**Approve New Certificate Instructions**

Set up time with Cayuse to update the certificates. Once they do that, the new certificates need to be validated by the e-Biz POC in Grants.gov. After logging in to Grants.gov, you (the EBPOC) should see this screen:

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Click on Manage Certificates:

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Find the relevant certificate in your list. It should be the one with an expiration date of next year or look for the latest Expiration Date . Click Manage Roles:

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Select "Standard AOR Certificate" and Click Save:

