  icon next to the request.
8. Add information in the Messages field, select **Browse** to upload documents, then **Send** and the System Administrator will receive the additional information.



Support Requests

Instructions

- Enter search criteria and select the Search button to find specific support requests

Support Requests Search

Status

Submitted From MM/DD/YYYY

Submitted To MM/DD/YYYY

Keyword

Closed From MM/DD/YYYY

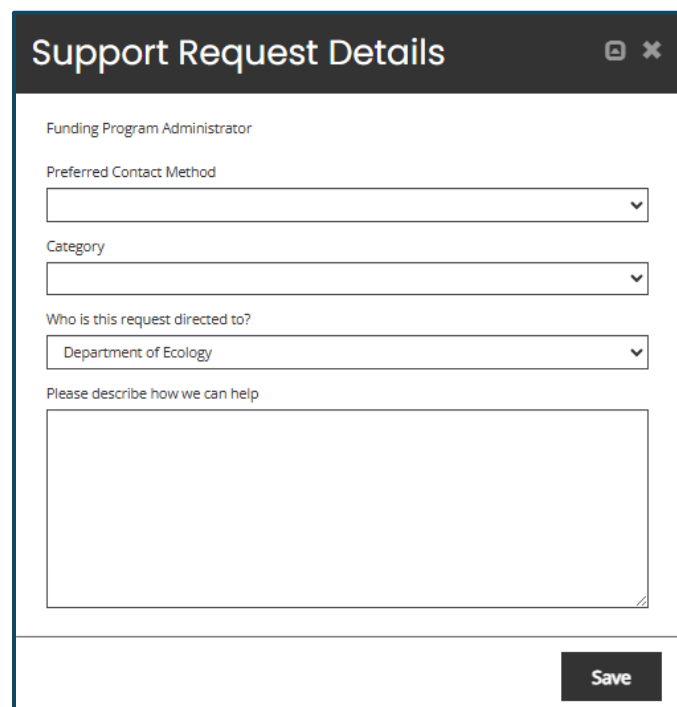
Closed To MM/DD/YYYY

Support Request ID 9

▼ **Support Requests** Number of Results: 1

Support ID	Status	Request	Submission Date	Closed Date
9	Submitted		9/16/2025 1:36:09 PM	

Figure 11. Searching and editing support requests



Support Request Details

Funding Program Administrator

Preferred Contact Method

Category

Who is this request directed to? Department of Ecology

Please describe how we can help

Figure 12. Initiating a support request

Support Request Details

Support ID

9

Date Submitted

9/16/2025 1:36:09 PM

Submitted By

Authorized Official

Date Closed

Status

Submitted

Request

Example of Help Request: I cannot submit my application AQLMER-2325-ReTeOr-00193. I get an error that the Mapping Information is needed but cannot access the Editor Map.

Messages

Format B I U [List Icons] </>

I am including an attachment of the issue I see on the Mapping Information screen.

Browse

page (41).pdf 49.33 KB

Send

Figure 13. Editing a support request

Logging out of EAGL IGX

When you close the web browser, you will be automatically logged out of the system. You can also log out of the system by selecting **Log Out** from the dropdown under your name in the top right corner.

If you remain idle for a period (typically 15 minutes or more), the system will ask, “Are you are still there?” in a pop-up box. If you do not respond by selecting **Yes**, the system will automatically log you out.

Locating documents

To search for organization documents, select **Searches** in the top ribbon. After you visit a document landing page, it will appear when hovering over Recent Documents in the dropdown menu. The 25 most recently visited documents will display in the dropdown.

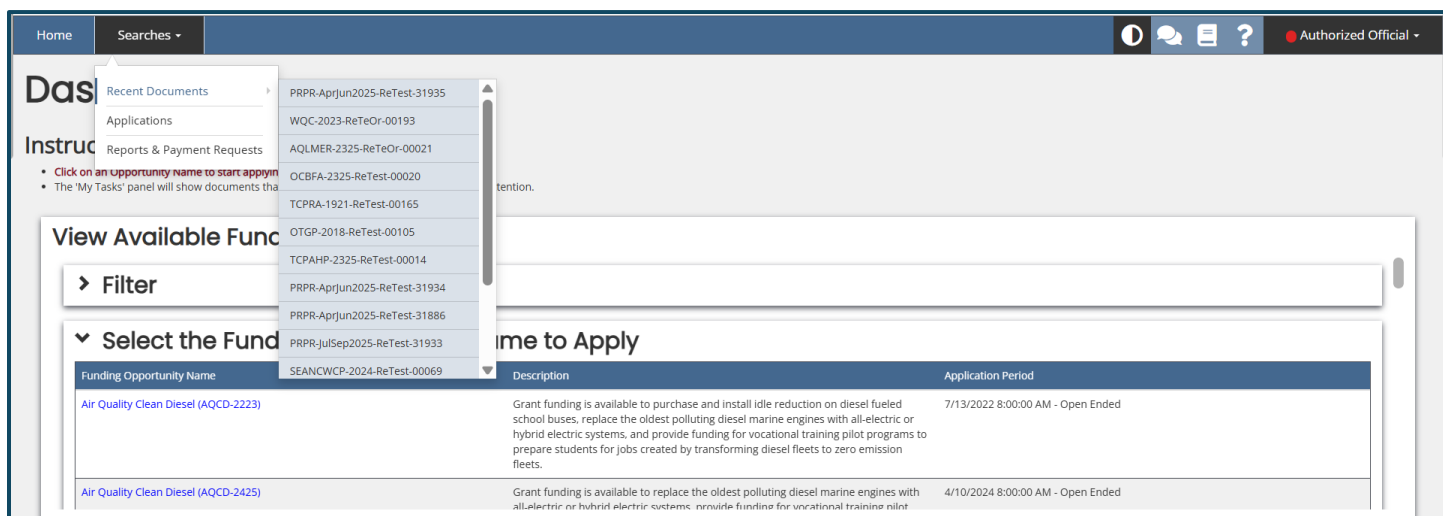


Figure 14. Search tools for finding documents

To search for a parent document (application or agreement), select **Applications** from the **Searches** menu. Add the document number in the **Name** field or use the other fields to filter for your document and select **Search**. If you leave all fields blank and select **Search**, it returns all parent documents you are assigned to.

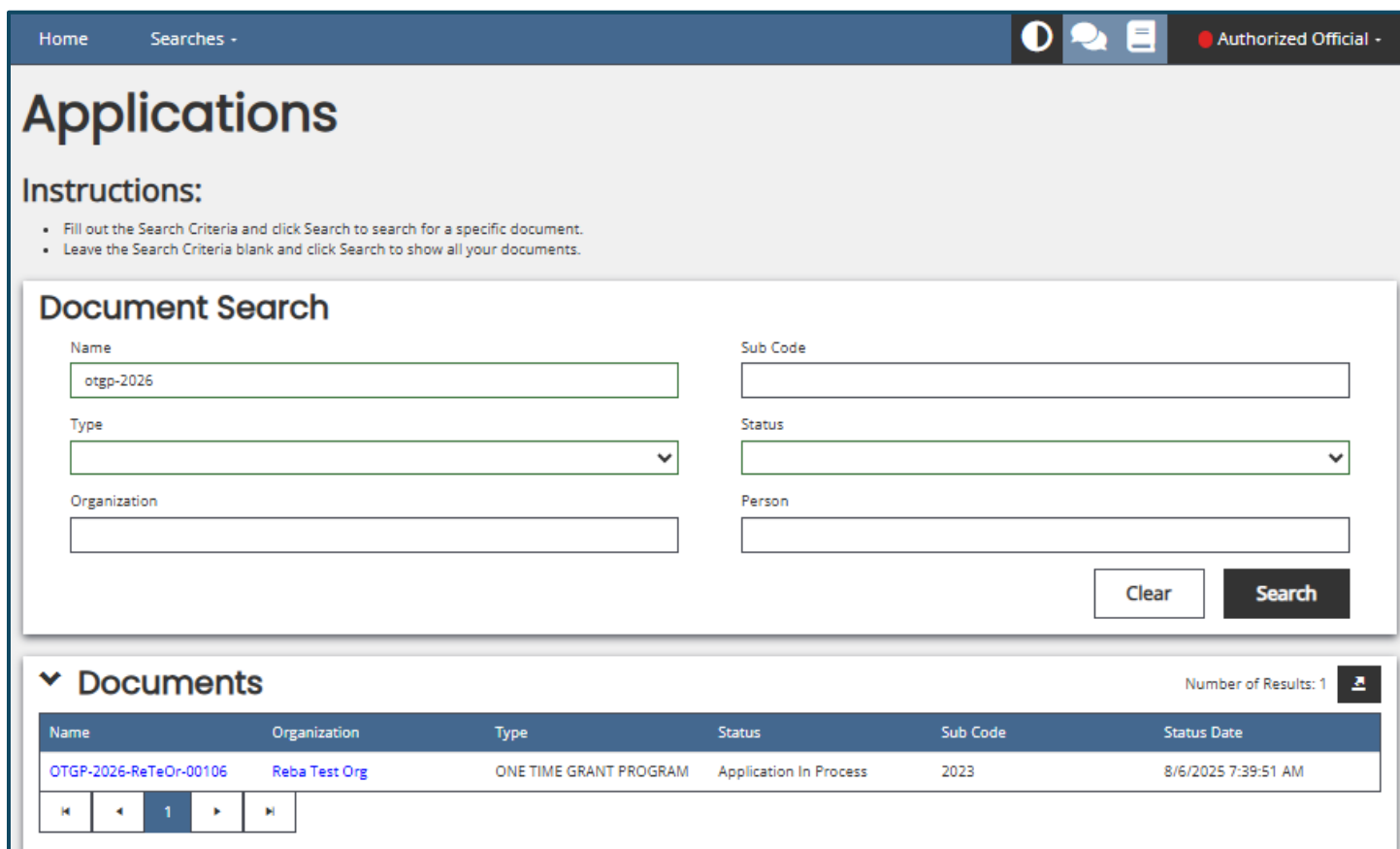


Figure 15. Applications search tool

When the results are returned, you can sort them alphabetically or by date by clicking on the headers in the blue ribbon (e.g., Name, Type, Status, Status Date). Select the link under the Name column to access the parent document landing page.

To search for a subdocument (PRPR, Equipment Purchase, Site Visit or Closeout Report), select **Reports & Payment Requests** from the **Searches** menu. Add the subdocument number in the **Name** field or use the other fields to filter for your document, then select **Search**. If there is a specific type of subdocument you are looking for, select the subdocument under the **Type** field dropdown menu. If you leave all fields blank and select **Search**, it returns all subdocuments you are assigned to.

Reports & Payment Requests

Instructions:

- Fill out the Search Criteria and click Search to search for a specific document.
- Leave the Search Criteria blank and click Search to show all your documents.

Document Search

Name

prpr

Type

Organization

Sub Code

Status

Person

Clear

Search

Documents

Number of Results: 26

Name	Organization	Type	Status	Sub Code	Status Date
PRPR-AprJun2025-ReTest-31886	Rebecca's Test Org	Payment Request	Payment Request/Progress Report Mods Submitted	2015	7/28/2025 4:05:28 PM
PRPR-AprJun2025-ReTest-31887	Rebecca's Test Org	Payment Request	Payment Request/Progress Report Active	2015	7/15/2025 7:51:45 AM
PRPR-AprJun2025-ReTest-31888	Rebecca's Test Org	Payment Request	Payment Request/Progress Report Active	2015	7/15/2025 2:49:41 PM

Figure 16. Reports and payment requests search tool

When the results are returned, you can sort them alphabetically or by date by clicking on the headers in the blue ribbon (e.g., Name, Type, Status, Status Date). Select the link under the Name column to access the subdocument landing page.

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October 2025

6. Role Permissions Overview

How it works

EAGL IGX is a workflow system. The actions you can perform depend on your role and the status of your document (if applicable). The options available to you will change as a document progresses through the workflow.

Everyone in your organization who needs to do work in EAGL IGX must:

- Have a Secure Access Washington (SAW) account.
- Be associated with the EAGL IGX service in SAW.
- Register for EAGL IGX and be granted access by Ecology (may take up to three business days).
- Be associated with your organization by an EAGL Administrator from Ecology (if working with multiple organizations, for example contractors.)
- Be granted appropriate document access by the organization's Authorized Official.

NOTE: Your staff cannot continue to use or reuse a single member's account. For example, if a member of your staff leaves your organization, do not edit the account to update it with a new person's name. New employees must get their own SAW account and EAGL IGX access. For auditing purposes, never share SAW or EAGL accounts.

System roles

System roles control what you can do in the system. The first person who registers your organization for EAGL IGX must be an Authorized Official. Ecology highly recommends having at least two Authorized Officials so a backup is in place when staff are unavailable or leave the organization.

The Authorized Official will assign all other users from your organization the most appropriate role for their job duties. There is no limit to the number of people from your organization who can access EAGL IGX, but it is a good practice to limit users to only those who need access.

Each organization should review their grant administration processes and practices and determine the appropriate roles for their staff. System roles include:

Authorized Official — Allows a user to manage organization information; assign organization user roles; and initiate, edit, and submit applications, payment requests, amendments, and reports. This role is typically for users who need to do everything during the lifetime of a grant. This role receives regular email notifications from EAGL IGX about the grant and related activity.

NOTE: Contractors may not hold the Authorized Official role.

Contractor — Allows a user to initiate and edit applications. This role is typically assigned to people outside of your organization who you authorize to do work on your behalf. An Authorized Official must contact Ecology at eagl@ecy.wa.gov to request assignment of a Contractor with an existing EAGL IGX account to your organization.

Reader — Allows a user to only view applications and subdocuments. This role is typically assigned to the organization's authorized signatory such as a mayor or director. In other cases, this role is used for those who serve strictly in an advisory capacity that do not administer the grant. This role does not receive any system notifications.

Recipient Financial Officer — Allows a user to initiate and submit payment requests and reports. This role is typically assigned to users who serve strictly in a financial management role. They may complete Payment Request forms but cannot enter any information on the Progress Report form. This role can only submit the PRPR after an Authorized Official or Recipient Project Manager fills out the Progress Report form.

Recipient Project Manager — Allows a user to edit applications and initiate and submit payment requests, reports, and equipment purchase reports. This role is typically for users who serve strictly in a project manager capacity for a grant or loan. This role cannot enter any information on the Payment Request form of a PRPR and can only submit it after an Authorized Official or Recipient Financial Officer fills out the Payment Request form.

Writer — Allows a user to edit applications and subdocuments. This role is typically assigned to users who will help with the application, payment requests, or provide support during the lifetime of the agreement. This role does not receive system notifications. This role does not allow the user to create or submit documents. Writer is the best role for people in organizations that have strict accounting protocols.

Table 1. Document Role Permissions for Applications and Amendments

What your role allows you to do in EAGL IGX:	Authorized Official	Contractor	Recipient Project Manager	Recipient Financial Officer	Writer	Reader
Control Access to Applications	X					
Read Application Forms	X	X	X	X	X	X
Edit Forms when Application in Process	X	X	X		X	
Initiate Applications	X	X				
Submit Applications	X					
Cancel Applications	X					
Initiate Amendments	X					

Table 2 Document Role Permissions for Payment Request/Progress Reports (PRPR)

What your role allows you to do in EAGL IGX:	Authorized Official	Contractor	Recipient Project Manager	Recipient Financial Officer	Writer	Reader
Initiate PRPRs	X		X	X		
Read PRPRs	X	X	X	X	X	X
Edit PRPRs	X		Progress Report Only	Payment Request/ Form D Only	X	
Submit PRPRs	X		X	X		
Cancel PRPRs	X		X	X		

Table 3. Document Role Permissions for Equipment Purchase Reports (EPR) & Close Out Report

What your role allows you to do in EAGL IGX:	Authorized Official	Contractor	Recipient Project Manager	Recipient Financial Officer	Writer	Reader
Initiate EPRs & Close Out Reports	X		X			
Read EPRs & Close Out Reports	X	X	X	X	X	X
Edit EPRs & Close Out Reports	X		X		X	
Submit EPRs & Close Out Reports	X		X			
Cancel EPRs & Close Out Reports	X		X			

Organization and document level roles overview

EAGL IGX user roles are assigned at two levels: organization and document. Roles can be customized in each parent document and subdocument. Roles you assign at the organization level will default to the parent document and subdocument levels if you assign the organization role before you create the parent document or subdocument.

The Authorized Official should access the parent document and ensure the appropriate roles are assigned to other members of the organization. If you add staff to your organization after a document is created, an Authorized Official must manually assign roles for the new staff to the document; the system will not automatically assign new staff to existing documents.

When you assign a role at the parent document level, that role will apply to any subdocument created after the role is assigned unless you manually change the role on the subdocument.

Precedence of document-level roles

Roles set at the organization level serve as the user's default role on newly initiated parent documents (applications). However, an Authorized Official can change a person's role on a document to modify their permissions. The document level role takes precedence over the organization level role. For example, a person who is an Authorized Official at the organization level but a Reader at the document level will be limited to

Reader level actions for that document and they will not receive the document notifications sent to Authorized Officials.

Updating roles at the organization level

1. Select **Profile** from the dropdown menu under your name. Your Person Information screen will open.

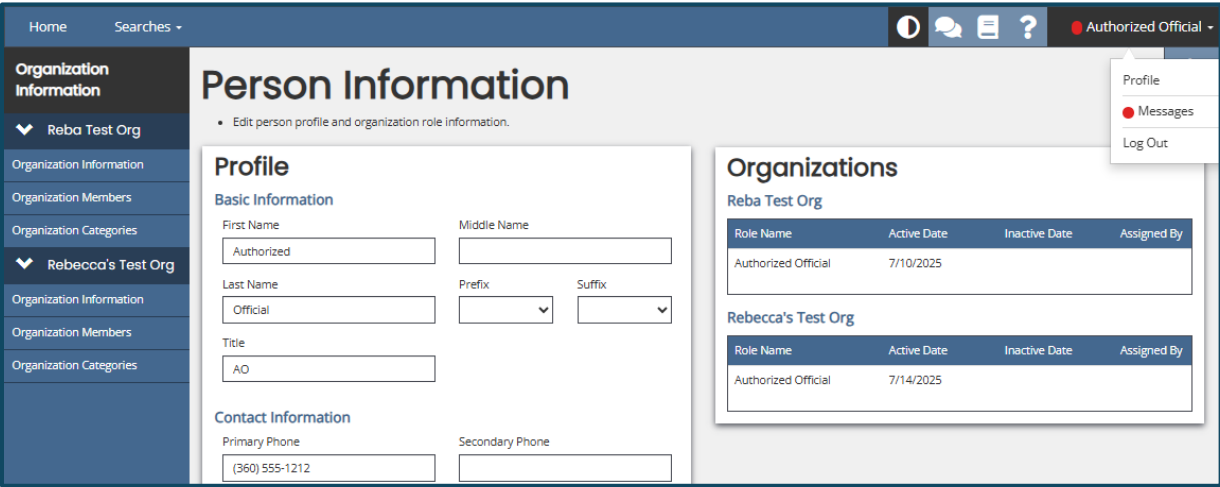


Figure 17. Access to organization information from the Person Information page

2. Verify that you are an Authorized Official for the organization. Only Authorized Officials can update member roles.
3. Select **Organization Information** in the left navigation panel, then select **Organization Members**. If you are associated with more than one organization, as in the example, you need to choose the link for Organization Members under the organization you are making changes.
4. The Members page lists people currently associated with your organization, their roles, and the dates they became active and inactive.

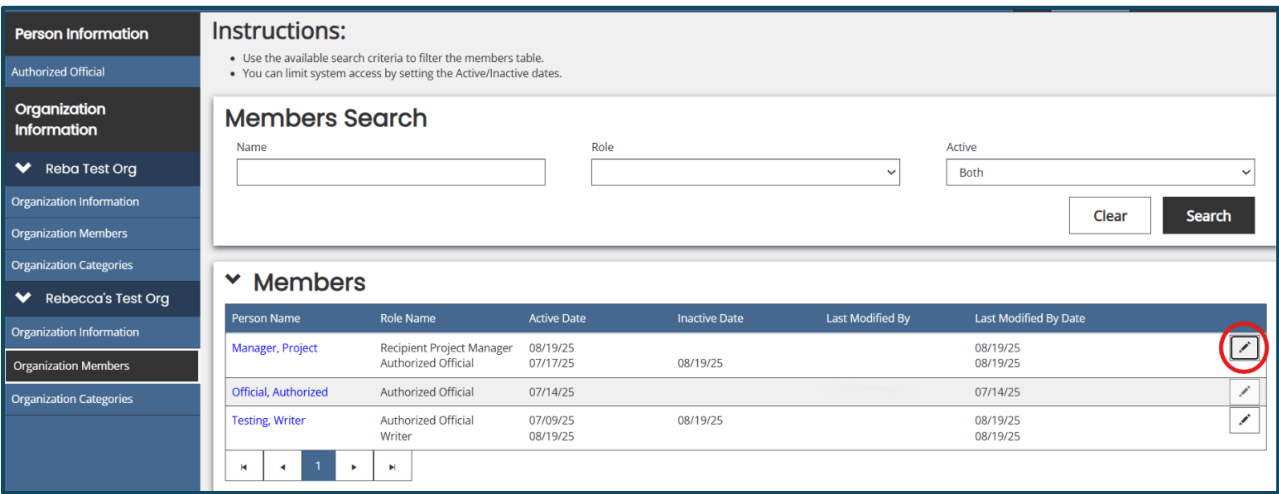
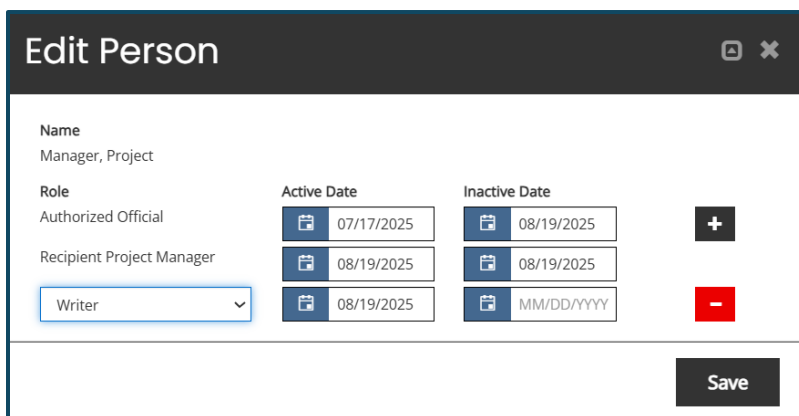


Figure 18. Organization Members page

5. To edit a person's role, select the **Pencil**  icon at the far right of the row in the Members table. The Edit Person window will pop up.
6. To end a person's access to EAGL IGX for your organization and for all documents, add an inactive date to their role then **Save** the change.
7. To change a person's role, add an inactive date to their existing role and select the **Plus (+)** button to select their new role. Add an active date for the new role (today's date will automatically populate) then **Save** the changes.



The 'Edit Person' window displays the following information and controls:

- Name:** Manager, Project
- Role:** Authorized Official
- Recipient Project Manager:** Writer (selected from a dropdown menu)
- Active Date:** A table with two rows:

Active Date	Inactive Date
07/17/2025	08/19/2025
08/19/2025	08/19/2025
- Inactive Date:** A table with two rows:

Active Date	Inactive Date
08/19/2025	MM/DD/YYYY
08/19/2025	MM/DD/YYYY
- Buttons:** A black '+' button is next to the first row of the Active Date table, and a red '-' button is next to the first row of the Inactive Date table.
- Save:** A black 'Save' button at the bottom right.

Figure 19. Editing a person's role

NOTE: EAGL IGX limits permissions through the roles organization members are assigned. It will allow the highest level of permissions if multiple roles are active for a person. Ecology strongly encourages the use of only one role for each member at the organization level to enforce editing and submission permissions on documents.

Adding and updating roles at the document level

Adding a newly approved person to existing documents

1. Search for your document using **Applications** search tool or **Recent Documents** under **Searches** in the top ribbon, review the results, then select the link for the document under the **Name** field (section 5 covers how to locate documents.)
2. From the left navigation panel, select **Add/Edit People**.

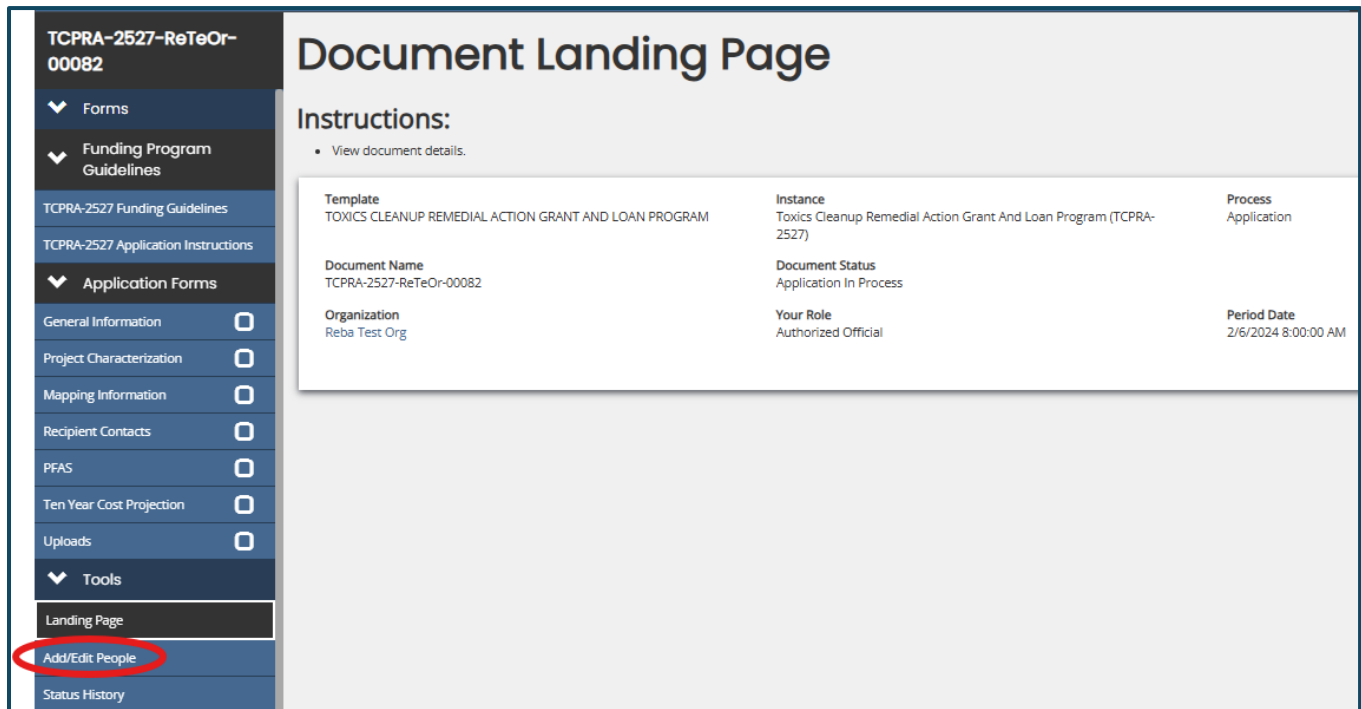


Figure 20. Adding or editing people on a document

3. The Document Add/Edit People page will pop up. Verify that you are an Authorized Official for the document. Only Authorized Officials can add and update member roles on documents.

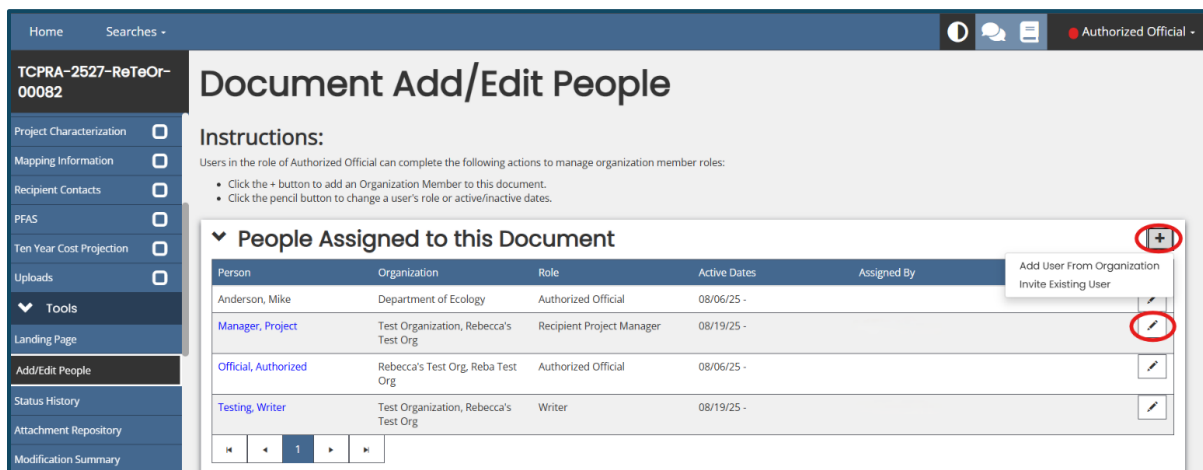


Figure 21. Document Add/Edit People tool

4. To add a new member to a document, select the **Plus (+)** button and **Add User From Organization**.

NOTE: The functionality **Invite Existing User** has been disabled and will not allow you to add someone using this method.

5. The Document Person List Search will appear. Enter the last name, role, or your organization name to see a list of organization members. Find the person you are looking for by scrolling down the list.

NOTE: Users must have a SAW and EAGL IGX account and be associated with your organization (Ecology associates people with their organizations) to appear in the list of available people.

The 'Document Person' window has a title bar with a maximize icon and a close icon. Below the title bar is the 'Document Person List Search' section, which contains three input fields: 'Name' (with 'te' entered), 'Role' (a dropdown menu), and 'Organization Name'. To the right of these fields are 'Clear' and 'Search' buttons. Below the search section is the 'Document Person List' section, which contains a table with the following columns: 'Person Name', 'Organization(s)', 'Document Role', 'Active Date', and 'Inactive Date'.

Person Name	Organization(s)	Document Role	Active Date	Inactive Date
TestAO, TestAO	Test Organization (Authorized Official) Reba Test Org (Authorized Official)	[Dropdown]	[Calendar icon] MM/DD/YYYY	[Calendar icon] MM/DD/YYYY
TestC, TestC	Test Organization (Contractor) Reba Test Org (Contractor)	[Dropdown]	[Calendar icon] MM/DD/YYYY	[Calendar icon] MM/DD/YYYY
TestRFO, TestRFO	Test Organization (Recipient Financial Officer) Reba Test Org (Recipient Financial Officer)	Recipient Financial Officer	[Calendar icon] 08/19/2025	[Calendar icon] MM/DD/YYYY
TestRPM, TestRPM	Test Organization (Recipient Project Manager) Reba Test Org (Recipient Project Manager)	[Dropdown]	[Calendar icon] MM/DD/YYYY	[Calendar icon] MM/DD/YYYY

At the bottom right of the window is a 'Save' button.

Figure 22. Adding a role to a document

6. Select the role from the dropdown list, enter an Active Date then **Save** the changes.

Ending a person's access to a document

For anyone who left your organization or for staff who are no longer associated with the project, select the **Pencil**  icon to the right of their name to end their access to the document. The Document Person window will appear. Enter an Inactive Date then **Save**. They will no longer be able to see or access the document in EAGL IGX.

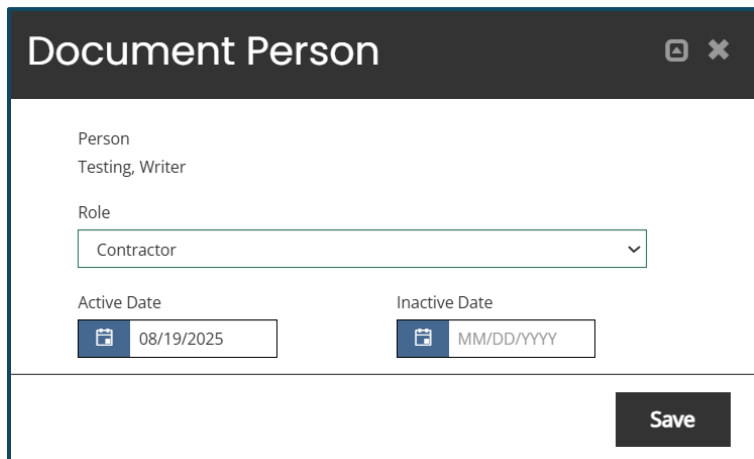
The 'Document Person' window has a title bar with a maximize icon and a close icon. Below the title bar is the 'Person' section, which contains the text 'Testing, Writer'. Below this is the 'Role' section, which contains a dropdown menu with 'Writer' selected. Below the role section are two date fields: 'Active Date' (with a calendar icon and the date '08/01/2025') and 'Inactive Date' (with a calendar icon and the date '08/19/2025'). At the bottom right of the window is a 'Save' button.

Figure 23. Ending access to a document

NOTE: If you need to deactivate a member on all documents, instead of ending access one document at a time, you can add an end date to their account at the organization level and it will automatically end their access to all organization documents.

Changing a person's role on a document

To change a person's role on a document, select the **Pencil**  icon to the right of their name. The Document Person window will pop up. Select the new role from the **Role** field dropdown menu, then **Save** to update their role on the document.



The screenshot shows a window titled "Document Person" with a close button in the top right corner. Inside the window, there are four main sections: "Person" with the text "Testing, Writer"; "Role" with a dropdown menu currently showing "Contractor"; "Active Date" with a calendar icon and the date "08/19/2025"; and "Inactive Date" with a calendar icon and the placeholder "MM/DD/YYYY". At the bottom right of the window is a dark "Save" button.

Figure 24. Changing a role on a document

7. General Documents Overview

Document navigation

Parent documents and subdocuments have left navigation panels that provide quick access to forms, tools, status options, and related documents. Use the scroll bar in that panel to get to the bottom of the list of selections available.

The document landing page provides the type of document you are viewing, the document name, the organization it is for, the status it is in, and your role on the document. You can also access this information from any page in the application by hovering the cursor over the application name at the top of the left navigation panel. Figures 25 and 26 are examples of document landing pages.

NOTE: If you cannot see the full page, look for a scroll bar at the bottom of the page or maximize your browser window.

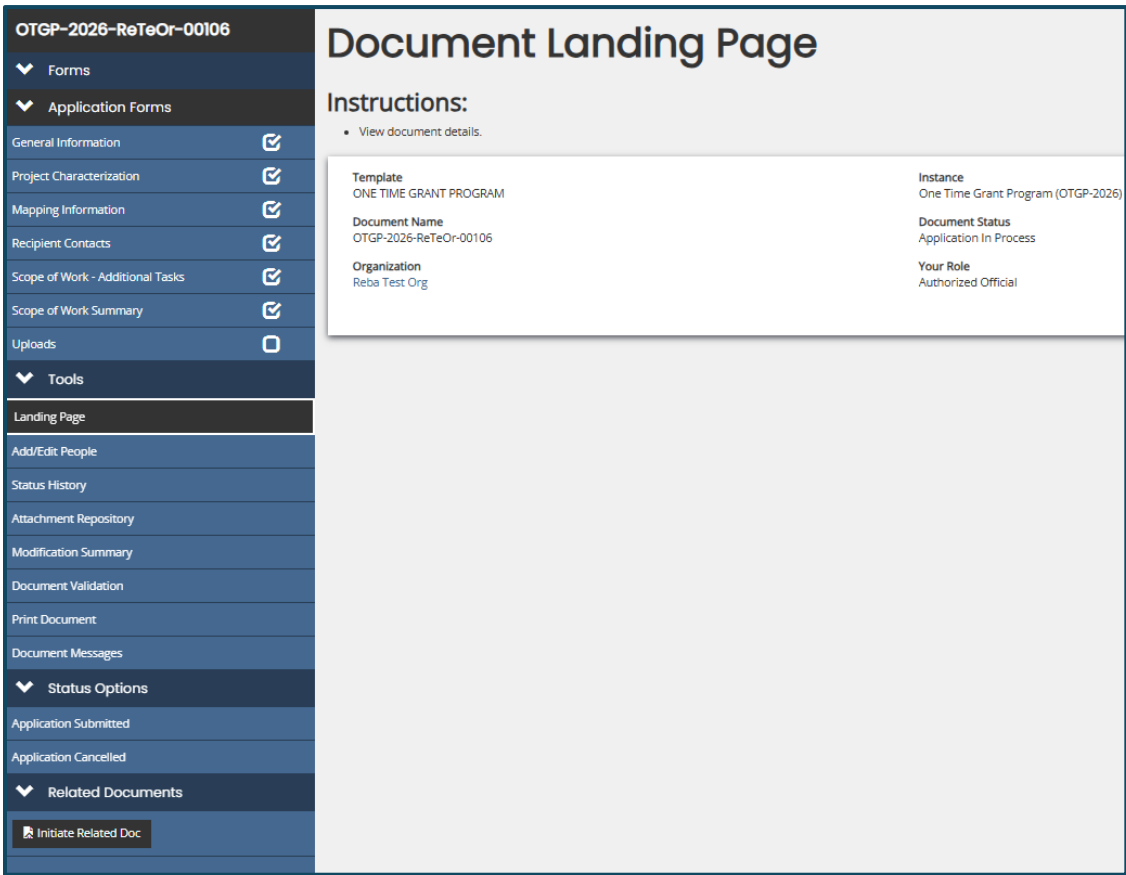


Figure 25. Parent document landing page

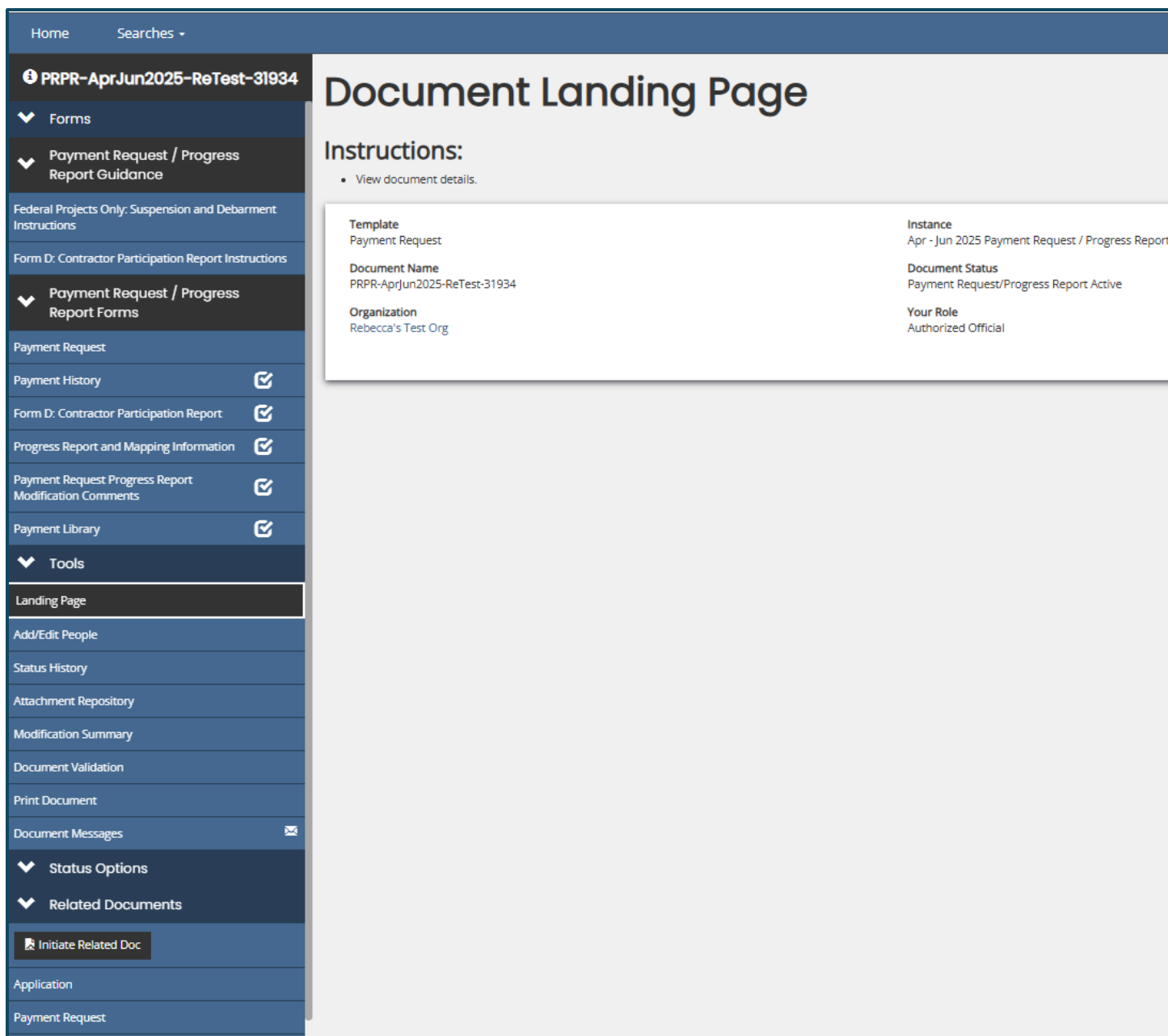


Figure 26. Subdocument landing page

Tools

Depending on your role, you will have tools available to perform tasks on the document — like adding or editing people’s access to it, viewing the status history and value modifications, viewing attachments, validating it for errors, or printing a PDF of it.

Landing Page

Selecting **Landing Page** while in a form will take you back to the document landing page, as will selecting the document name at the top of the left navigation panel.

Add/Edit People

This tool allows you to view the current role assignments on the document. All roles can view this page, but only the Authorized Official can save changes. All members of your organization should be displayed on this page unless they registered for EAGL IGX after the document was created. If a member of your organization is not listed, check to make sure the user is registered in EAGL IGX on the Organization Member page. For more information about role management, see [Adding and Updating Roles at the Document Level](#).

Status History

This tool provides the date and time of status changes to the document made by members of your organization and Ecology. You can export this information using the **Export**  button.

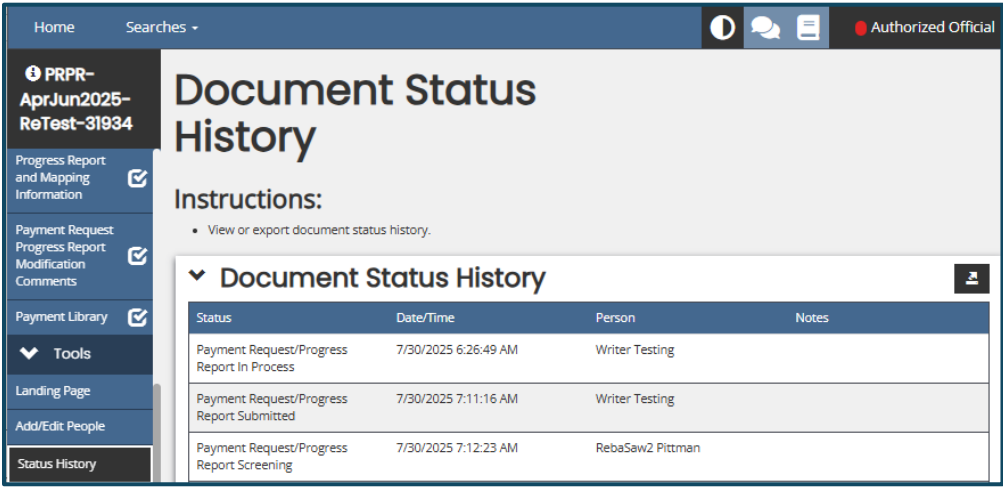


Figure 27. PRPR Status History

Attachment Repository

This tool allows you to view all uploads belonging to the individual document. For more information about uploads, see [Tips on uploading documents](#).

Modification Summary

This tool displays value modifications between two versions of the forms in a document. An example of this is an amendment that adds funding to an agreement. Each parent document and subdocument have their own

modification summary and you can export the results as an Excel file. By selecting the document name, you can open the current version of the form. The example below shows the General Information form, Total Eligible Cost and Total Cost increased by \$100.

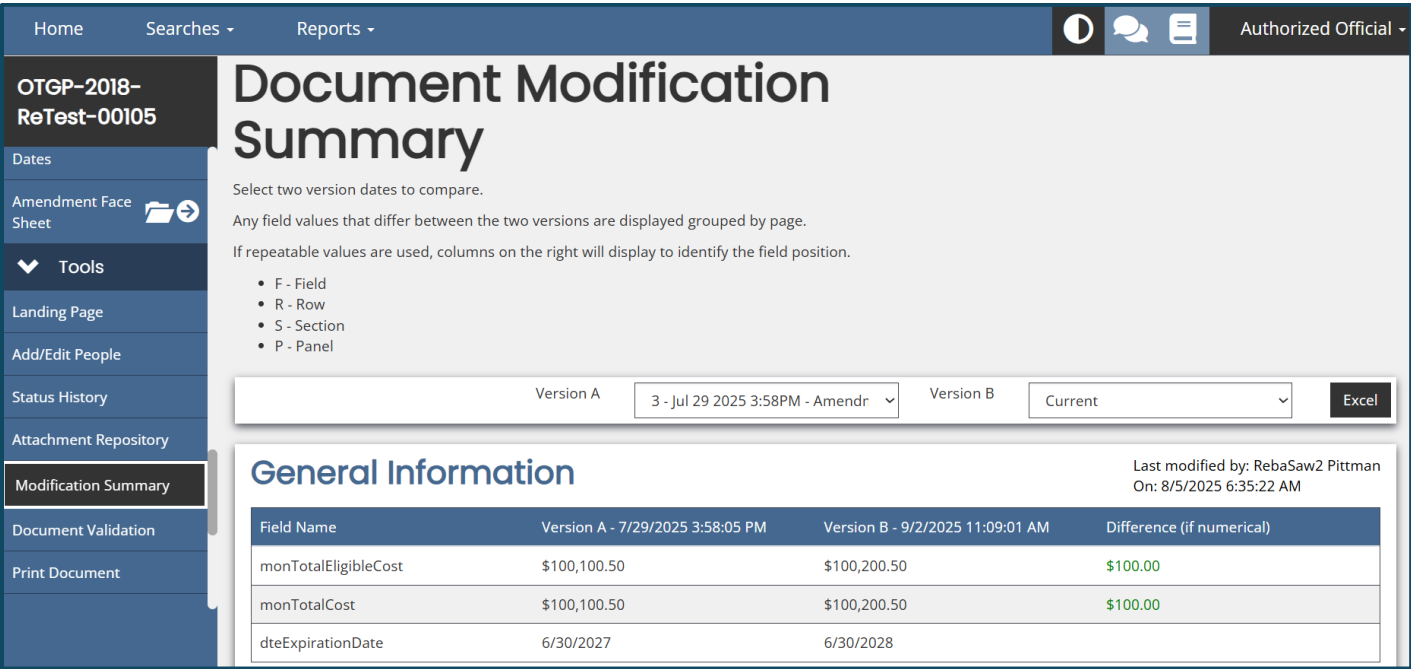


Figure 28. Document value changes on the General Information form

Document Validation

This tool checks your entire document for errors prior to changing the status. If errors are found, it will display the form name and let you know if it will prevent you from changing the status. You can select the form name in the results window to return to that form.

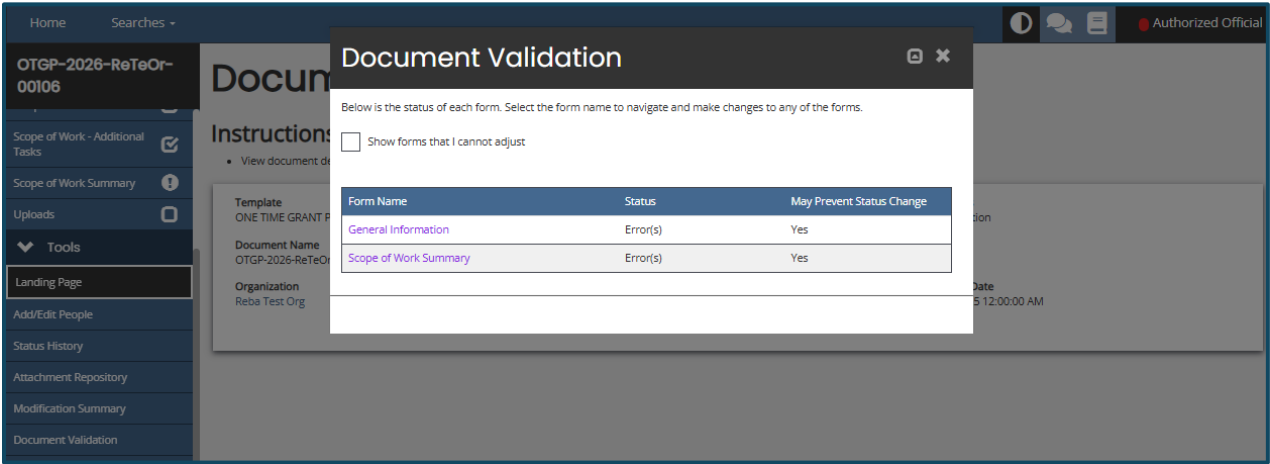


Figure 29. Document validation errors

Print Document

This tool allows you to select documents and generate a PDF version of them. You can select all documents or exclude the ones you do not want. You can also generate a blank copy of all the documents to help prepare data for entry into the forms.

Print Document(s)



	Include	Include with Attachments ?	Exclude	Include Blank Copy
Select All	☒	☐	☐	☐
General Information	☒	☐	☐	☐
Project Characterization	☒	☐	☐	☐
Mapping Information	☒	☐	☐	☐
Recipient Contacts	☒	☐	☐	☐
Scope of Work - Additional Tasks	☒	☐	☐	☐
Scope of Work Summary	☒	☐	☐	☐
Uploads	☒	☐	☐	☐

Print

Figure 30. Print document window

Document Messages

System-generated emails sent regarding the document can be reviewed under **Document Messages**.

Changing the status

EAGL IGX is a workflow system. The status of a document within the workflow determines the actions a user can take. Changing a document's status moves it forward in the workflow. For example, after you complete all forms for a grant or loan application, you must change the application's status to **Application Submitted** for Ecology to receive it for review. You will also need to change the status of subdocuments in the system to move them through the workflow.

The statuses available for your role will be listed under **Status Options** in the left navigation panel. If no status options are available, your role or the document's status prevents it from moving forward in the workflow. In the example below, the Authorized Official can submit or cancel the application, and the Contractor has no status options available because their role does not allow those actions.

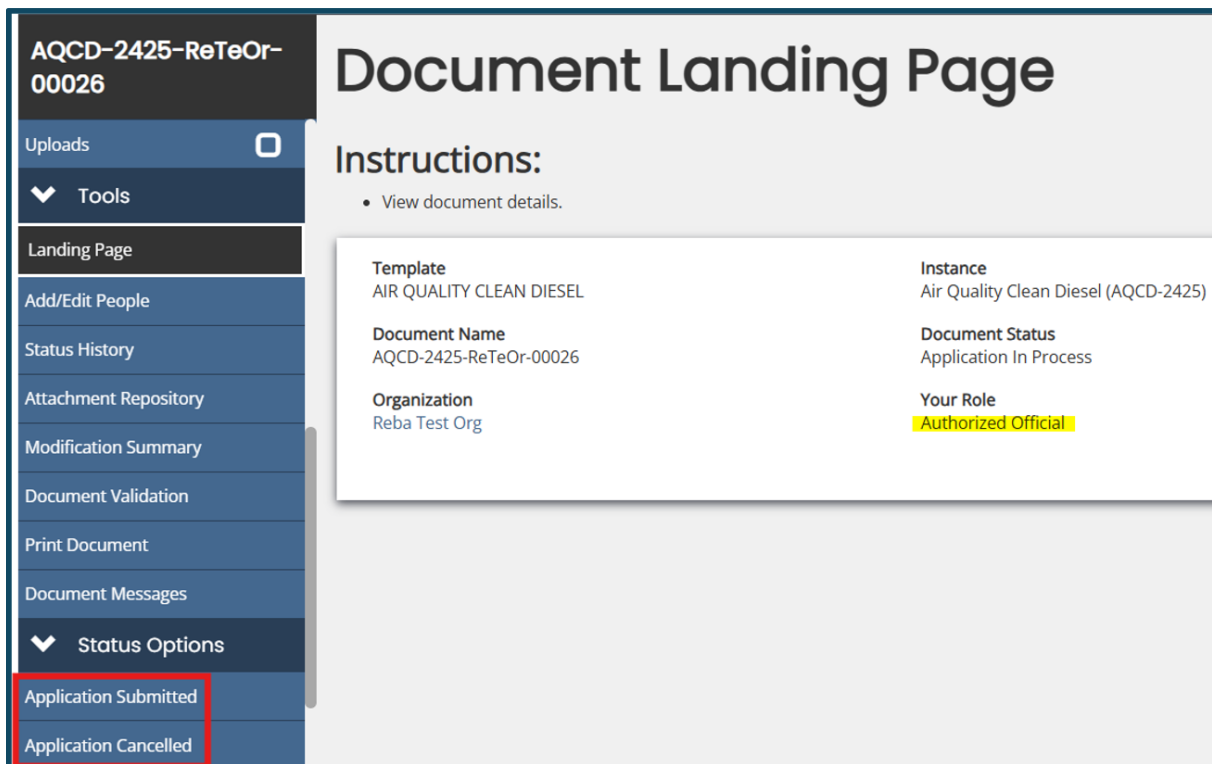


Figure 31. Authorized official's application status options

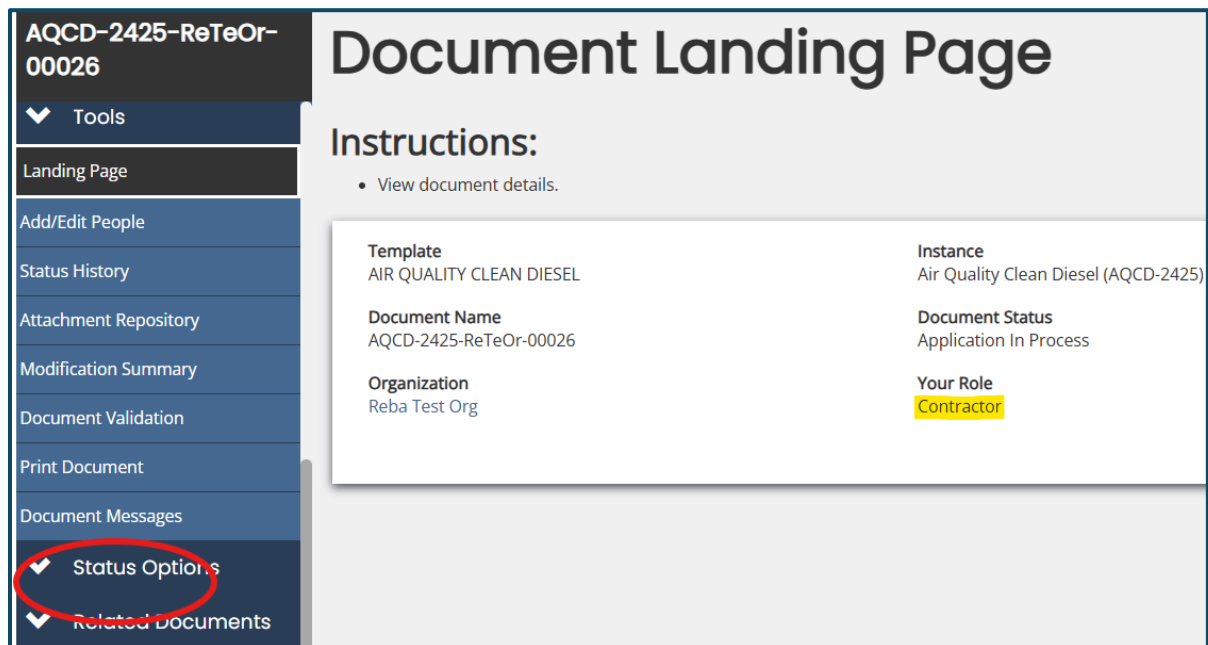


Figure 32. Contractor with no status options to submit an application

Related Documents

Related Documents is where you create and view subdocuments related to your parent document. Subdocuments include Payment Request/Progress Reports, Equipment Purchase Reports, Site Visit Reports, and the Recipient and Ecology Close Out Reports.

To initiate a subdocument, select **Initiate Related Doc**. A pop-out window opens with subdocuments that can be initiated. Select the option listed in the Available Documents field dropdown, then select **Create**.

Initiate Related Document

Instructions:

- Select a parent document and available related document.
- Use the Create button to initiate the related document.

Document Identifier
Search parent documents by identifier...

Parent Document
AQTCOA-2325-ReTest-00077

Available Documents

- Apr - Jun 2025 Payment Request / Progress Report
- Apr - Jun 2025 Payment Request / Progress Report
- Jul - Sep 2025 Payment Request / Progress Report
- Equipment Purchase Report - 2025
- Recipient Close Out Report - 2025

Create

Figure 33. Initiating subdocuments

To view items already created and related to your document, select the type of document from the **Related Documents** heading in the left navigation panel. In Figure 34, selecting **Payment Request** creates a pop-out panel with all PRPRs for the document. Hovering over the PRPR name will show you the PRPR number. Selecting the PRPR name will take you to that subdocument. All subdocuments include an application link to the parent document under **Related Documents** as shown in Figure 35.

Figure 34. Related payment requests

Figure 35. Related application link in a PRPR

Tips for filling out forms

- **Save regularly** — If you close your browser, you may lose your work. Avoid using the browser back button as it may result in unsaved data or cause your session to end unexpectedly. If you accidentally press the back button, log out and log back in to ensure your session remains active and your data saves correctly. The system will time out after approximately 15 minutes of inactivity.

- **Use unformatted text** — EAGL IGX supports only plain text. It does not support rich text formatting (bold, italics, underlining, etc.) or special characters and symbols. If you insert formatted text into an EAGL IGX text box, the system may not accept it, the formatting may change, or you may lose text.
- **Required fields** — A red asterisk identifies fields that you are required to complete.
- **Character limits** — All fields have character limits. Make sure your response is concise and falls within the character limit. Fields show the character limit beneath the entry box. If you try to paste in text beyond the limit, the text exceeding the limit will not appear and no warning will display to let you know the response was shortened.
- **Data fields with multiple entries** — For data fields that allow more than one response, you can select the **Plus (+)** button to add additional selections. If you need to delete a line, select the **Minus (–)** button.

The screenshot shows a web form titled "Project Characterization" with a "Print | Save" button in the top right. Below the title, there are instructions: "Required fields are marked with an *.", "Only one Project Primary theme can be selected from the drop down.", "To add additional Project Secondary Themes, select the + button to the right.", and "To delete a Project Secondary Theme, select the – button on the right of the theme you want to delete." The form section is titled "Project Themes" and contains the instruction "Select a primary and secondary theme that best describes the work to be achieved during this project." There are three dropdown menus: "Primary Theme" with "Air Quality" selected, "Secondary Theme" with "Prevent Non-Attainment" selected, and another "Secondary Theme" with "Other" selected. Each dropdown has a red asterisk to its right. To the right of the dropdowns are two sets of buttons: a grey button with a white "+" and a red button with a white "–".

Figure 36. Multiple data entries

- **Form errors** — If you try to save a screen that is missing information from the required fields, or if a field was filled out incorrectly, you will receive error messages like the ones below. You will need to edit or complete the field identified in the Attention message and resave to clear the error.

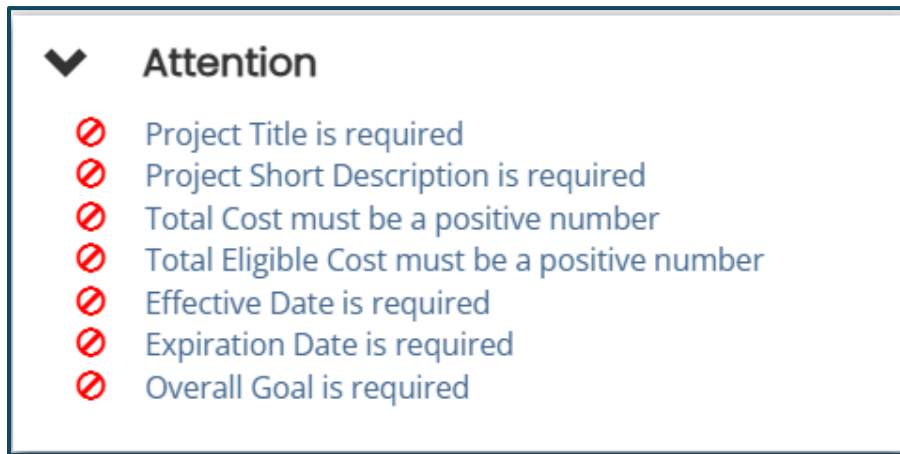


Figure 37. Form error messages

- **Tooltips** — Hovering over a field with your mouse will display tooltips when they are available. For additional guidance or questions, refer to the funding program guidelines found in the left navigation panel of the parent document.

Tips on Uploading Documents

Several forms in EAGL IGX allow you to upload documents and other files.

- **Supported file formats** — EAGL IGX allows most common file types including:
 - Microsoft Office File Types
 - .doc and .docx (Word)
 - .xls and .xlsx (Excel)
 - .ppt and .pptx (PowerPoint)
 - .vsd and .vsdx (Visio)
 - Images Files
 - .jpg, .gif, .tif, .png
 - Media Files
 - .mov, .mp4, .avi, .wmv
 - Adobe PDF Files (.pdf)
 - Other Supported File Types
 - .zip, .xml, .txt, .wpd
- **File size restrictions** — EAGL IGX limits individual files to 200 MB. If you try to upload a file that is larger than this, the system will give you an error message. There is no limit on the total number of files or collective file size that can be associated with a document.

If your file is larger than 200 MB, you will need to reduce the file size. Some suggestions for reducing file size include:

- Breaking a large document into several smaller documents.
 - Reducing the quality of graphics or images.
 - Using the optimization setting for minimum size when creating a PDF from Microsoft Word.
 - Saving the larger file in a .zip file and uploading the .zip file to EAGL IGX.
- **File naming conventions** — Give all files a descriptive title. EAGL IGX does not allow you to rename files after they have been uploaded to the system. Some funding programs may have naming conventions and require that documents be uploaded in specific locations. Refer to the application instructions or funding program guidelines for more information.
 - **Finding uploaded files** — The parent document and subdocuments each have an attachment repository where EAGL IGX users can view all uploads belonging to the individual document. You can get to the Attachment Repository page through the left navigation panel of the document under Tools.

Home Searches - 🔍 💬 📄 🔴 Authorized Official -

TCPRA-2325-ReTest-00083

Amendment Request ☐

Amendment Information ☐

Amendment Signed Documents and Dates ☐

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Print Document

Document Messages ✉️

Document Attachments

Instructions:

- View and export files uploaded within the document.

Attachments 📦 Zip

Form Name	Field Name	Description	Attachment Link	Zip
Agreement Signed Documents and Dates	filAttachments		WAECOL Simple Agreement Template DRAFT.pdf	☐
Agreement Signed Documents and Dates	filSignedAttachments		WA ECOL Simple Agreement Template.pdf	☐

Figure 38. Attachment Repository

The Attachment Repository page lists all uploads and the form where the file was uploaded. If you select the attachment link, a copy will be downloaded for review. You can also select specific files and download them as a .zip file.

8. Applying for a Grant or Loan

Visit [Ecology's Administration of Grants & Loans Welcome page](#)¹⁰.

- Steps 1-3 are for browsing EAGL IGX opportunities without applying.
- If you would like to view only funding opportunities that your organization is eligible for or are ready to initiate an application, skip ahead to Step 4.

Browse the Opportunity Portal

1. Select **Opportunity Portal** in the top navigation of the page.

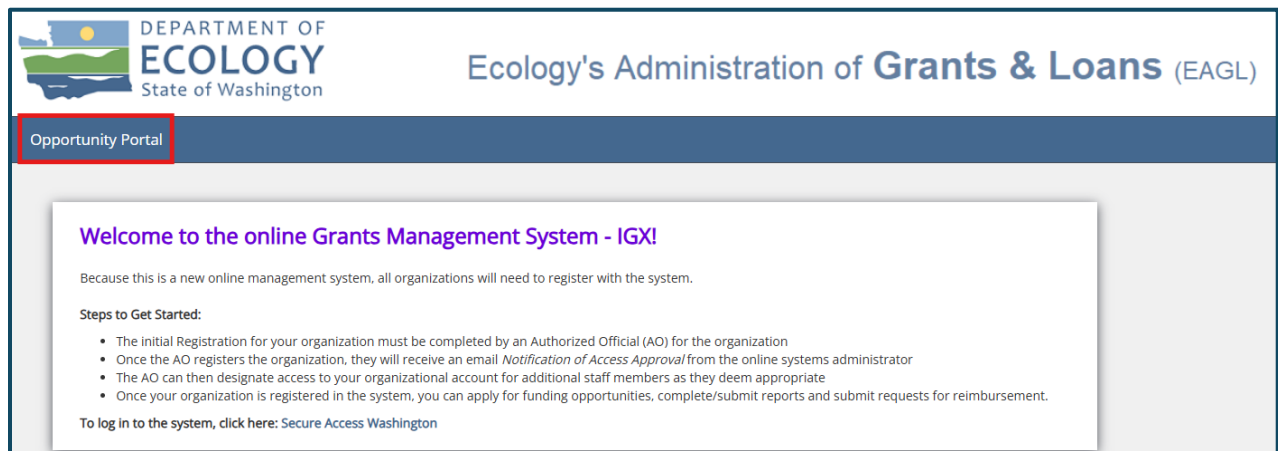


Figure 39. IGX external page to search for opportunities

2. To search for a known funding opportunity, search by the **Opportunity Name** or **Keyword**. Another option is to select your organization type from the list of **Eligible Organizations** to view active funding opportunities that are available for your organization type.

¹⁰ <https://eagl.intelligrants.com/>

Opportunity Portal

Instructions

- Enter search criteria and select the Search button to find opportunities
- Select Sign Up to Receive Updates to register to receive an email when new opportunities become available

Search

Opportunity Name

Keyword

Available From

Available To

Eligible Organizations

- ☐ City/Town
- ☐ Clean Air Agency
- ☐ Conservation District
- ☐ County
- ☐ Federal agency
- ☐ Higher Education Institution
- ☐ Irrigation District
- ☐ Local Health Jurisdiction
- ☐ Not-for-profit entity
- ☐ Other
- ☐ Other Special Purpose District

Clear Search

Figure 40. Opportunity Portal search

- To see more information about funding opportunities that appear in your search results, select the funding opportunity's name and the Opportunity Details window will appear. To apply, you will need to log in by selecting **Login/Register**.

Opportunity Details

Review the information below and select Login / Register in order to enter the system to apply.

Provided By
Department of Ecology

Availability Period
7/13/2022 8:00:00 AM - 9/8/2022 5:00:00 PM

Eligibility Type(s)
Defined

Due Date
9/8/2022 5:00:00 PM

Description
 Grant funding is available to purchase and install idle reduction on diesel fueled school buses, replace the oldest polluting diesel marine engines with all-electric or hybrid electric systems, and provide funding for vocational training pilot programs to prepare students for jobs created by transforming diesel fleets to zero emission fleets.
 After you select the Proceed button, a new application will be generated and an application number will be assigned. Make note of the application number because you will use it to search for the application.
 If you intend to complete only one application for this opportunity and have already started an application by selecting the "Proceed" button once, **Do Not Select the "Proceed" button again.** Please select "My Applications" from the top menu and search for the application you previously created. On the "My Applications" page, enter your application number into the Application Name field and select Search.

Login/Register

Figure 41. Opportunity details example

Search and apply for a funding opportunity

- After logging in, the EAGL IGX dashboard will load with a panel to View Available Funding Opportunities for users with the role of Authorized Official or Contractor. These are the only organization roles that can view and initiate applications.

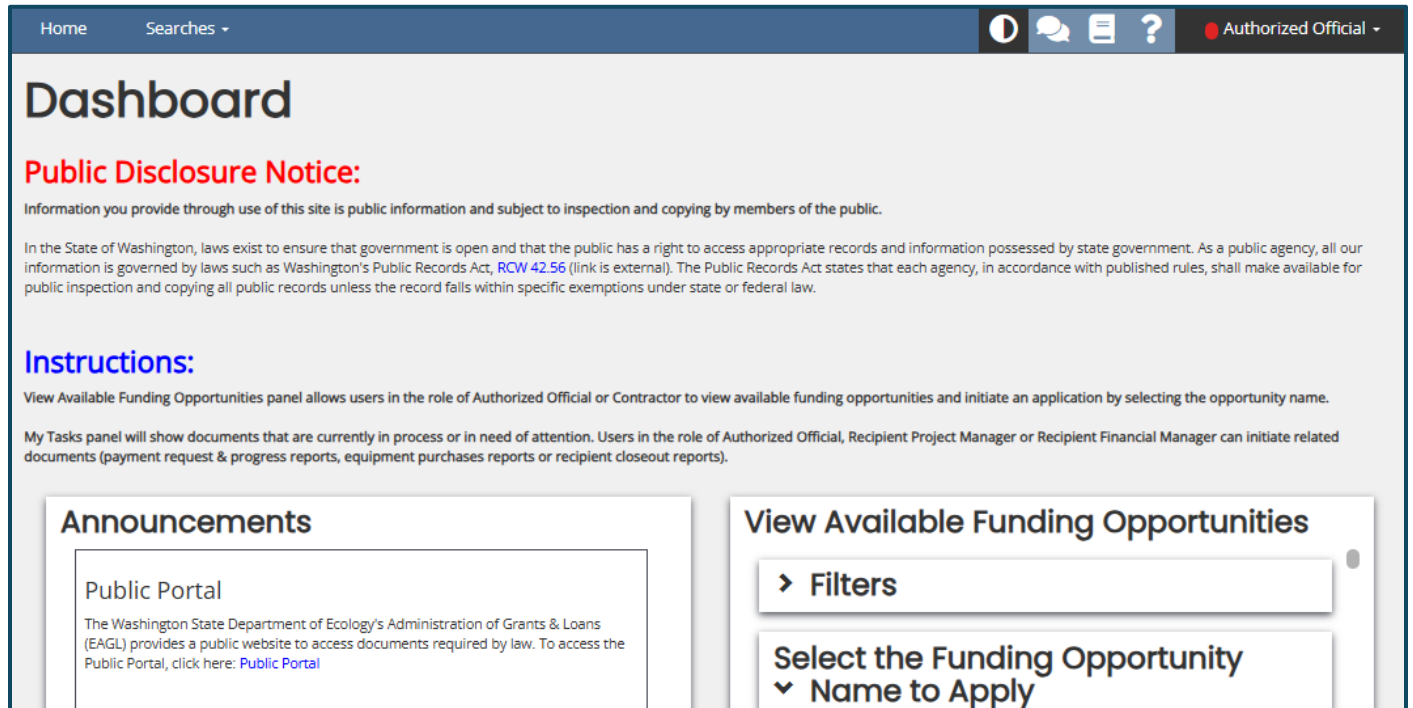


Figure 42. EAGL IGX dashboard

- If you know the name of a specific funding opportunity you are looking for, select the Filters heading arrow and type the name of the funding opportunity into the **Name** field then select **Search**.

The screenshot shows the 'Filters' section of the EAGL IGX dashboard. It has a heading 'Filters' with a dropdown arrow. Below the heading, there are two input fields: 'Provider' with a dropdown arrow and 'Name' with a text input field. To the right of the 'Name' field is a 'Search' button.

Figure 43. Funding opportunity filter

- To browse all available funding opportunities, look under the Select the Funding Opportunity Name to Apply heading and scroll through the list to find the opportunity you would like to apply for.

▼ **Select the Funding Opportunity Name to Apply**

Funding Opportunity Name	Description	Application Period
Air Quality Clean Diesel (AQCD-2425)	Grant funding is available to replace the oldest polluting diesel marine engines with all-electric or hybrid electric systems, provide funding for vocational training pilot programs to prepare K-12 students for jobs created by transforming diesel fleets to zero emission fleets, or provide	4/10/2024 8:00:00 AM - Open Ended

Figure 44. Browsing funding opportunities

7. A list of grant opportunities that your organization may be eligible for will display. If your EAGL IGX account is associated with multiple organizations, you may see different opportunities available to the different organizations you belong to.
8. If you do not see the funding opportunity listed that you need to apply for, it may be because:
 - The opportunity may not be accepting applications yet.
 - Your organization may not be eligible.
 - The application period may have closed.
 - Your organization may have already created an application and the funding opportunity has restricted the number of applications that may be created for each organization.

Please contact the Ecology representative for the opportunity you want to apply for if you need assistance.

When you select a **Funding Opportunity Name** link, a new window will appear with more information about that funding opportunity. If you want to apply, select **Proceed** to initiate the creation of an application. If you do not want to apply, select **Cancel** to return to the funding opportunity list.

Water Quality Combined Financial Assistance (WQC-2027) (WQC – 2027)

Provided By:

Department of Ecology

Provided To:

Rebecca's Test Org

Application Availability Dates:

1/1/2025 12:00:00 AM -

Due Date:

N/A

Description:

The Washington State Department of Ecology's (Ecology) Water Quality Program administers four main funding programs under an integrated annual funding cycle. Ecology awards grants and loans on a competitive basis to implement high priority water quality projects throughout Washington State. Proposed projects address point and nonpoint source water pollution control issues.

After you select the Proceed button, a new application will be generated and an application number will be assigned. Make note of the application number because you will use it to search for the application.

If you intend to complete only one application for this opportunity and have already started an application by selecting the "Proceed" button once, **Do Not Select the "Proceed" button again.** Please select "My Applications" from the top menu and search for the application you previously created. On the "My Applications" page, enter your application number into the Application Name field and select Search.

Proceed

Cancel

Figure 45. Example of how to apply for a specific opportunity

9. Completing Application Forms

You must be in one of the following roles to complete application forms:

- Authorized Official
- Contractor
- Recipient Project Manager
- Writer

You can access application forms through the left navigation panel of the application's document landing page. Contact the funding program if you have questions about the application or application process. You will find a link to the funding program guidelines below the Funding Program Guidelines heading. The guidelines include contact information for Ecology staff for the funding opportunity.

General tips:

- **Save** your work at any time. You do not need to complete all questions before saving the form. **Save** often to prevent losing work. The system will time out after approximately 15 minutes of inactivity.
- Select **Print** to generate a PDF version of the data currently entered on the form.
- Required fields are marked with a red asterisk (*).
- Hover over the text boxes for tooltips on completing a field. Not all boxes include tooltips.

Figure 46. Application document landing page

General information

This form is used to collect basic information about your project such as the dates, costs, and overall project description.

- Total Cost is the total eligible cost plus other non-Ecology financial assistance and other funding sources.
- Total Eligible Cost includes financial assistance from Ecology plus any local match contributed.
- Some funding opportunities have multiple project categories. Check with your funding opportunity for details on each category.
- After saving the form, select **Next Form** at the bottom of the page to move to the next application form, or choose the next form from the left navigation panel.

General Information

Print | Save

Instructions:

Please fill in the appropriate fields.
Required fields are marked with an *

When done, click the **SAVE** button.

Project Title*

0 of 75

Project Short Description*

0 of 500

Project Long Description

0 of 4000

Total Cost*

\$

Total Eligible Cost*

\$

Effective Date*

MM/DD/YYYY

Expiration Date*

MM/DD/YYYY

Ecology Program*

Project Category*

☒ Ecology Grant

Will Environmental Monitoring Data be collected?

Overall Goal*

0 of 1000

Next Form >

Figure 47. General information form fields

Recipient contacts

Recipient contacts are the people Ecology interacts with for the application, agreement negotiation, and other grant or loan processes. A user's title on the Recipient Contacts form is independent from their system role and does not affect system role assignment in any way. The Authorized Official sets the roles for the organization.

Contact names are selected on the application's Recipient Contacts form and an Authorized Official can update their contact names throughout the life of an agreement. Users must be registered in EAGL IGX with the organization to show up in the dropdown menus for roles on the Recipient Contacts list. If the contact information (address, phone number, email address) is incorrect, the user must update their profile from the EAGL IGX dashboard. See [Updating My Personal Contact Information](#). Required contacts are:

Project Manager — The person registered in EAGL IGX and designated by the organization to be the main contact for project management issues related to the grant or loan.

Authorized Signatory — The person designated by the organization to sign a grant or loan agreement and amendments. This person must be an authorized representative of your organization and must be authorized to legally bind your organization to agreements. The name of the person identified as the Authorized Signatory on the Recipient Contacts form will appear in the signature block of the agreement. The Authorized Signatory must be registered in EAGL IGX as a member of the organization.

NOTE: The contact type Authorized Signatory is independent of the system role Authorized Official. The person designated as the Authorized Signatory can have any system role, including Reader.

Billing Contact — The person registered in EAGL IGX and designated by the organization to be the main contact for billing issues related to the grant and loan.

Other recipient signatures on printed agreement

If you choose to have additional signatories on your agreement, you may add them at the bottom of the Recipient Contacts form. Their names will appear below the Authorized Signatory in the signature block of the agreement. Additional signatories do not need to have a SAW or EAGL IGX account.

1. To add other signatories, go to the document (application or agreement).
2. Select Recipient Contacts form.
3. Scroll down to find the Other Recipient Signatures on Printed Agreement heading.

Other recipient signatures on printed agreement

To Add a Row

Enter a name and title

Click the (+) button on the right.

When done, click the Save button.

To Delete a Row

Remove the information in the Name and Title textboxes.

To delete added rows, click the (-) button on the right, then click Confirm.

When done, click the Save button.

Name	Title	
0 of 50	0 of 100	+ -
0 of 50	0 of 100	+ -

Figure 48. Other recipient signatures section of recipient contact form

- Enter the name and title of each person you want added as a signatory on the agreement.
- To add additional lines, select the **Plus (+)** button. To delete lines, select the **Minus (-)** button then select **Confirm**.
- Save** the form. Select **Next Form** to move to the Mapping Information form or select the next form from the left navigation panel.

Mapping Information

This form collects information about the location of the project work. It is an application requirement and can also be updated through progress reports and the Recipient Closeout Report.

- Under the Application Forms heading, select **Mapping Information**, then the **Add/Modify Location(s)** button. You will be directed to the EAGL Editor Map.

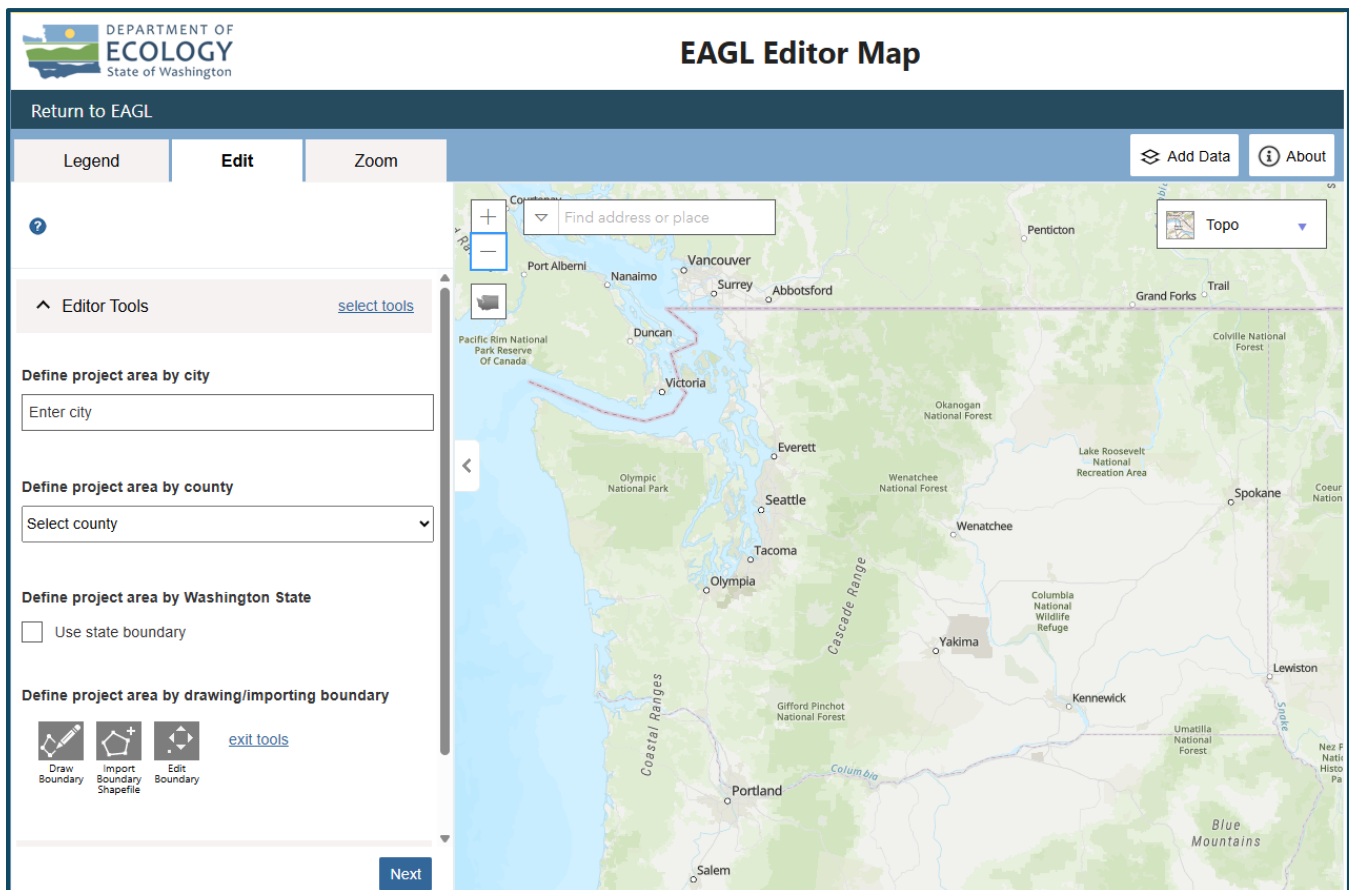


Figure 49. EAGL Editor Map

2. Determine how you will define your project area.

- To use a default option like city, county, or lake, (select the **Select Tools** link to view the full list):
 - Begin typing the name in the **Define Project Area by** option you want to use.
 - Select the desired result and it will be added to the Project Area list to the left of the map.
 - If the project affects all of Washington State, select the checkbox for Use state boundary.
- To use the **Draw Boundary** tool:
 - Select the Draw Boundary button.
 - Left click on the mouse to draw a shape.
 - Double click the left mouse to stop drawing and set a shape.
 - The Escape key will delete the drawing if the lines of the shape are red.
 - To delete a project area, select the 'X' next to the item in the Project Area list to the left of the map.
- To use the **Import Boundary Shapefile** tool, select the button then choose the file to import.
- Once you have drawn or imported your boundaries, you can edit them using the **Edit Boundary** tool.

- Select the area you want to edit from the Project Area list.
 - Select the Edit Boundary button.
 - Left click on the shape and drag vertices to change the project shape area.
3. When you are finished defining the project area, select **Next**.
 4. It will take a few moments for the project location summary to calculate. Review the information populated by your project area definition. If you need to change your map, you can select **Return to map** to change the project area.
 5. Select **Submit Results**, then **Return to EAGL**.

The screenshot shows a web form titled 'Mapping Information'. It contains several sections: 'Ecology Region:' with 'SWRO' and 'Area %' of '100%'; 'County:' with 'Lewis County'; 'Legislative District:' with 'District 20' and 'Area %' of '100%'; and 'Congressional District:' with 'District 3' and 'Area %' of '100%'. A central white notification box with a green checkmark states: 'Data has been successfully uploaded and checked in, you may now return to EAGL.' Below this is a blue button labeled 'Return to EAGL'. At the bottom left is a 'Return to Map' button, and at the bottom right is a 'Submit Results' button. A text box on the right explains: 'Area % represents the proportion of the project area that falls within five reporting areas (Ecology Region, County, WRIA, Legislative District, and Congressional District).'

Figure 50. Successful mapping notification

6. You will be returned to the Mapping Information form, and the location summary will appear.

NOTE: If you selected the **Return to EAGL** link at the top of the Editor Map before submitting your results, the map will be checked out to you and no one else can edit it. It will prevent you (and anyone else) from submitting the application. To check the map back in, select **Save** on the Mapping Information form.

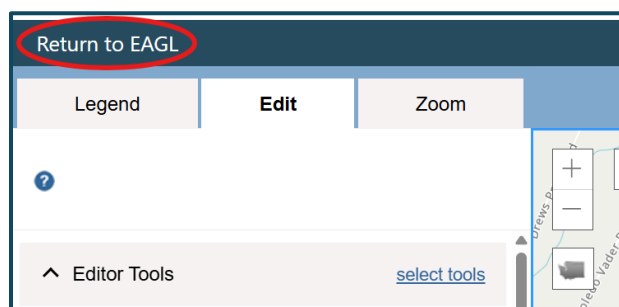


Figure 51. Return to EAGL link checks the map out

The screenshot shows a web form titled "Mapping Information". At the top right, it says "Last Saved 8/20/2025 10:35 AM" and has "Print" and "Save" buttons. Below the title, there are three numbered instructions:

1. Click "Add/Modify Location(s)" to check out the map and select your project location
2. If the button says "View Location(s)", the map will open in view only mode
3. For detailed instructions on using the map, click "Training Materials" in the top navigation

 The main area of the form is a large white rectangle. At the bottom of this area, it says: "No location data currently exists for this project. To add location data, please click the map button below." Below this text is a small red-bordered box containing the text: "Checked Out By: Authorized Official" and "Date Checked Out: 2025-08-20". At the very bottom of the form is a blue button labeled "Add/Modify Location(s)". The "Save" button at the top right is circled in red.

Figure 52. Example of checked out map

Scope of work

This form captures task information for your project. You must identify the following:

- Task Title
- Task Cost
- Task Description
- Task Expected Outcomes
- Task Goal Statement
- Recipient Task Coordinator (optional)
- At least one required deliverable

Some funding opportunities may include prefilled Scope of Work forms for common tasks, such as project administration. The content of these prefilled tasks is standardized across the funding opportunity for all agreements.

Scope of Work Summary

This form rolls up task cost information from all the Scope of Work forms. Data entry is not required on this form; it automatically saves and populates the sum of all task costs to ensure the sum of task costs matches the total eligible costs for your project.

Review the information for errors. If you receive an error flag, you will need to make corrections on the Scope of Work forms and **Save** them, then revisit the Scope of Work Summary page to see if the errors cleared.

Uploads

The Uploads form is used to upload various documents and files during the lifetime of your project. For each upload, you must provide a file description. See funding program guidelines for specific requirements and expectations.

To add an upload, enter a description for the file in the **Description** field, select **Browse**, select your file, then **Save**.

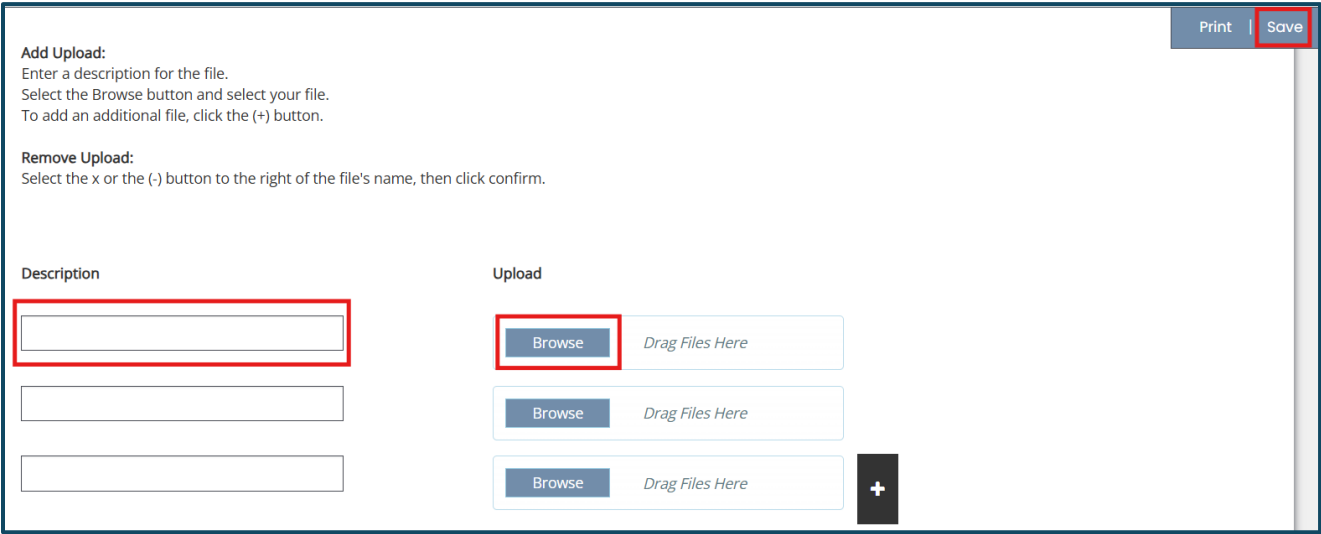


Figure 53. Uploads screen

Upload tips

- The following file types can be uploaded to EAGL IGX: pdf, gif, bmp, mov, jpg, vsdx, tif, xls, wpd, mp4, ppt, txt, vsd, xml, pptx, doc, wmv, zip, xlsx, avi, png, docx.
- The file size limit is 200 MB.
- If you filled the available rows and need to add more files, select the **Plus (+)** button and a new row will appear. Repeat as needed.

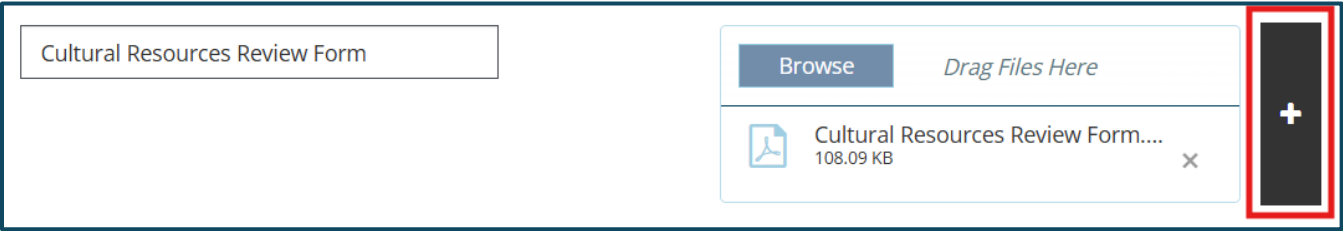


Figure 54. Adding more uploads

- To delete a file, if a **Minus (-)** button is available, select it then **Confirm**.

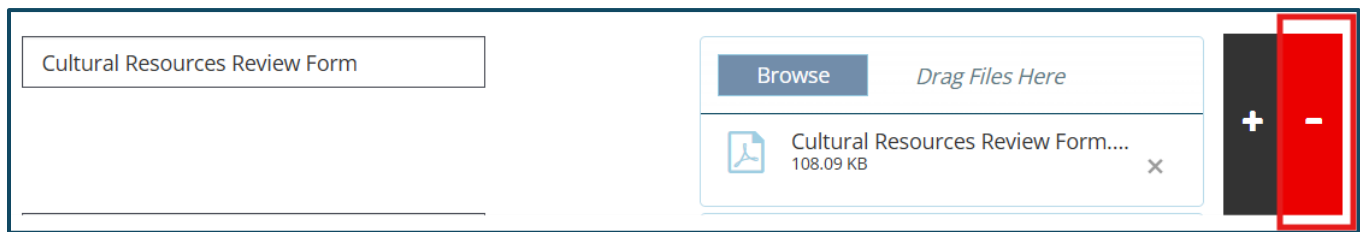


Figure 55. Deleting uploads

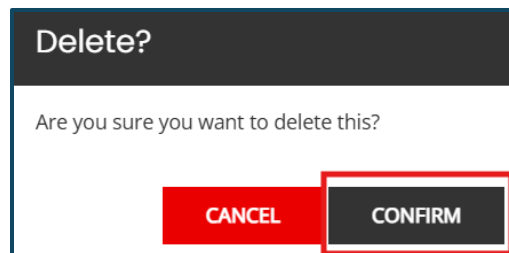


Figure 56. Confirm deleting an upload

- Some rows may not have the **Minus (-)** button; in that case, select the **Close (X)** button next to the file name, delete the **Description**, then **Save**.

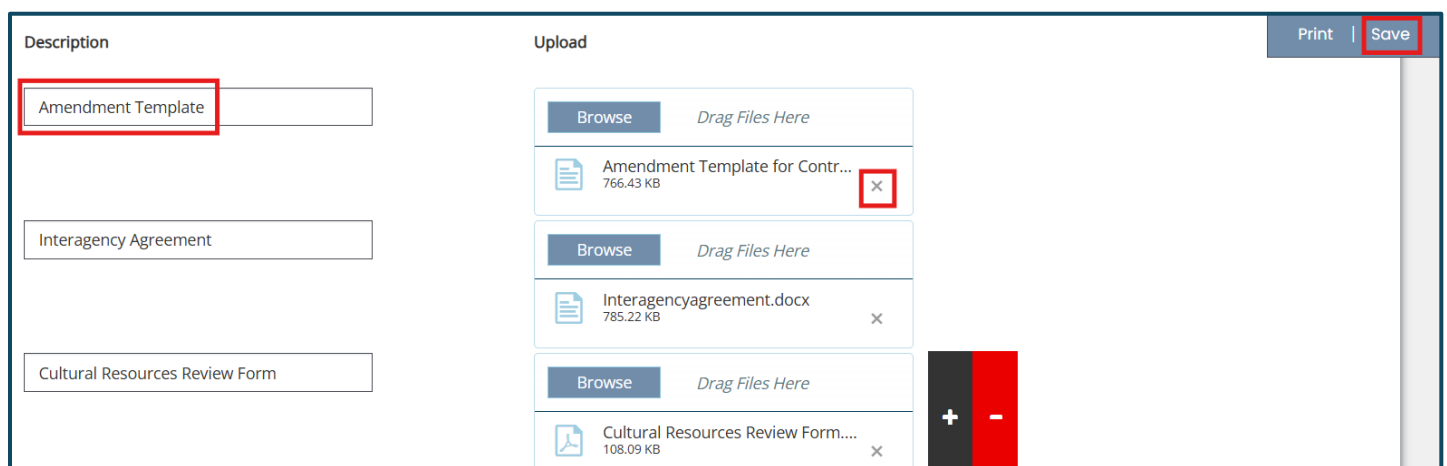


Figure 57. Deleting a file from the uploads screen

Other forms

A funding opportunity application may include other forms than those described above. Refer to the application instructions for your funding opportunity for specific guidance on additional required forms.

Check for errors

You should thoroughly review your application before you submit it to Ecology. The [Document Validation](#) tool can help with this process.

Submitting or cancelling your application

Only Authorized Officials can submit or cancel applications. Once you have completed all forms and resolved any errors, check that the document status is Application in Process on the document landing page or by hovering the cursor over the application name at the top of the left navigation panel. The Authorized Official submits the application by changing the status to Application Submitted under the Status Options heading in the left navigation panel of the application. This is also where the application can be cancelled by choosing the status Application Cancelled.

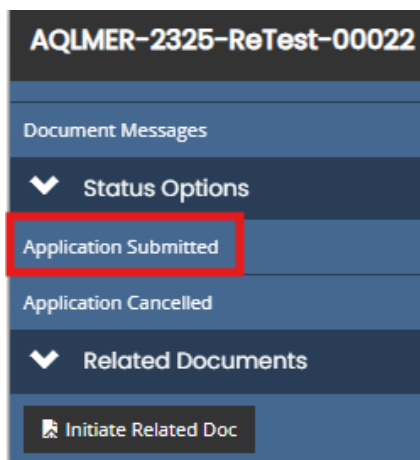


Figure 58. Submitting an application

Modifying returned applications

Ecology may return your application for modifications. Returning an application for modifications unlocks all the forms within the application so you can modify them.

1. Review the Application Modification Comments form in the left navigation panel of the application. Ecology staff will describe any requested changes in the **Ecology Comments** field and you can contact them if you have questions about the requested modifications.

Figure 59. Application modification comments

2. Make the requested changes to the application.
3. Add your comments to the Application Modification Comments form in the **Applicant Comments** field then **Save**.
4. Resubmit your application by changing the status to Application Submitted using the instructions for [Submitting or Cancelling Your Application](#).

What to expect after submitting your application

Once Ecology receives your application, it will be processed (reviewed, screened, evaluated, etc.) according to the funding program guidelines. If your project is funded, the Authorized Official for your organization will receive notification from EAGL IGX and from the funding program. Application Funded status will be assigned to your application.

10. Agreements

If your application is funded, Ecology staff will work with you outside of EAGL IGX to finalize the agreement language. While the agreement moves through Ecology's workflow, the status of the agreement will be Agreement in Review until it gets to the Agreement Requires Signature status. You can contact your Ecology Financial Manager for information about the progress of the agreement at any time.

Most Ecology programs use an electronic signature process and will email you directions once the agreement language is finalized. Your Authorized Signatory (or Authorized Signatories) will be asked to sign the document first, submit it back to your Ecology contact, then Ecology's Signatory will sign the agreement.

A fully signed document will be saved in EAGL IGX under the Agreement Signed Documents and Dates form in the left navigation panel of the application. Ecology's Fiscal Office will activate the agreement in EAGL IGX and then you can begin submitting Payment Requests/Progress Reports and other subdocuments.

NOTE: There will be a lag between the time the signed agreement is sent to Ecology and the time the agreement is activated in EAGL IGX. Contact your Ecology Financial Manager if you have questions.

11. Requesting an Amendment

Only Authorized Officials and Ecology Financial or Project Managers can request an amendment to an agreement. The agreement must also be in Agreement Active status.

1. From the EAGL IGX dashboard, open your agreement using the applications search tool by selecting **Searches** then **Applications**.
2. From the document landing page in the left navigation panel, scroll down to the Status Options heading and select **Amendment Requested**.

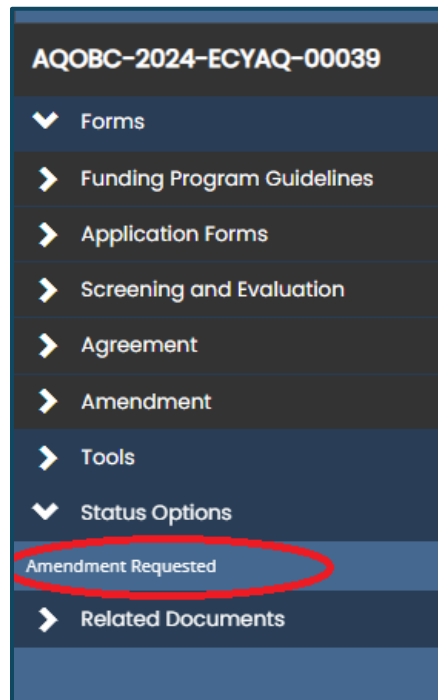


Figure 60. How to request an amendment on an active agreement

3. The confirmation box stating “Are you sure that you want to change the status” will pop up. Select **OK**.
4. The document status on the landing page will then show Amendment Requested. You will need to complete one more step.

Figure 61. Requesting and amendment

5. To complete your amendment request, navigate to the Amendment heading in the agreement's left navigation panel and select **Amendment Request**.
6. Complete the Amendment Request form by entering the amendment number then describing the amendment proposal in simple language (within the character limits of the field). When your entry is complete, **Save** the form.

Figure 62. Amendment Request form

NOTE: This form is a cumulative record of all requested amendments. If there is text from a previous amendment, please leave it in the textbox.

What to expect after submitting an amendment request

You will work with your assigned Ecology staff outside of EAGL IGX to finalize the amendment language. While the amendment is working its way through the Ecology workflow, the status of your agreement will be Amendment in Review until it gets to the Amendment Requires Signature status. You can contact your Ecology Financial Manager for information about the progress of the amendment at any time.

NOTE: Once an agreement is in Amendment Initiated status, you cannot submit Payment Request/Progress Reports (PRPR) until the Amendment is signed and activated. If you are planning to submit a PRPR, notify your Ecology Financial Manager so they can hold your requested amendment in Amendment Approved status until you submit the PRPR.

Most Ecology programs use an electronic signature process and will email you directions once the amendment language is finalized. Your Authorized Signatory (or Authorized Signatories) will be asked to sign the document first, you will then submit it back to your Ecology contact, then Ecology's Signatory will sign the Agreement.

A fully signed document will be saved in EAGL IGX under the Amendment Signed Documents and Dates form in the agreement's left navigation panel. Ecology's Fiscal Office will activate the Amendment in EAGL IGX and then you can begin submitting Payment Requests/Progress Reports and other subdocuments.

NOTE: There will be a lag between the time the signed amendment is sent to Ecology and the time it is activated in EAGL IGX. Contact your Ecology Financial Manager if you have questions.

12. Payment Request/Progress Report

You will submit Payment Request/Progress Reports (PRPR) in EAGL IGX. Each PRPR consists of a Payment Request form and a Progress Report form. Ecology requires you submit a PRPR at least quarterly, even if you are not requesting reimbursement of costs. PRPRs cannot be submitted more frequently than once a month unless agreed to by Ecology.

Refer to your grant or loan agreement, funding program guidelines, or funding program staff for specific guidance.

Only Authorized Officials, Recipient Project Managers, or Recipient Financial Officers can initiate a Payment Request/Progress Report (PRPR).

To initiate a PRPR — Your parent document must be in one of the following statuses:

- Agreement Executed
- Agreement Active
- Amendment Requested
- Amendment Request Approved
- Amendment Active

No other PRPRs on the parent document can be pending. This means all PRPRs must be in one of the following statuses before you can initiate a new PRPR:

- Payment Request/Progress Report Cancelled
- Payment Request/Progress Report Denied
- Payment Request/Progress Report Approved
- Payment Request/Progress Report Active

To edit a PRPR — You will need to have the role of Authorized Official, Recipient Project Manager, Recipient Financial Officer, or Writer.

- Authorized Official and Writer can edit all forms.
- Recipient Project Manager can edit the Progress Report form only.
- Recipient Financial Officer can edit the Payment Request and Form D forms only.

To submit the PRPR — You will need to have the role of Authorized Official, or the Recipient Project Manager or Recipient Financial Officer can submit if their counterpart has filled out the information on their forms. For instance, a Recipient Financial Officer can submit the PRPR once they complete the Payment Request and Form D forms and the Project Manager has filled out the Progress Report.

See [Role Permissions Overview](#) for more information on role permissions and how to assign roles to subdocuments.

Initiating a Payment Request/Progress Report (PRPR)

1. To initiate a PRPR, go to the My Tasks panel on the EAGL IGX dashboard. Select **Initiate Related Document**.

OR

You can initiate a subdocument from the agreement. From the agreement’s left navigation panel, scroll down to the Related Documents heading and select **Initiate Related Doc**.

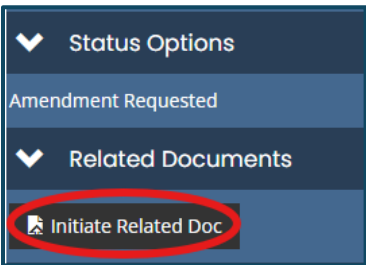


Figure 63. Agreement left navigation panel to initiate a related document

2. The Initiate Related Document window will pop up. Select your agreement from the **Parent Document** dropdown menu. You can use the **Document Identifier** field to narrow your search, for example if you enter the opportunity short name (e.g., OCBMAP or WQC) it will only show agreements with those letters in the document name under the **Parent Document** dropdown.

A screenshot of a 'Initiate Related Document' window. The title bar is dark grey with the text 'Initiate Related Document' and window control icons. The main content area has a white background. It starts with an 'Instructions:' section with two bullet points: 'Select a parent document and available related document.' and 'Use the Create button to initiate the related document.' Below this are three input fields: 'Document Identifier' with a placeholder 'Search parent documents by identifier...', 'Parent Document' with a dropdown menu showing 'OCBMAP-2325-ReTest-00002', and 'Available Documents' with a dropdown menu showing a list of documents. The first two items in the 'Available Documents' list are 'Apr - Jun 2025 Payment Request / Progress Report', with the second one highlighted in blue. Below these are 'Jul - Sep 2025 Payment Request / Progress Report', 'Equipment Purchase Report - 2025', and 'Recipient Close Out Report - 2025'. A dark grey 'Create' button is at the bottom right.

Figure 64. Initiating a related document

3. Under **Available Documents**, select from the dropdown menu the payment request/progress report for the quarter covering your expenditures or reporting period, then **Create**.

NOTE: A minimum of one PRPR per quarter is required.

4. The Payment Request/Progress Report window opens. Select **Proceed**.

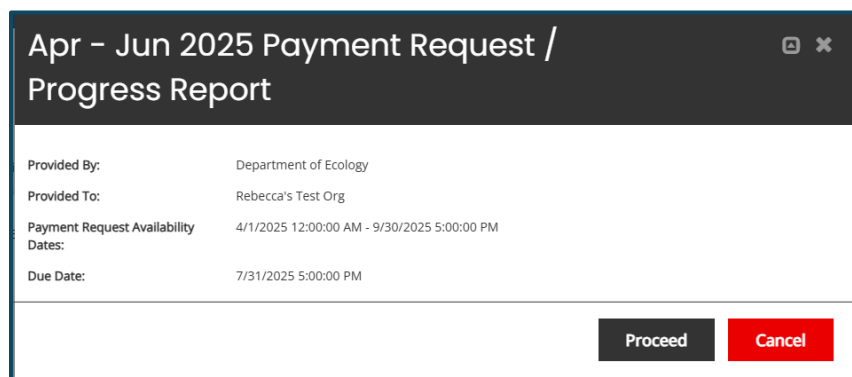


Figure 65. Creating a payment request/progress report

NOTE: You can only have one PRPR in process at a time.

Each PRPR has a name that refers to a particular quarter of the year (e.g., April —June 2025 Payment Request/Progress Report.) A PRPR is available for six months, beginning the first day of the quarter it is named for through the last day of the following quarter.

You may start the PRPR within the period of the PRPR name, but you do NOT have to complete it within that time period. Once started, that PRPR will be available to you until it is submitted. Keep in mind, you can have costs earlier than the start of the quarter (in case you need to pick up costs that may have been missed or did not receive a bill in time to claim it on the PRPR submitted for the period the work was done).

You may have eligible expenditures that fall outside the date range of the PRPR. As long as those costs were incurred after the funding agreement effective date and before the funding agreement expiration or funding distribution completion dates, EAGL IGX will allow you to include them in the request.

Choose the PRPR name that best fits the quarter you are requesting reimbursement for. Check with your funding program staff for specific instructions or if you have questions.

Editing a Payment Request/Progress Report (PRPR)

If you need to finish your PRPR across multiple sessions, you can find an initiated PRPR by:

1. Visiting the EAGL IGX dashboard, looking under the My Tasks panel, and selecting the PRPR name. You can use the Filter in the panel to narrow the list of tasks, for example by document type, then select **Search**.

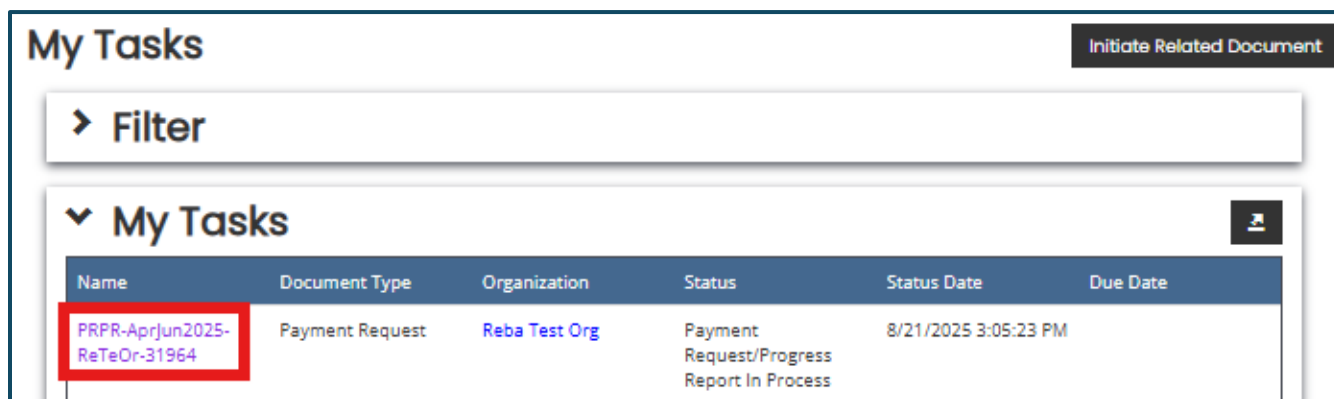


Figure 66. Accessing a PRPR from My Tasks on the EAGL IGX dashboard

OR

Visiting the agreement's document landing page. Use the left navigation panel to scroll down to Related Documents then select **Payment Request**.

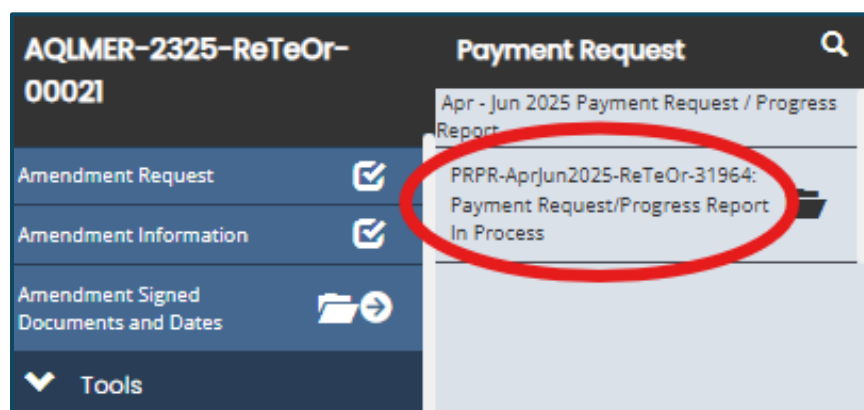


Figure 67. Accessing a PRPR from the agreement

A list of PRPRs appears. Select the PRPR you wish to work on. You may now edit your Payment Request/Progress Report.

You will need to complete the following forms:

1. **Payment Request** — Enter each expenditure on a separate line and upload backup documentation using the **Uploads** link. The following tabs are available on the Payment Request:
 - **Expenditures** — I where you view or add expenditures for this payment request. Each page contains 25 lines. If you have more than 25 lines, select **Next Page** at the bottom left of the expenditures table to continue viewing or adding lines. To delete a line, check the box in the first column of the line and select **Delete Row(s)** at the top right of the screen. **Save** the form when you are finished entering expenditure detail.

Table 4. Expenditures Grid Details

Column Name	Description
Funding Distribution	The funding distribution (budget) you are billing to. Contact your Ecology Financial Manager if you are unsure which funding distribution to use if your agreement has more than one.
Task Title	The task you are seeking reimbursement for. The list of available tasks is filtered based on the funding distribution you select.
Item Category	The category that describes the purpose of the item.
Item Description	A brief description of the item purchased.
Payee	The person or organization that was paid for the item.
Invoice Number	The invoice or identifying number (not purchase order number) associated with the item purchased, if any.
Date Incurred Start	The date a purchased item is in hand or delivered or the date work first began. Must be on or after the funding effective date of the funding distribution selected.
Date Incurred End	The date a purchased item is in hand or delivered or the date the work ended. Must be on or before the Billing Period End Date and the funding expiration date of the funding distribution selected.
Amount	The amount paid for the item.
Expenditure Type	How the payee was paid. Options include Cash, In-Kind Interlocal, and In-Kind Other. In-Kind options are only available for projects with a match requirement.

- **Uploads** — Allows you to view or add supporting documentation to this payment request. See [Tips on uploading documents](#) in section 7.
- **Download Expenditures Report** — Provides an Excel file of all the line items entered for this payment request. You can use this option to check your work. The spreadsheet allows you to view and manipulate what you have entered. You can then make changes by pasting from the spreadsheet to the Expenditures form.
- **Download Modifications Report** — Allows you to view any modification Ecology makes to your original payment request. This report is available once your payment request is in review by Ecology.

Document Information: [PRPR-AprJun2025-ReTeOr-31964](#)

Parent Information: [AQLMER-2325-ReTeOr-00021](#)

► Details

Payment Request

- Please fill in the appropriate fields.
- Required fields / columns are marked with an *.
- To add a row, click the **Add Row** button below the expenditures grid.
- After entering 25 rows, click the **Add New Page** button to add another page of up to 25 rows.
- To delete a row, select the checkbox for that row and click the **Delete Row** button at the top of the form.
- Save your work often by clicking the **Save** button at the top of the form.
- Navigation: If you select Uploads, you can return to the Expenditures page by selecting the Expenditures hyperlink below. To return to the main PRPR landing page, select the hyperlink above under Document Information.
- Note: You can also visit the agreement by selecting the hyperlink above for Parent Information. To return to this PRPR, select it from the Payment Request list at the bottom of the left navigation pane.

[Expenditures](#) | [Uploads](#) | [Download Expenditures Report](#)

Payment Request Number: 1
Billing Period Start Date: 11/1/2024
Cumulative Expenditure Entered: \$210,000.50

* Final: ☒ Yes ☐ No
* Billing Period End Date:  06/30/2027
Cumulative Expenditure Approved: \$0.00

Ecology Project Manager Approval:

☐ I have reviewed the progress report and expenditures. To the best of my knowledge, the work performed and the costs incurred are reasonable, necessary, and consistent with the scope of work.
Approved by: on

* Do you have expenditures to report? ☒ Yes ☐ No

Expenditures

Page 1 of 1

	Item #	Detail #	* Funding Distribution	* Task Title	* Item Category	Item Description	* Payee
☐	1	359923	AQLMER FD#1 [EG26515] ▼	AQLMER Testing Task ▼	Contracts ▼		Test
☐	2	359924	AQLMER FD#1 [EG26515] ▼	Task 2 test ▼	Contracts ▼		Test
☐	3	359925	AQLMER FD#1 [EG26515] ▼	Testing Task 3 ▼	Contracts ▼		Test
☐	4	359926	FD # 2 [EG265155] ▼	Task 2 test ▼	Equipment ▼		Test
☐	5	359927	FD # 2 [EG265155] ▼	Testing Task 3 ▼	Equipment ▼		Test
☐	6	359928	FD # 2 [EG265155] ▼	Amendment Task 4 ▼	Overhead/Indirect ▼		Test
☐	7	359930	FD # 2 [EG265155] ▼	Amendment Task 4 ▼	Travel ▼		Test

Add Row

Figure 68. Payment Request form

2. **Payment History** — Open, review, then **Save** the form. You do not need to enter any data on this form. The Payment History form shows the cumulative amount reimbursed (approved) to date. By saving the form, you are indicating that you have checked this page to ensure the information is accurate, and the expenditures you requested in previously approved PRPRs are within budget.

Once Ecology approves your current request, the amount approved will be added to the cumulative amount. The Payment History form can be viewed from any PRPR submitted for this agreement, and the information will always include the most recent budget and the cumulative amount approved to date.

The form also shows the history of disbursements for your agreement. The disbursement amount is calculated automatically based on budget and match rules.

NOTE: Any requests that change the existing budget should be negotiated with and approved by Ecology before you submit a PRPR.

Payment History

Cumulative Approved Expenditures
NOTE: Any expenditures not yet approved are not included in the table below.

Funding Title	Task Title	Cumulative Approved Cash Expenditures	Cumulative Approved In Kind Interlocal Expenditures	Cumulative Approved In Kind Other Expenditures	Total Cumulative Approved Expenditures	Task Budget	Budget Variance	Eligible Costs
FD#1 [EG265088]	Admin Task 1	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	\$0.00
FD#1 [EG265088]	Task 2	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.50	\$1,000.50	\$0.00
FD#1 [EG265088]	Test task 4	\$0.00	\$0.00	\$0.00	\$0.00	\$9,000.00	\$9,000.00	\$0.00
FD#1 [EG265088]: Distribution Total		\$0.00	\$0.00	\$0.00	\$0.00	\$10,100.50	\$10,100.50	\$0.00
FD#2 [EG265089]	Task 2	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	\$40,000.00	\$0.00
FD#2 [EG265089]	Test task 3	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	\$0.00
FD#2 [EG265089]: Distribution Total		\$0.00	\$0.00	\$0.00	\$0.00	\$90,000.00	\$90,000.00	\$0.00
Grand Total		\$0.00	\$0.00	\$0.00	\$0.00	\$100,100.50	\$100,100.50	\$0.00

Disbursement History
NOTE: The amount shown in the Disbursement Amount column has not been disbursed to the recipient until the status column shows "Payment Request / Progress Report Active"

Payment Request #	Disbursement Amount	Payment Request Status
1	\$0.00	Payment Request/Progress Report In Process

Total Disbursement Amount: \$

Figure 69. Expenditures payment history

3. **Form D: Contractor Participation Report** — Ecology uses Form D for required state and federal reporting on contractor diversity. For the most up-to-date guidance on completing Form D, read the Contractor Participation Report Instructions located under the PRPR Guidance on the left navigation panel.

Form D: Contractor Participation Report

Instructions:

Report ALL primary contractors and sub-contractors on this form.

Please complete the required fields.
Required fields are marked with an *.
When done, click the **SAVE** button.

Use this form:

- To document voluntary and mandatory state and federal reporting requirements around Minority- and Women-Owned Business Enterprises and Disadvantaged Business Enterprises.
- When sending payment requests which include payments to any private sector contractors and subcontractors.
- To track compliance with federal suspension & debarment requirements.

Please direct any questions regarding this form to your agreement's financial manager.

Does this payment request include reimbursements for any private sector contractor or subcontractor?*

☐ Yes ☐ No

Figure 70. Form D contractor reimbursement reporting

- Select **Yes** or **No** to note if the payment request includes reimbursement for contractors. If yes, populate the contractor information then **Save**.

Please complete the table. All fields are required.

To add a row, complete the blank row and click SAVE

To remove a row, clear the entire row and click SAVE

One blank row will always be visible

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Contractor*	Contractor Type*	Contractor Address*	Contractor Phone No.*	Contractor Amount in this Request*	Expense Category*	Certification Type*
	v			\$	v	☐ MBE ☐ WBE ☐ DBE ☐ N/A +

Figure 71. Form D contractor information table

NOTE: If your project includes any federal funds, you must also complete a System for Award Management (SAM) search for any contractor prior to signing the contract. Documentation of this search must be maintained in your files and may need to be uploaded to EAGL IGX (check with your funding program staff for specific instructions). You only need to do a SAM search once for each contractor during the duration of the project. You can find detailed instructions in the Federal Project Only: Suspension and Debarment document located under PRPR Guidance in the left navigation panel.

4. **Progress Report and Mapping Information** — This form documents progress made on your agreement’s tasks within a given reporting period. You must submit a Progress Report form with each Payment Request. Provide an estimated percentage of completion and brief summary of accomplishments for each task. The form includes additional fields to report more detail and there is a section to add uploads. Some programs also require reporting on metrics. You can also update the project location- see [Mapping Information](#) for instructions.

Complete the required fields (*) then **Save**.

Progress Report

Last Saved 8/21/2025 9:51

Instructions:

- Please fill in the appropriate fields.
- Required fields are marked with an *.
- When done, click the **SAVE** button.

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In the State of Washington, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state government. As a public agency, all our information is governed by laws such as Washington's Public Records Act, [RCW 42.56](#) (link is external). The Public Records Act states that each agency, in accordance with published rules, shall make available for public inspection and copying all public records unless the record falls within specific exemptions under state or federal law.

Progress Report Number:

1

*Final:

☒ No

☐ Yes

(?)

Report Period End Date:

06/30/25

* By Task Progress

Task Title	Percent Complete	Summary of accomplishments for this reporting period
OCBMAP 2325 Task 1	5 %	Held 2 planning meetings and began draft of plan.

49 of 2000

Figure 72. Progress Report

Upload Supporting Documents
Click browse and select your file. To add additional documents, click the + button to the right.

Remove Upload
Click the - button next to the uploaded document, then click confirm.

Browse Drag Files Here +

Mapping Information

If you would like to modify the mapped locations associated with your project, please select the "Add/Modify Location(s)" button below to go to the editor map. Please **save** your work on this form before modifying your locations.

If you modified your mapped locations, please describe the changes in the textboxes above where most appropriate.

Add/Modify Location(s)

Figure 73. Upload and mapping information sections of progress report

Save each form when you are finished. If there is missing information or an error was found, EAGL IGX will display an error message telling you what is missing or incorrect. Correct the issues then **Save** to clear the error message. All errors must be cleared before you can submit the PRPR.

Submitting a PRPR

Once all the necessary information is filled in, supporting documents are uploaded, and all errors are cleared, the Authorized Official, Recipient Project Manager, or Recipient Financial Manager will be ready to submit. To submit a PRPR, your parent document must be in one of the following statuses: Agreement Active, Amendment Active, or all previously submitted PRPRs associated with the agreement must be in the Payment Request/Progress Report Active.

1. To submit the PRPR, use the left navigation panel and select **Payment Request Progress Report Submitted** under Status Options.

NOTE: If you created a PRPR in error, select the **Payment Request/Progress Report Cancelled** status to cancel it.

PRPR-AprJun2025-ReTest-31960

Document Landing Page

Instructions:

- View document details.

Template Payment Request	Instance Apr - Jun 2025 Payment Request / Progress Report
Document Name PRPR-AprJun2025-ReTest-31960	Document Status Payment Request/Progress Report In Process
Organization Rebecca's Test Org	Your Role Authorized Official

- Attachment Repository
- Modification Summary
- Document Validation
- Print Document
- Document Messages
- ▼ Status Options
 - Payment Request/Progress Report Submitted
 - Payment Request/Progress Report Cancelled

Figure 74. Status options for a PRPR

- The confirmation box stating “Are you sure that you want to change the status” will pop up. Select **OK**.

NOTE: Please leave the comment box blank and send all messages directly to your Ecology financial/project manager.

Are you sure that you want to change the status from

Payment Request/Progress Report In Process **to** Payment Request/Progress Report Submitted?

I hereby certify under perjury that the items and totals listed herein are proper charges for materials, merchandise, or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.

Please enter any notes in regards to this status change

Cancel

OK

Figure 75. PRPR submission confirmation window

PRPR-
AprJun2025-
ReTest-31960

Forms

Payment
Request /
Progress Report
Guidance

Federal Projects Only:
Suspension and
Debarment Instructions

Form D: Contractor
Participation Report
Instructions

Document Landing Page

Instructions:

View document details.

Template Payment Request	Instance Apr - Jun 2025 Payment Request / Progress Report	Process Payment Request
Document Name PRPR-AprJun2025-ReTest-31960	Document Status Payment Request/Progress Report Submitted	
Organization Rebecca's Test Org	Your Role Authorized Official	Due Date 7/31/2025 5:00:00 PM

Figure 76. PRPR document landing page showing status submitted

When the status of the PRPR changes to Submitted, you and your Ecology financial and project managers will receive an email notification so that the payment can be screened and sent back for modifications or approved.

Modifying returned PRPRs

Ecology may return your PRPR for modifications; if this happens, you will receive an email notification. When a PRPR is returned for modifications, all forms within the PRPR are unlocked so you can modify them.

If Ecology has approved any of the line items in the expenditure report, those items will be locked, and you will not be able to modify them. Backup documents submitted with the original request will also be locked, and you will not be able to remove them. Uploads cannot be removed because they may contain supporting documentation for costs already submitted.

You can modify a returned PRPR by taking the following steps:

1. Access the PRPR under My Tasks or from the parent document.
2. Review the Payment Request Progress Report Modification Comments form. Your Ecology Financial or Project Manager will describe any requested changes in the **Ecology Comments** field. Contact your Financial or Project Manager if you have questions about the requested modifications.

PRPR-AprJun2025-ReTest-31864

Payment Request / Progress Report Forms

Payment Request

Payment History

Form D: Contractor Participation Report

Progress Report and Mapping Information

Payment Request Progress Report Modification Comments

Payment Library

Document Landing Page

Instructions:

- View document details.

Template Payment Request	Instance Apr - Jun 2025 Payment Request / Progress Report
Document Name PRPR-AprJun2025-ReTest-31864	Document Status Payment Request/Progress Report Mods Required
Organization Rebecca's Test Org	Your Role Authorized Official

Figure 77. PRPR Modifications required

- Make the requested modifications to the PRPR.
- Add your comments to the Payment Request Progress Report Modification Comments form in the **Applicant Comments** field.

PRPR-AprJun2025-ReTest-31864

Mapping Information

Payment Request Progress Report Modification Comments

Payment Library

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Print Document

Document Messages

Status Options

Payment Request/Progress Report Mods Submitted

Payment Request Progress Report Modification Comments

Instructions:

Please fill in the appropriate fields. Required fields are marked with an *

When done, click the **SAVE** button.

Ecology Comments - Enter the date of the modification request and describe the modifications requested.

8/21/2025 This PRPR is being returned per your request. Please add costs for June that were missed and resubmit the PRPR.

Applicant Comments - Enter the date of the modifications made and describe the modifications made.

8/22/2025 Thank you for allowing us to add these costs. New expenditure lines have been added and additional documentation uploaded.

Figure 78. PRPR modification comments

- Resubmit your PRPR by changing the status to **Payment Request/Progress Report Mods Submitted**.

Once the PRPR status is changed to Approved by your Ecology financial/project manager, you will receive an email notification. For PRPRs that reimburse expenditures, the funds are usually deposited into your account within three business days once the PRPR status is changed to Active.

13. Equipment Purchase Report

You must submit an Equipment Purchase Report (EPR) if you purchase any equipment or property that has a useful life of more than one year and is valued at more than \$10,000.

- To initiate the EPR, you need to have the role of Authorized Official or Recipient Project Manager.
- To edit the EPR, you need to have the role of Authorized Official, Recipient Project Manager, or Writer.
- To submit the EPR, you need to have the role of Authorized Official or Recipient Project Manager.

To initiate an EPR, your parent document must be in one of the following statuses:

- Agreement Executed
- Agreement Active
- Any amendment status

Initiating an Equipment Purchase Report

1. To initiate an EPR, go to the My Tasks panel on the EAGL IGX dashboard. Select **Initiate Related Document**.

OR

You can initiate a subdocument from the application. From the agreement's left navigation panel, scroll down to the Related Documents heading and select **Initiate Related Doc**.

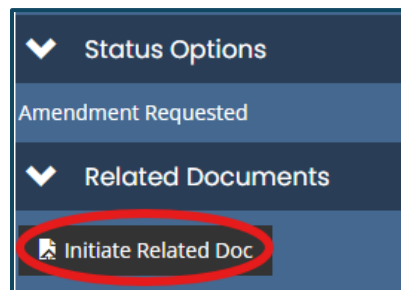


Figure 79. Agreement left navigation panel to initiate a related document

2. The Initiate Related Document window will pop up. Select your agreement from the **Parent Document** dropdown menu. You can use the **Document Identifier** field to narrow your search, for example if you enter the opportunity short name (e.g., OCBMAP or WQC) it will only show agreements with those letters in the document name under the **Parent Document** dropdown.
3. Under **Available Documents**, select from the dropdown menu Equipment Purchase Report then **Create**.

Initiate Related Document

Instructions:

- Select a parent document and available related document.
- Use the Create button to initiate the related document.

Document Identifier
Search parent documents by identifier...

Parent Document
OCBMAP-2325-ReTest-00002

Available Documents

- Apr - Jun 2025 Payment Request / Progress Report
- Apr - Jun 2025 Payment Request / Progress Report
- Jul - Sep 2025 Payment Request / Progress Report
- Equipment Purchase Report - 2025
- Recipient Close Out Report - 2025

Create

Figure 80. Initiating an equipment purchase report

4. The Equipment Purchase Report window opens. Select **Proceed**.

Equipment Purchase Report - 2025

Provided By: Department of Ecology

Provided To: Rebecca's Test Org

Equipment Purchase Report Availability Dates: 1/1/2025 12:00:00 AM - 1/31/2026 5:00:00 PM

Due Date: 1/31/2026 5:00:00 PM

Proceed Cancel

Figure 81. Creating an equipment purchase report

NOTE: You may repeat this process if you need additional EPRs for your grant.

Editing an Equipment Purchase Report

If you need to finish your EPR across multiple sessions, you can find an initiated report by:

1. Visiting the EAGL IGX dashboard, looking under the My Tasks panel, and selecting the EPR name. You can use the Filter in the panel to narrow the list of tasks, for example by document type, then select **Search**.

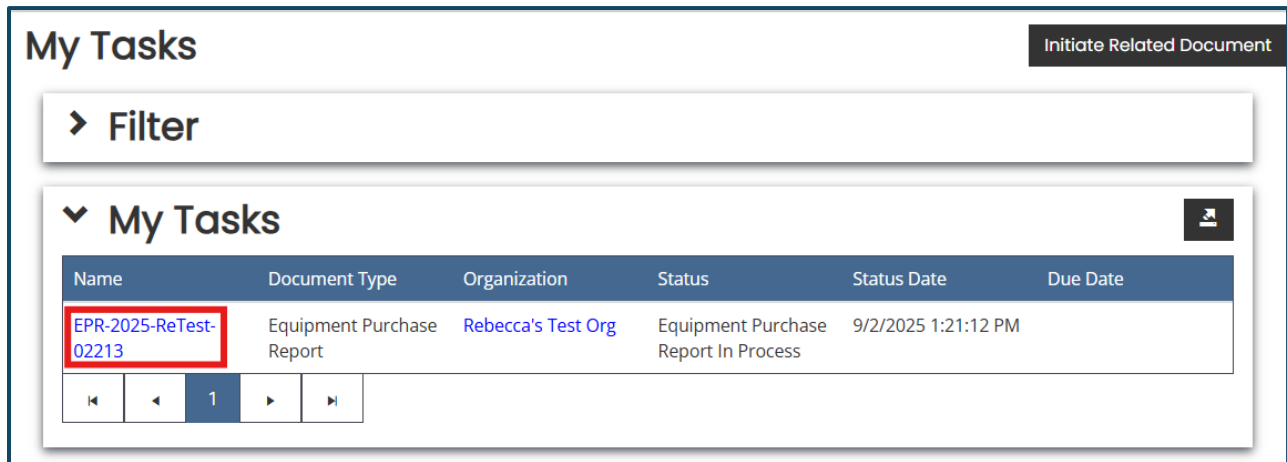


Figure 82. Accessing an EPR from My Tasks on the EAGL IGX dashboard

OR

Visit the agreement's document landing page. Use the left navigation panel to scroll down to Related Documents then select **Equipment Purchase Report**.

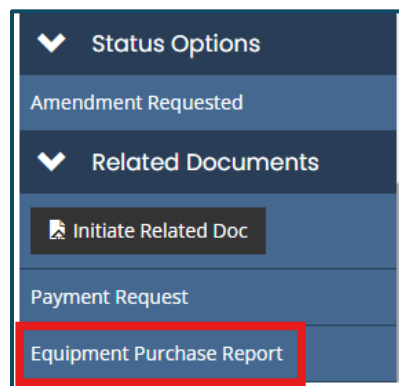


Figure 83. Accessing an EPR from the agreement

2. A list of EPRs displays. Select the EPR you wish to work on. You may now edit your Equipment Purchase Report.

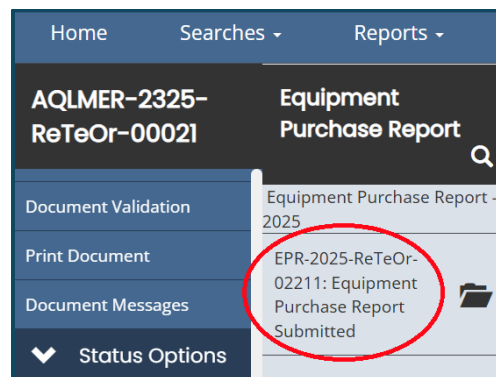


Figure 84. List of EPRs for Parent Document

- Complete the required fields (*) and upload any supporting documents like pictures or technical specifications. **Save** when you are finished. If there is missing information or an error was found, EAGL IGX will display an error message telling you what is missing or incorrect. Correct the issues then **Save** to clear the error message. All errors must be cleared before you can submit the EPR.

EPR-2025-ECY-02030

Equipment Purchase Report

Instructions:
Fill out this form when any equipment is purchased during the life of the agreement that falls into one of the following categories:
-Property (including equipment) with a useful life of more than one year and valued at more than \$5,000.
Required fields are marked with an *
When done, click the **SAVE** button.

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In the State of Washington, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state or local government. The Public Records Act, RCW 42.56 (link is external). The Public Records Act states that each agency, in accordance with published rules, shall make all records and information accessible to the public unless the record falls within specific exemptions under state or federal law.

Attention

- Identifying Number is a required field.
- Equipment Description is a required field.
- Name of Title Holder is a required field.
- Vendor Name is a required field.
- Equipment Location
- Purchase Date is a required field.
- Please enter a valid Purchase Price.
- % Paid By Ecology is a required field and must be positive.
- If you choose to upload a file, you are required to provide a description for each upload. For each upload, please ensure there is a corresponding file and description.

Equipment Purchase Report Number 1

* Identifying number (7)

* Equipment Description 0 of 500

* Equipment Received Date MM/DD/YYYY

* Purchase Price \$

* % Paid by Ecology %

* Name of Title Holder

* Vendor Name (7)

* Equipment Location (7)

Upload Documents

Add Upload:
Enter a description for the file.
Select the Browse button and select your file.
To add an additional file, click the (+) button.

Remove Upload:
Select the (-) button or the (x) button to the right of the file's name.

Upload Description Attachment

0 of 60

Figure 85. Equipment purchase report

Submitting an Equipment Purchase Report

- Once all the necessary information is filled in, supporting documents are uploaded, and all errors are cleared, the Authorized Official or Project Manager will be ready to submit. To submit the EPR, use the left navigation panel to find and select **Equipment Purchase Report Submitted** under Status Options.

NOTE: If you created an EPR in error, select the **Equipment Purchase Report Cancelled** status to cancel it.

EPR-2025-ReTest-02209

Document Validation

Print Document

Document Messages

▼ Status Options

Equipment Purchase Report Submitted

Equipment Purchase Report Cancelled

▼ Related Documents

Document Landing Page

Instructions:

- View document details.

Template Equipment Purchase Report	Instance Equipment Purchase Report - 2025
Document Name EPR-2025-ReTest-02209	Document Status Equipment Purchase Report In Process
Organization Rebecca's Test Org	Your Role Authorized Official

Figure 86. Status options for an equipment purchase report

- The confirmation box stating “Are you sure that you want to change the status” will pop up. Select **OK**.

NOTE: Please leave the comment box blank and send all messages directly to your Ecology Project Manager.

Are you sure that you want to change the status from

Equipment Purchase Report In Process to Equipment Purchase Report Submitted?

Please enter any notes in regards to this status change

Cancel OK

Figure 87. EPR submission confirmation window

- The document status will then show as submitted on the document landing page.

EPR-2025-ReTest-02212

Forms

Equipment Purchase Report Forms

Equipment Purchase Report

Tools

Landing Page

Add/Edit People

Document Landing Page

Instructions:

- View document details.

Template Equipment Purchase Report	Instance Equipment Purchase Report - 2025
Document Name EPR-2025-ReTest-02212	Document Status Equipment Purchase Report Submitted
Organization Rebecca's Test Org	Your Role Authorized Official

Figure 88. EPR document landing page showing status submitted

Modifying returned Equipment Purchase Reports

Ecology may return your EPR for modifications; if this happens, you will receive an email notification. To Modify a returned EPR:

1. Access the EPR under My Tasks or from the parent document.
2. Review the Equipment Purchase Report Modification Comments form. Your Ecology Financial or Project Manager will describe any requested changes in the **Ecology Comments** section. Contact your Financial or Project Manager if you have questions about the requested modifications.

EPR-2025-ReTest-02209

Forms

Equipment Purchase Report Forms

Equipment Purchase Report

Equipment Purchase Report Modification Comments

Tools

Landing Page

Document Landing Page

Instructions:

- View document details.

Template Equipment Purchase Report	Instance Equipment Purchase Report - 2025
Document Name EPR-2025-ReTest-02209	Document Status Equipment Purchase Report Mods Required
Organization Rebecca's Test Org	Your Role Authorized Official

Figure 89. EPR modifications required

3. Make the requested modifications to the EPR.
4. Add your comments to the Equipment Purchase Report Modification Comments form in the **Applicant Comments** field.

EPR-2025-ReTest-02209

Report Forms

Equipment Purchase Report

Equipment Purchase Report Modification Comments

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Print Document

Document Messages

Status Options

Equipment Purchase Report Mods Submitted

Equipment Purchase Report Modification Comments

Instructions:

Please fill in the appropriate fields. Required fields are marked with an *

When done, click the **SAVE** button.

Ecology Comments - Enter the date of the modification request and describe the modifications requested.

8/21/2025 Please resubmit with the serial number.

Applicant Comments - Enter the date of the modifications made and describe the modifications made.

8/21/25 Serial number provided. Thank you!

Figure 90. EPR modification comments

- Resubmit your EPR by changing the status to **Equipment Purchase Report Mods Submitted**.

14. Recipient Close Out Report

When your agreement is coming to a close, an Authorized Official or Recipient Project Manager must submit a Recipient Close Out Report (RCOR). The RCOR collects information about task outcomes, challenges, and other information.

- To initiate the RCOR, you need to have the role of Authorized Official or Recipient Project Manager.
- To edit the RCOR, you need to have the role Authorized Official, Recipient Project Manager, or Writer.
- To submit the RCOR, you need to have the role of Authorized Official or Recipient Project Manager.

To initiate an RCOR, your parent document must be in Agreement Active status and there should be a Payment Request/Progress Report that is marked Final.

Initiating a Recipient Close Out Report

1. To initiate an RCOR, go to the My Tasks panel on the EAGL IGX dashboard. Select **Initiate Related Document**.

OR

You can initiate a subdocument from the application. From the agreement's left navigation panel, scroll down to the Related Documents heading and select **Initiate Related Doc**.

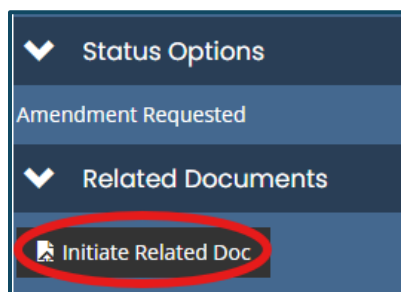


Figure 91. Agreement left navigation panel to initiate a related document

2. The Initiate Related Document window will pop up. Select your agreement from the **Parent Document** dropdown menu. You can use the **Document Identifier** field to narrow your search, for example if you enter the opportunity short name (e.g., OCBMAP or WQC) it will only show agreements with those letters in the document name under the **Parent Document** dropdown.
3. Under **Available Documents**, select from the dropdown menu Recipient Close Out Report, then **Create**.

Initiate Related Document

Instructions:

- Select a parent document and available related document.
- Use the Create button to initiate the related document.

Document Identifier
Search parent documents by identifier...

Parent Document
OCBMAP-2325-ReTest-00002

Available Documents

- Apr - Jun 2025 Payment Request / Progress Report
- Apr - Jun 2025 Payment Request / Progress Report
- Jul - Sep 2025 Payment Request / Progress Report
- Equipment Purchase Report - 2025
- Recipient Close Out Report - 2025

Create

Figure 92. Initiating a recipient Close Out Report

4. The Recipient Close Out Report window opens. Select **Proceed**.

Recipient Close Out Report - 2025

Provided By:	Department of Ecology
Provided To:	Rebecca's Test Org
Recipient Close Out Report Availability Dates:	1/1/2025 12:00:00 AM - 1/31/2026 5:00:00 PM
Due Date:	1/31/2026 5:00:00 PM

Proceed Cancel

Figure 93. Creating the recipient Close Out Report

NOTE: You will only need to complete one RCOR per grant.

Editing the Recipient Close Out Report

If you need to finish your RCOR across multiple sessions, you can find an initiated report by:

1. Visiting the EAGL IGX dashboard, looking under the My Tasks heading, and selecting the RCOR name. You can use the **Filter** in the panel to narrow the list of tasks, for example by document type, then select **Search**.

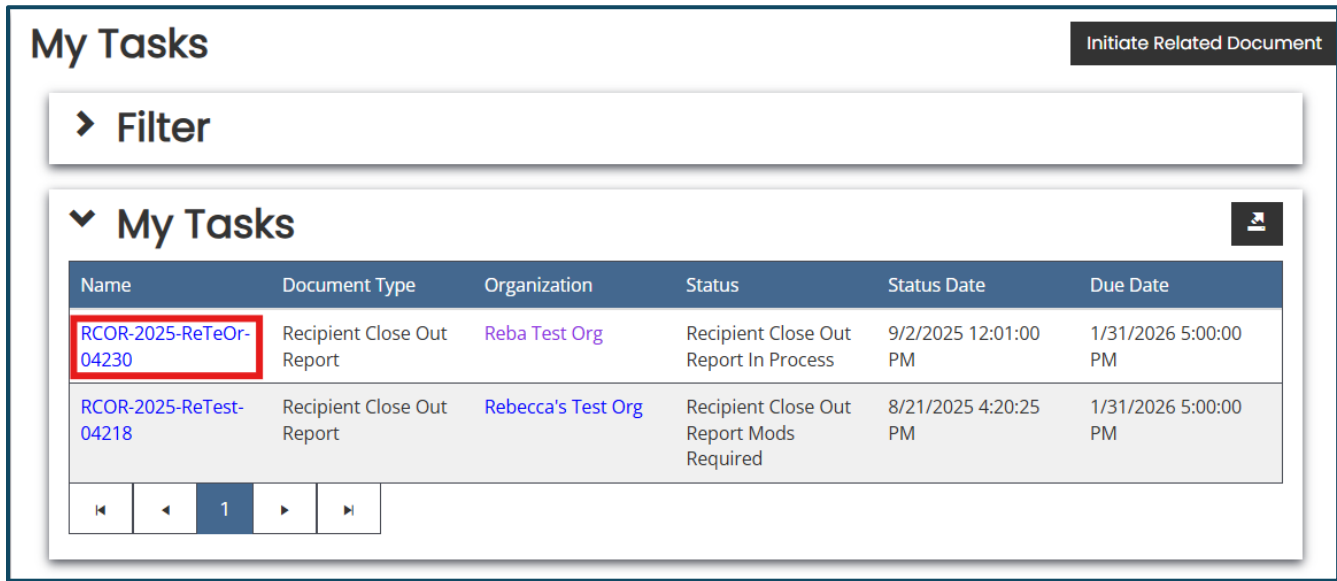


Figure 94. Accessing an RCOR from My Tasks on the EAGL IGX dashboard

OR

Visiting the agreement’s document landing page. Use the left navigation panel to scroll down to Related Documents then select **Recipient Close Out Report**.

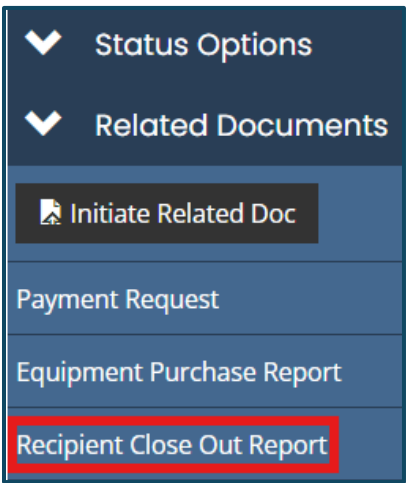


Figure 95. Accessing an RCOR from the agreement

2. Select the RCOR from the pop-up window to work on it. You may now edit your RCOR.

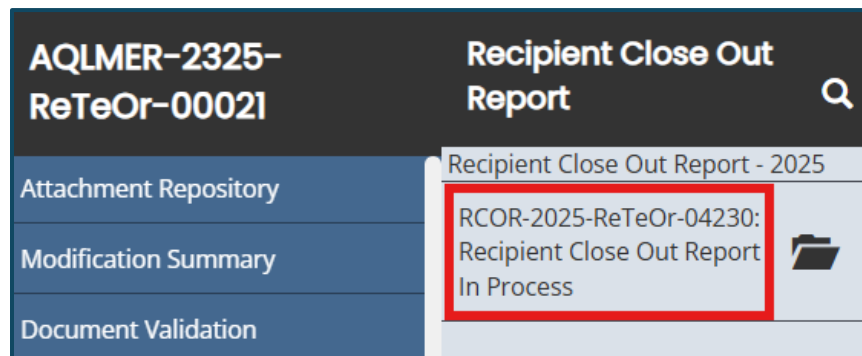


Figure 96. Recipient Close Out Report

3. Complete the required fields (*) and upload any supporting documents like pictures, data and education and outreach publications. You can also update the project location (see [Mapping Information](#) for instructions).
4. **Save** when you are finished. If there is missing information or an error was found, EAGL IGX will display an error message telling you what is missing or incorrect. Correct the issues then **Save** to clear the error message. All errors must be cleared before you can submit the RCOR.

Submitting the Recipient Close Out Report

Once all the necessary information is filled in, supporting documents are uploaded, and all errors are cleared, the Authorized Official or Recipient Project Manager will be ready to submit.

1. To submit an RCOR, your parent document must be in the Agreement Active status. Use the left navigation panel and select **Recipient Close Out Report Submitted** under Status Options.

NOTE: If you created an RCOR in error, select the **Recipient Close Out Report Cancelled** status to cancel it.

RCOR-2025-ReTest-04218

Document Validation

Print Document

Document Messages

▼ Status Options

Recipient Close Out Report Submitted

Recipient Close Out Report Cancelled

▼ Related Documents

Document Landing Page

Instructions:

- View document details.

Template Recipient Close Out Report	Instance Recipient Close Out Report - 2025
Document Name RCOR-2025-ReTest-04218	Document Status Recipient Close Out Report In Process
Organization Rebecca's Test Org	Your Role Authorized Official

Figure 98. Status options for recipient Close Out Report

2. The confirmation box stating “Are you sure that you want to change the status” will pop up. Select **OK**.

NOTE: Please leave the comment box blank and send all messages directly to your Ecology Project Manager.

Are you sure that you want to change the status from

Recipient Close Out Report In Process to Recipient Close Out Report Submitted?

Please enter any notes in regards to this status change

Cancel OK

Figure 99. RCOR submission confirmation window

3. The document status will then show as submitted on the document landing page.

The screenshot shows the 'Document Landing Page' for document 'RCOR-2025-ReTest-04218'. The left sidebar contains a menu with 'Forms', 'Recipient Close Out Report Forms', 'Recipient Close Out Report' (checked), 'Tools', 'Landing Page' (highlighted), 'Add/Edit People', and 'Status History'. The main content area has an 'Instructions' section with a link to 'View document details.'. Below this, a table displays document details: Template (Recipient Close Out Report), Document Name (RCOR-2025-ReTest-04218), Organization (Rebecca's Test Org), Instance (Recipient Close Out Report - 2025), Document Status (Recipient Close Out Report Submitted, highlighted with a red box), and Your Role (Authorized Official).

Template	Instance
Recipient Close Out Report	Recipient Close Out Report - 2025
Document Name	Document Status
RCOR-2025-ReTest-04218	Recipient Close Out Report Submitted
Organization	Your Role
Rebecca's Test Org	Authorized Official

Figure 100. RCOR document landing page showing status submitted

Modifying Returned Recipient Close Out Reports

Ecology may return your RCOR for modifications; if this happens, you will receive an email notification.

1. Access the RCOR under My Tasks or from the parent document.
2. Review the Recipient Close Out Modification Comments form. Your Ecology Project Manager will describe any requested changes in the **Ecology Comments** field. Contact your project manager if you have questions about the requested modifications.

The screenshot shows the 'Document Landing Page' for document 'RCOR-2025-ReTest-04218'. The left sidebar is identical to Figure 100, but the 'Recipient Close Out Report Modification Comments' option is highlighted with a red box. The main content area shows the 'Document Status' as 'Recipient Close Out Report Mods Required'.

Template	Instance
Recipient Close Out Report	Recipient Close Out Report - 2025
Document Name	Document Status
RCOR-2025-ReTest-04218	Recipient Close Out Report Mods Required
Organization	Your Role
Rebecca's Test Org	Authorized Official

Figure 101. RCOR modifications required

3. Make the requested modifications to the RCOR.

4. Add your comments to the Recipient Close Out Modification Comments form in the **Applicant Comments** field.

RCOR-2025-ReTest-04218

Tools

- Landing Page
- Add/Edit People
- Status History
- Attachment Repository
- Modification Summary
- Document Validation
- Print Document
- Document Messages

Status Options

- Recipient Close Out Report Mods Submitted

Related Documents

- Initiate Related Doc

Recipient Close Out Report Modification Comments

Instructions:

Please fill in the appropriate fields.
Required fields are marked with an *
When done, click the **SAVE** button.

Ecology Comments - Enter the date of the modification request and describe the modifications requested.

8/25/25 Please submit a PRPR marked final and then resubmit the close out report.

Applicant Comments - Enter the date of the modifications made and describe the modifications made.

9/5/25 Final PRPR submitted last week. Resubmitting close out report. Thank you!

Figure 102. RCOR modification comments

5. Resubmit your RCOR by changing the status to **Recipient Close Out Report Mods Submitted**.

15. Appendix A – Quick Steps for EAGL IGX Processes

Updating personal contact information

- 1. Select Profile under your name in the dropdown menu at the top right of the screen.
- 2. Navigate to the Person Information page and edit the profile fields where needed. After all changes are made, **Save** the form.

The screenshot shows the 'Person Information' page. The left sidebar has a navigation menu with 'Organization Information' selected. The main content area is titled 'Person Information' and includes a sub-header 'Edit person profile and organization role information.' Below this, there are two main sections: 'Profile' and 'Organizations'. The 'Profile' section has a 'Basic Information' subsection with fields for First Name (Authorized), Middle Name, Last Name (Official), Prefix, Suffix, and Title (AO). There is also a 'Contact Information' subsection with fields for Primary Phone ((360) 555-1212) and Secondary Phone. The 'Organizations' section shows two tables: 'Reba Test Org' and 'Rebecca's Test Org', each with columns for Role Name, Active Date, Inactive Date, and Assigned By. A red circle highlights the 'Save' button in the top right corner.

Figure A-1. Person information screen

Updating organization information

- 1. Navigate to the Person Information page and select **Organization Information** from the left navigation panel.

This screenshot shows the same 'Person Information' page, but the 'Organization Information' link in the left sidebar is highlighted with a red circle. The main content area is still titled 'Person Information' and includes the same sub-header. Below this, there are two main sections: 'Profile' and 'Organizations'. The 'Profile' section has a 'Basic Information' subsection with fields for First Name (Authorized), Middle Name, Last Name (Official), Prefix, Suffix, and Title (AO). There is also a 'Contact Information' subsection with fields for Primary Phone ((360) 555-1212) and Secondary Phone. The 'Organizations' section shows two tables: 'Reba Test Org' and 'Rebecca's Test Org', each with columns for Role Name, Active Date, Inactive Date, and Assigned By.

Figure A-2. Accessing the organization information page

- 2. This will bring you to the Organization Information page. You must be in the role of Authorized Official to make changes.

3. Update the information fields for the changes needed and **Save** the form. The organization name, short name, Federal ID and Statewide Vendor/Supplier number cannot be updated.

Home Searches - Authorized Official -

Person Information

Authorized Official

Organization Information

Reba Test Org

Organization Information

Organization Members

Organization Categories

Organization Information

Instructions:

- From this page, you can edit the organization's General Information, Contact Information, and Business Address.
- To view current organization members or add a new organization member, click the option for "Organization Members" in the left side navigation.
- To edit a organization's currently designated category, click the option for "Organization Categories" in the left side navigation.

Save

Information

General Information		Business Address
Name	Short Name	Address

Figure A-3. Organization information page

NOTE: Any changes to the federal Unique Entity Identifier (UEI) number or the Statewide Vendor/Supplier number must be emailed to the Agency Grant and Loan Coordinator and Business Analyst at eagl@ecy.wa.gov.

Viewing organization members

1. From the Person Information page, select **Organization Members** from the left navigation panel.
2. You will see a table of members that are part of your organization. The Members Search bar may be helpful if your organization has many members.

NOTE: Members will only show up here if they have registered in SAW and EAGL IGX.

Updating Organization Members at the Organization Level

You must be in the role of Authorized Official to make any changes to organization members.

1. To edit a person's role, select the **Pencil**  icon at the far right of the row in the Members table. The Edit Person window will pop up.
2. To end a person's access to EAGL IGX **for your organization and for all documents**, add an inactive date to their role then **Save** the change.
3. To change a person's role, add an inactive date to their existing role and select the **Plus (+)** button to select their new role. Add an active date for the new role (today's date will automatically populate) then **Save** the changes.

Finding my documents

To search for organization documents, select the **Searches** menu heading on the navigation bar at the top of the EAGL IGX dashboard. After you visit a document landing page, it will appear in the Recent Documents menu that displays up to the last 25 documents visited.

1. To search for a parent document (application or agreement), select **Applications** from the Searches dropdown menu.

OR

To search for a subdocument (PRPR, Equipment Purchase, Closeout Report), select **Reports & Payment Requests** from the **Searches** dropdown menu.

2. Add the document number in the **Name** field or use the other fields to filter for your document and select **Search**. If you leave all fields blank and select **Search**, it will return all documents you are assigned to.
3. When the results are returned, you can sort by clicking on the headers in the blue ribbon (e.g., Name, Status Date). Select the link under the Name column to access the document landing page.

Updating organization members at the document level

1. Search for your document in the Applications or Recent Documents tool, review the results, then select the link for the document under the Name column.
2. From the left navigation panel, select **Add/Edit People** located under the Tools heading.
3. The Document Add/Edit People page will pop up. Verify that you are an Authorized Official for the document. Only Authorized Officials can add and update member roles on documents.
4. To add a new member to a document, select the **Plus (+)** button and **Add User From Organization**.
5. The Document Person List Search will pop up. Enter the last name, role, or your organization name to see a list of organization members. Find the person you are looking for by scrolling down the list.

NOTE: Users must have a SAW and EAGL IGX account and be associated with your organization (Ecology associates people with their organizations) to appear in the list of available people.

6. Select the **Document Role** from the dropdown list, enter an **Active Date** then **Save** the changes.
7. **NOTE:** Enter an **Inactive Date** then **Save** when you want to end a member's access to the document.

Adding signatories

The primary Authorized Signatory must be registered in EAGL IGX and authorized to legally bind your organization to agreements. If you choose to have additional signatories on your agreement, you may add them at the bottom of the Recipient Contacts form. Their names will appear below the Authorized Signatory in the signature block of the agreement. Additional signatories do not need to have a SAW or EAGL IGX account.

1. To add other signatories, go to the document (application or agreement).
2. Select **Recipient Contacts** form under the Application Forms heading.
3. Scroll down to find the Other Recipient Signatures on Printed Agreement heading.
4. Enter the name and title of each person you want added as a signatory on the agreement.
5. To add additional lines, select the **Plus (+)** button. To delete lines, select the **Minus (-)** button, **Confirm**, then **Save** the form.

Submit or cancel a document (status change)

Once all the necessary information is filled in, supporting documents are uploaded, and all errors are cleared, the document will be ready to submit. Check that you are in a role with permissions to submit the document (Authorized Official, or Recipient Project Manager or Recipient Financial Manager depending on the form.)

1. Use the left navigation panel to review available document statuses under Status Options.
- NOTE:** If this menu is blank, you do not have permission to change the document status.
2. Select the (document type) Submitted status to submit your document, or the Cancelled status to cancel it.
 3. Select **OK** when the confirmation box “Are you sure that you want to change the status” pops up.

NOTE: Please leave the comment box blank and send all messages directly to your Ecology Financial or Project Manager.

Modifying a returned document

Ecology may return your document for modifications. These instructions apply for any returned document (application, payment request, equipment purchase report or Close Out Report).

1. Review the (Document Title) Modification Comments form. Your Ecology Financial or Project Manager will describe any requested changes in the **Ecology Comments** field. Contact your Financial or Project Manager if you have questions about the requested modifications.

2. Make the requested changes to the document.
3. Add your comments to the Modification Comments form in the **Applicant Comments** field.
4. Resubmit your document by changing the status.

Completing a Payment Request/Progress Report

1. Open your agreement using the applications search tool by selecting **Searches** in the top navigation, then **Applications**. Confirm that the status is Agreement Active and verify you are in one of the roles listed in the [Payment Request/Progress Report](#) section.
2. From the agreement's left navigation panel, scroll down to the Related Documents heading and select **Initiate Related Doc**. You can also initiate related documents from the EAGL IGX dashboard under My Tasks if you have the agreement document number.
3. The Initiate Related Document window will pop up. Select the dropdown menu under Available Documents, then **Payment Request/Progress Report** for the quarter covering your expenditures or reporting period. Select **Create**.
4. The Payment Request/Progress Report window opens. Select **Proceed**.
5. **Payment Request** — Enter each expenditure on a separate line and upload backup documentation using the Uploads link. Each page of expenditures contains 25 lines. If you have more than 25 lines, select **Next Page** at the bottom left of the expenditures table to continue viewing or adding lines. To delete a line, check the box in the first column of the line and select **Delete Row(s)** at the top right of the screen. **Save** the form when you are finished entering expenditure detail.
6. **Payment History** — Remember to **Save** the form. By saving the form, you are indicating that you have checked to ensure the information is accurate, and the expenditures you requested in previously approved PRPRs are within budget. The form shows the cumulative amount reimbursed (approved) to date. Once Ecology approves your current request, the amount approved will be added to the cumulative amount. It also shows the history of disbursements for your agreement. Disbursement amounts are calculated automatically based on budget and match rules.
7. **Form D Contractor Participation Report** — Select **Yes** or **No** to note if the payment request includes reimbursement for contractors. If yes, populate the contractor information then **Save**.
8. **Progress Report and Mapping Information** — This form documents progress made on your agreement's tasks within a given reporting period. You must submit a Progress Report form with each Payment Request, or at least quarterly. Provide an estimated percentage of completion, a summary of accomplishments for each task, any additional comments, and uploads then **Save** the form.
9. **Status** — Use the left navigation panel and select **Payment Request Progress Report Submitted** under Status Options.

Completing an Equipment Purchase Report

1. Open your agreement using the applications search tool by selecting **Searches** in the top navigation, then **Applications**. Verify the document is in the correct status and you are in one of the roles listed in the [Equipment Purchase Report](#) section.
2. From the agreement's left navigation panel, scroll down to the Related Documents heading and select **Initiate Related Doc**. You can also initiate related documents from the EAGL IGX dashboard under My Tasks if you have the agreement document number.
3. The Initiate Related Document window will pop up. Select the dropdown menu under Available Documents and choose **Equipment Purchase Report**. Choose **Create** then **Proceed**.
4. On the Equipment Purchase Report Menu, select the Equipment Purchase Report form.
5. Fill in the requested information about the equipment or property. Select **Save** when you are finished.
6. Use the left navigation panel and select **Equipment Purchase Report Submitted** under Status Options.

Completing a Recipient Close Out Report

1. Open your agreement using the application search tool by selecting **Searches** in the top navigation, then **Applications**. Confirm that the status is Agreement Active and verify you are in one of the roles listed in the [Recipient Close Out Report](#) section.
2. From the agreement's left navigation panel, scroll down to the Related Documents heading and select **Initiate Related Doc**. You can also initiate related documents from the EAGL IGX dashboard under My Tasks if you have the agreement document number.
3. The Initiate Related Document window will pop up. Select the dropdown menu under Available Documents and choose **Recipient Close Out Report**. Choose **Create** then **Proceed**.
4. On the Recipient Close Out Report Menu, select the Recipient Close Out Report form.
5. The form lists all tasks from your agreement. Fill in the required information. You can use the overall summary section at the bottom of the form to note information that is not related to a particular task. Select **Save** when you are finished.
6. Use the left navigation panel and select **Recipient Close Out Report Submitted** under Status Options.

16. Appendix B – Frequently Asked Questions

Finding Funding Opportunities

#1 Q: How do I know what grant and loan programs I am eligible to apply for?

#1 A: See [Applying for a Grant or Loan](#) for information on finding funding opportunities in EAGL IGX.

Adding and Editing People

#1 Q: How do I remove a member of our organization who no longer works for us?

#1 A: See [Updating Roles at the Organization Level](#) for instructions. This information is also in the Quick Steps Appendix A.

#2 Q: How do I change the role of one of my organization members?

#2 A: See [Updating Roles at the Organization Level](#) or [Changing a Person's Role on a Document](#) for instructions. This information is also in the Quick Steps Appendix A.

Applications

#1 Q: What is the easiest way to search for an initiated application?

#1 A: On the EAGL IGX dashboard, select the **Searches** menu in the top navigation, then Applications if your application is not listed under Recent Documents. See [Locating Documents](#) for details. This information is also in the Quick Steps Appendix A.

#2 Q: Can an application be recovered after an applicant cancels it?

#2 A: Yes. Contact your Ecology Financial Manager.

#3 Q: Can we add a shortcut to our application in EAGL IGX?

#3 A: No. You must search for an application through the application searches process in EAGL IGX. Recently accessed documents will be listed under Recent Documents so check there first. You can also search for an application on the EAGL IGX dashboard by using the My Tasks panel to find your application.

#4 Q: Can an applicant reuse their application during the next funding cycle?

#4 A: You can download a PDF of your previous application if you want to reuse the information in another application cycle. Please review the funding opportunity guidelines for changes in eligibility or other requirements.

#5 Q: What forms can Ecology staff edit at any time?

#5 A: Ecology staff can edit Location and Recipient Contacts Forms at any time and in any status after the application is submitted, except in agreement close out statuses.

#6 Q: If an application modification is required, do I have to resave all forms before they are resubmitted?

#6 A: You must save any forms where changes were made, and any forms that were dependent on information from the forms that were changed. EAGL IGX will prompt you or you will receive an error message for any unsaved pages.

EAGL IGX system technical questions

#1 Q: Why is the Save button located at the top of the screen?

#1 A: The **Save** button is designed to be at the top of the screen so that it can be found in the same location on every page in the system (if the page can be edited). As you scroll through long forms, the **Save** button will follow you down the page so that it is easily accessible.

#2 Q: Can I use my browser's back button to go to the prior page?

#2 A: Generally, the browser back button will take you to the previous screen, however we recommend you avoid using it as it may result in unsaved data or cause your session to end unexpectedly. We recommend that you use the left navigation panel to select documents and tools. Parent documents and PRPRs also have the option at the bottom of most pages to scroll to the Previous Form or Next Form.

#3 Q: How do I open a second window in EAGL IGX?

#3 A: The EAGL IGX database does not support the use of multiple windows or browser tabs while filling out documents as it can result in being logged out of the system or work being lost. You would need to open two different browsers (e.g., Chrome and Edge) and log in to EAGL IGX separately to avoid these problems.

#4 Q: What happens if I copy text into EAGL IGX that was not created in Word or Notepad?

#4 A: EAGL IGX only accepts plain text characters in all boxes and data entry fields. If any other formatting is included in a text box, the system may not accept it, and you may lose text. Remember there are textbox character limits as well. Pasted text that exceeds the character limit will be cut off without a warning.

#5 Q: How do you log out of EAGL IGX?

#5 A: Closing the browser automatically logs you out. You can also log out of the system by selecting **Log Out** from the dropdown menu under your name.

#6 Q: Can I have the user manual open and work on my document at the same time in EAGL IGX?

#6 A: Yes. The User Manual is in .pdf format and by selecting the link, you can open it in a new window then download a copy, if you prefer. Opening it in a new window will not cause the browser issues noted in question three. You can also open the funding opportunity guidelines and instructions in a new window and download them.

#7 Q: What is the difference between a document number, a parent document number, and a subdocument number?

#7 A: Every document (parent and subdocument) in EAGL IGX has a document number. The term document number in EAGL IGX refers to the document currently being viewed and is not an indication of its relationship to an agreement.

The term parent document number refers to the main application/agreement. Payment requests, site visit reports, equipment purchase reports, etc., are not parent documents; they are subdocuments found under Related Documents in the left navigation panel of the parent document (agreement). Parent Document number examples:

Application: WQC-2025-ReTeOr-00123

Agreement: OTGP-2026-TestOR-00001

NOTE: You must view the parent document to determine the funding status of an application or agreement.

Subdocument number examples:

Equipment Purchase Report: EPR-2025-ReTest-02184

Payment Request/Progress Report: PRPR-AprJun2025-TestOr-31800

Recipient Close Out Report: RCOR-2026-ReTest-04110

Environmental data

#1 Q: How do I know if I should collect environmental data?

#1 A: This varies by funding program. Please see your application instructions or consult with your Ecology Project Manager.

Recipient Contacts Form

#1 Q: What does an applicant do if they have more than one official that needs to sign a grant agreement?

#1 A: You may have additional signatories for your agreement. See [Other Recipient Signatures on Printed Agreement](#) for details on this question.

#2 Q: Which member of an applicant organization should be assigned the Authorized Signatory role on the Recipient Contacts form?

#2 A: The Authorized Signatory should be the person who is primarily responsible for authorizing and signing an agreement.

#3 Q: When is the last opportunity for an applicant to edit the Recipient Contacts form?

#3 A: The recipient can edit the Recipient Contacts form up until the application has been submitted. The Recipient Contacts form can also be edited by the Authorized Official prior to signing an agreement when the document is in the Agreement Requires Signature status.

#4 Q: How do we get additional members from my organization to appear in the dropdown list on the Recipient Contacts form?

#4 A: Additional members must register in SAW and have their EAGL IGX account approved. Their names will appear once they are set up in EAGL IGX. Instructions for registering are in [External User Registration for SAW and EAGL IGX](#).

Mapping information

#1 Q: Is it important that the location be accurate on the Mapping Information?

#1 A: Yes. Ecology frequently answers questions from interested parties about the location of grant and loan projects. The location information will also be used to summarize grant and loan results agencywide for the public.

#2 Q: How do I add another city/county/region/etc. on the Ecology Editor Map?

#2 A: Define the first location (city, for example). When the system recognizes it and returns the city name underlined, select it. The editor will update the map and the city will appear at the bottom of the menu under project areas. Repeat the steps to add another city or other project area.

#3 Q: What forms can Ecology staff edit at any time?

#3 A: Ecology staff can edit the mapping location and recipient contacts at any time, once a document has reached the Agreement Initiated status. These forms remain editable unless the agreement is closed or declined.

#4 Q: Will EAGL IGX populate information from other resources, like the Integrated Site Information System or Facility/Site? If a program requires Lat./Long. (for example), shouldn't it come from Facility/Site to maintain accuracy?

#4 A: No, EAGL IGX will not allow other systems to populate forms. Links are provided for identifying Lat./Long. and Environmental Information Management (EIM) data. Ecology staff will verify accuracy.

Payment Request/Progress Reports

#1 Q: Is there a required due date for payment requests?

#1 A: EAGL IGX does not enforce a due date on payment requests. The system labels payment requests by quarter, and each quarter's payment request is available from the start of the quarter to the end of the following quarter. For example, January-March payment requests are available until the end of June.

Once a payment request has been initiated, the recipient may take as much time as needed to submit it. Although EAGL IGX does not enforce a due date, you should follow the terms set in your agreement.

#2 Q: When are final payment requests due?

#2 A: Generally, final payment requests are due within 30 days after the agreement expires. Refer to your agreement for specific accounting requirements.

Scope of Work — additional tasks form

#1 Q: What amount should be entered under Task Cost? Total eligible or Ecology's share?

#1 A: Each task should be entered as total eligible cost (Ecology's share and related match). The sum of the scope of work tasks must equal the Total Eligible Cost reported on the General Information form.

- Total eligible cost = Ecology's share + Recipient match

#2 Q: Where is Total Cost used in the Scope of Work?

#2 A: Total Cost reflects the entire cost of the project, including any outside funding not being used as required match. Total Cost helps explain the estimated cost of an entire project, not just the piece Ecology is being asked to fund. This amount is only reported on the General Information form in the Total Cost field and not used in scopes of work.

- Total Cost = Total eligible cost + Outside funds

#3 Q: Why is the Additional Scope of Work form called “additional?”

#3 A: Most Ecology funding programs use a pre-populated task form for the tasks that are required for all projects, such as Project Administration. The Additional Scope of Work form is used to capture any tasks beyond those that are pre-populated for the agreement.

Uploads

#1 Q: Can we get a list of documents and records that need to be uploaded to EAGL IGX?

#1 A: The documents that need to be uploaded vary by funding program. Please contact the appropriate funding program for details on required documents.

#2 Q: Can I view all the documents I have uploaded to EAGL IGX?

#2 A: See [Tips on Uploading Documents](#) for information on this question. In general, the Attachment Repository shows all uploads on a specific document, for instance a parent document like the agreement or a subdocument like the PRPR.

17. Appendix C – Role Permissions Table

Table 1. Document Role Permissions for Applications and Amendments

What your role allows you to do in EAGL IGX:	Authorized Official	Contractor	Recipient Project Manager	Recipient Financial Officer	Writer	Reader
Control Access to Applications	X					
Read Application Forms	X	X	X	X	X	X
Edit Forms when Application in Process	X	X	X		X	
Initiate Applications	X	X				
Submit Applications	X					
Cancel Applications	X					
Initiate Amendments	X					

Table 2. Document Role Permissions for Payment Request/Progress Reports (PRPR)

What your role allows you to do in EAGL IGX:	Authorized Official	Contractor	Recipient Project Manager	Recipient Financial Officer	Writer	Reader
Initiate PRPRs	X		X	X		
Read PRPRs	X	X	X	X	X	X
Edit PRPRs	X		Progress Report Only	Payment Request/ Form D Only	X	
Submit PRPRs	X		X	X		
Cancel PRPRs	X		X	X		

Table 3. Document Role Permissions for Equipment Purchase Reports (EPR) & Close Out Report

What your role allows you to do in EAGL IGX:	Authorized Official	Contractor	Recipient Project Manager	Recipient Financial Officer	Writer	Reader
Initiate EPRs & Close Out Reports	X		X			
Read EPRs & Close Out Reports	X	X	X	X	X	X
Edit EPRs & Close Out Reports	X		X		X	
Submit EPRs & Close Out Reports	X		X			
Cancel EPRs & Close Out Reports	X		X			