**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:  
  
Graphical user interface, application

Description automatically generated​  
  
  
Click on Manage Certificates:  
  
  
Graphical user interface, text, application

Description automatically generated​  
  
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:  
  
  
Graphical user interface, text, application, email

Description automatically generated​  
  
  
Select "Standard AOR Certificate" and Click Save:  
  
  
A screenshot of a computer

Description automatically generated