# Project Concept Change (PCC) Submission Instructions on Emphasys

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- Developers requesting a Project Concept Change (PCC) must submit the required documentation through the **Emphasys Developer Portal**.
- Link: https://ghfadp.emphasys-hft.com/Account/Login

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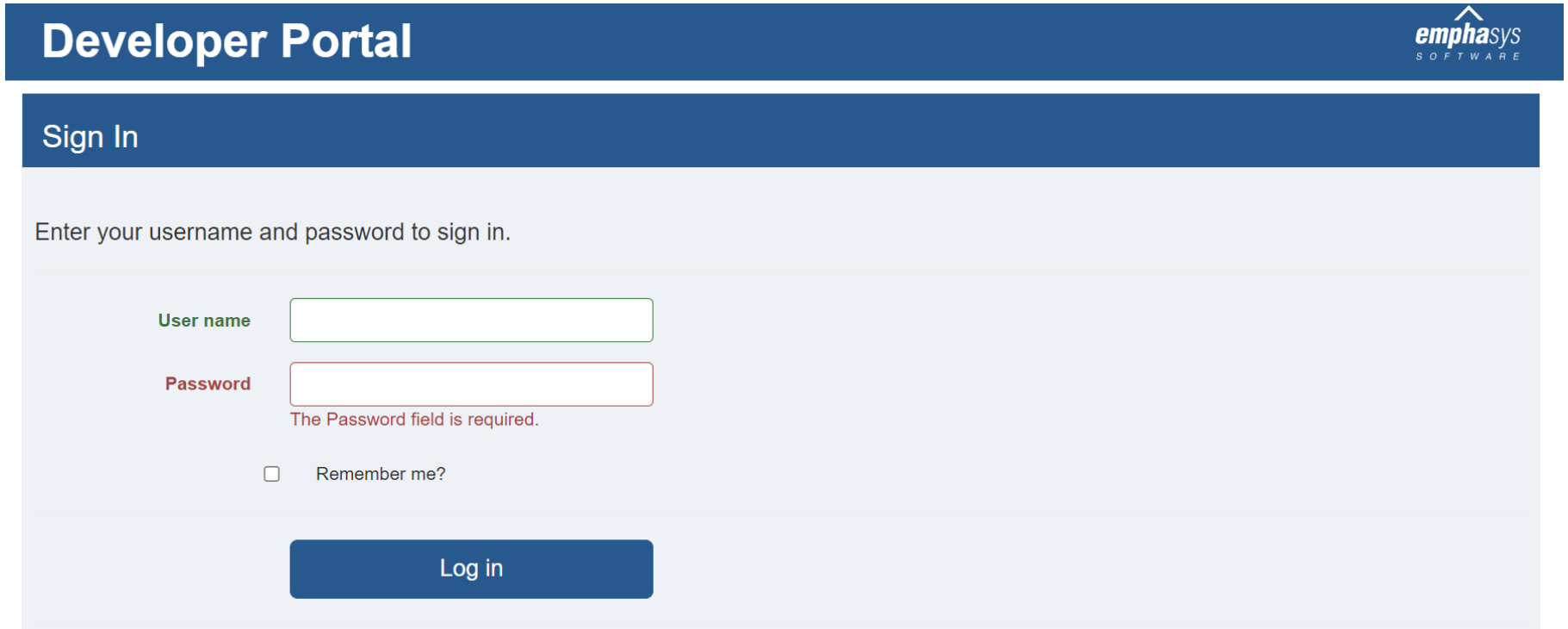
- Log in to the Emphasys **Developer Portal** using the same login credentials as the Emphasys Funding App Collector's portal. If you are locked out of the account, please get in touch with DCA.

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1. After logging in, go to the "*Change Requests*" tab from the top ribbon.
2. Click on the "+" sign.
3. Select the application that is applying for PCC from the "*Project"* drop-down.
4. Choose the correct PCC from the "*Request Type"* drop-down.
5. Enter comment (if any) in the "*Information"* box.
6. Click *"Save".*

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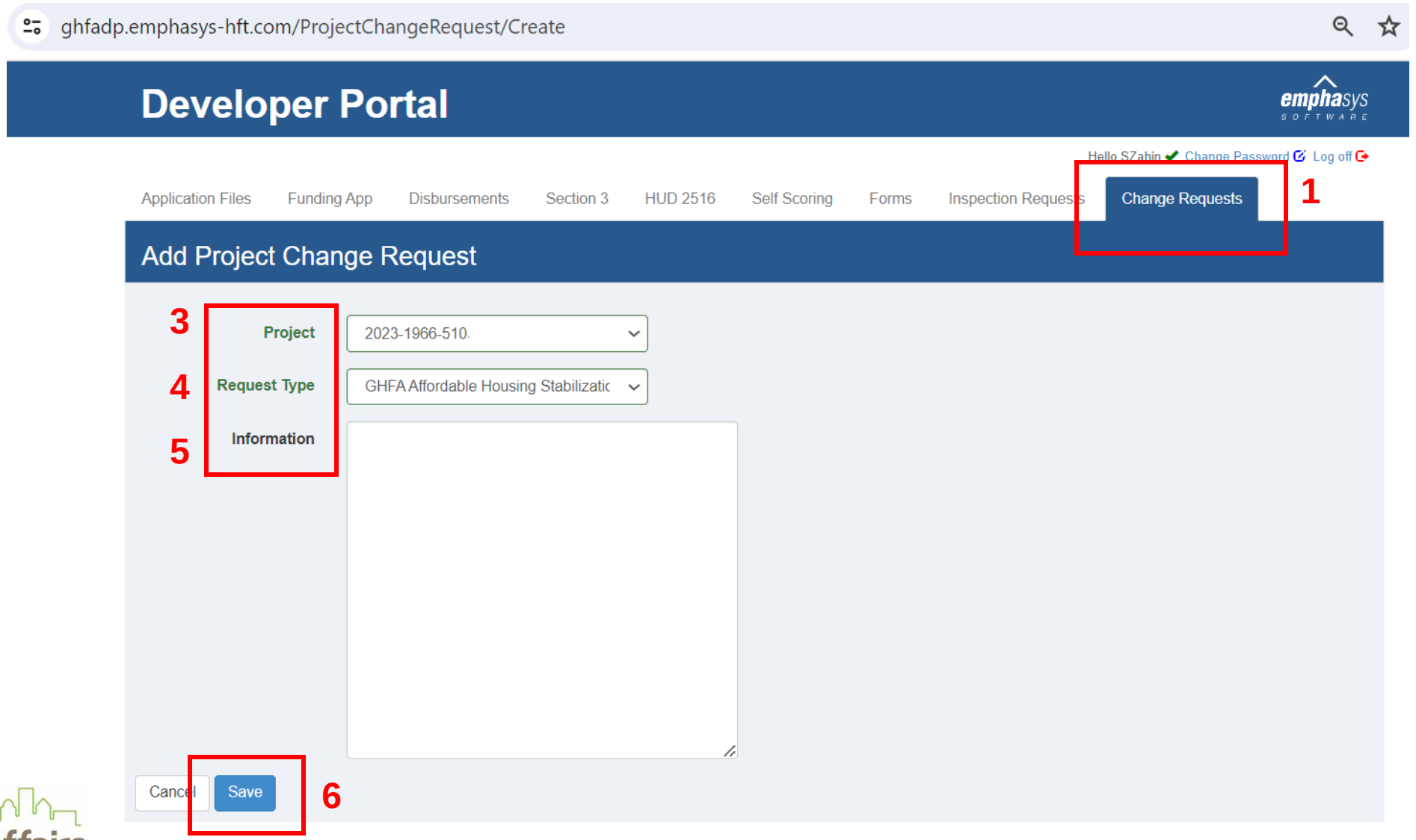


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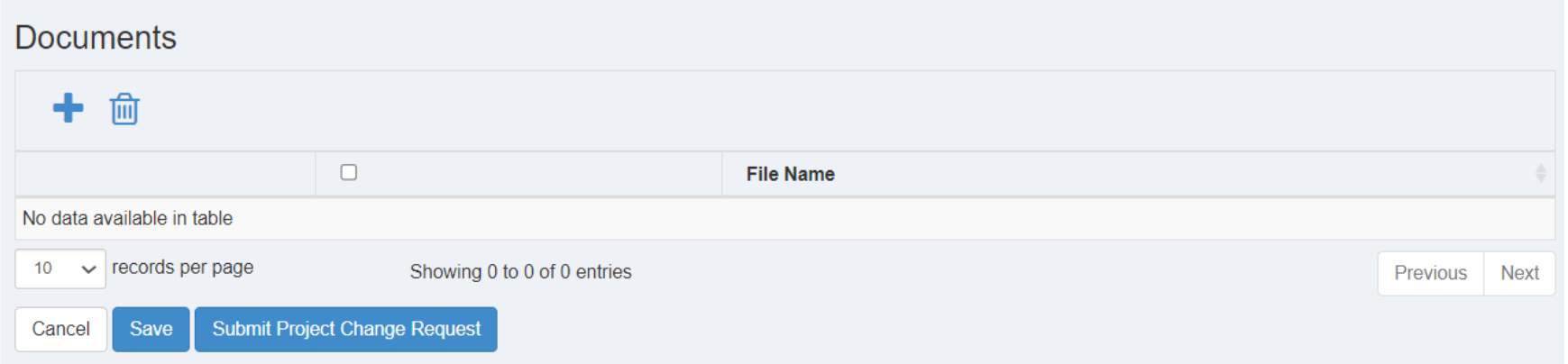
- Upon clicking *"Save"*, the option to upload documents will be available.
- Click on the "+" sign to attach documents.

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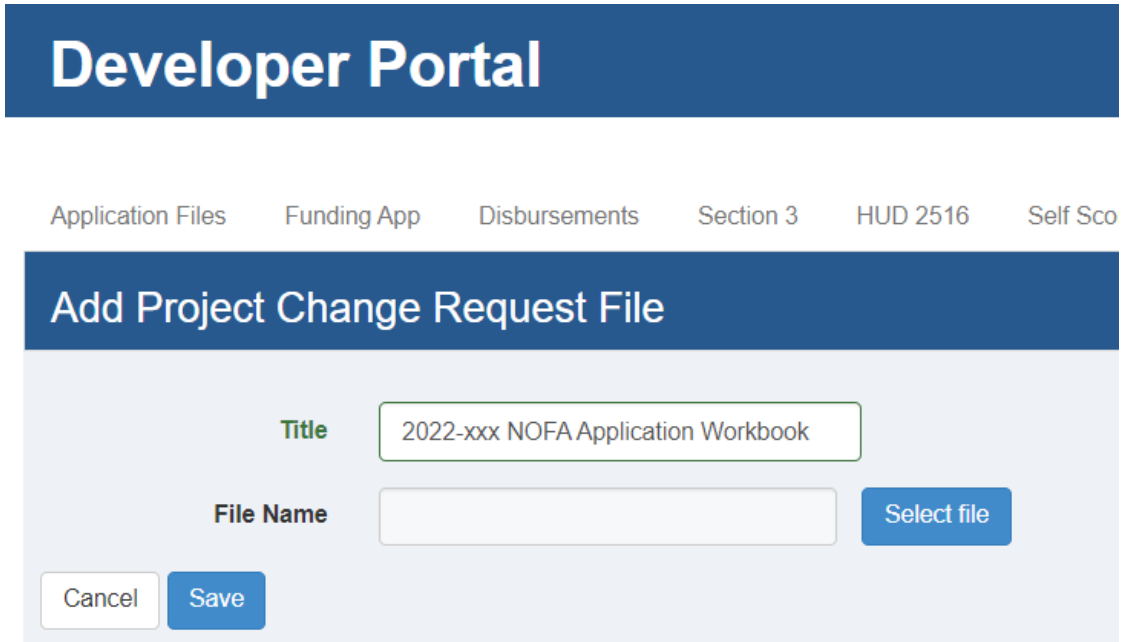
- Enter the document title in the "*Title*" box.
- Click on the *"Select File"* button to attach documents. (*Note: Compressed zip files are not supported file format*)
- Click *"Save".*
- Repeat the same process to upload multiple documents.

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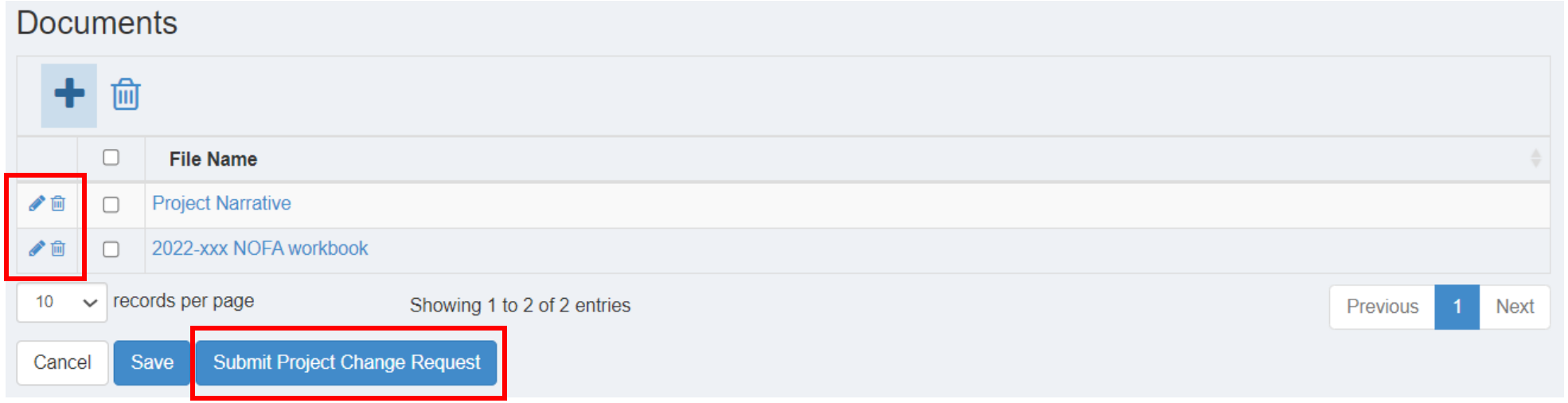
- Documents can be edited or deleted after uploading by clicking on the *Pencil/Delete icons* located on the left side of the specific File Name. Click *"Save"* after making the change.
- When all the document uploads are complete, click on the ***"Submit Project Change Request"*** to submit the PCC request.

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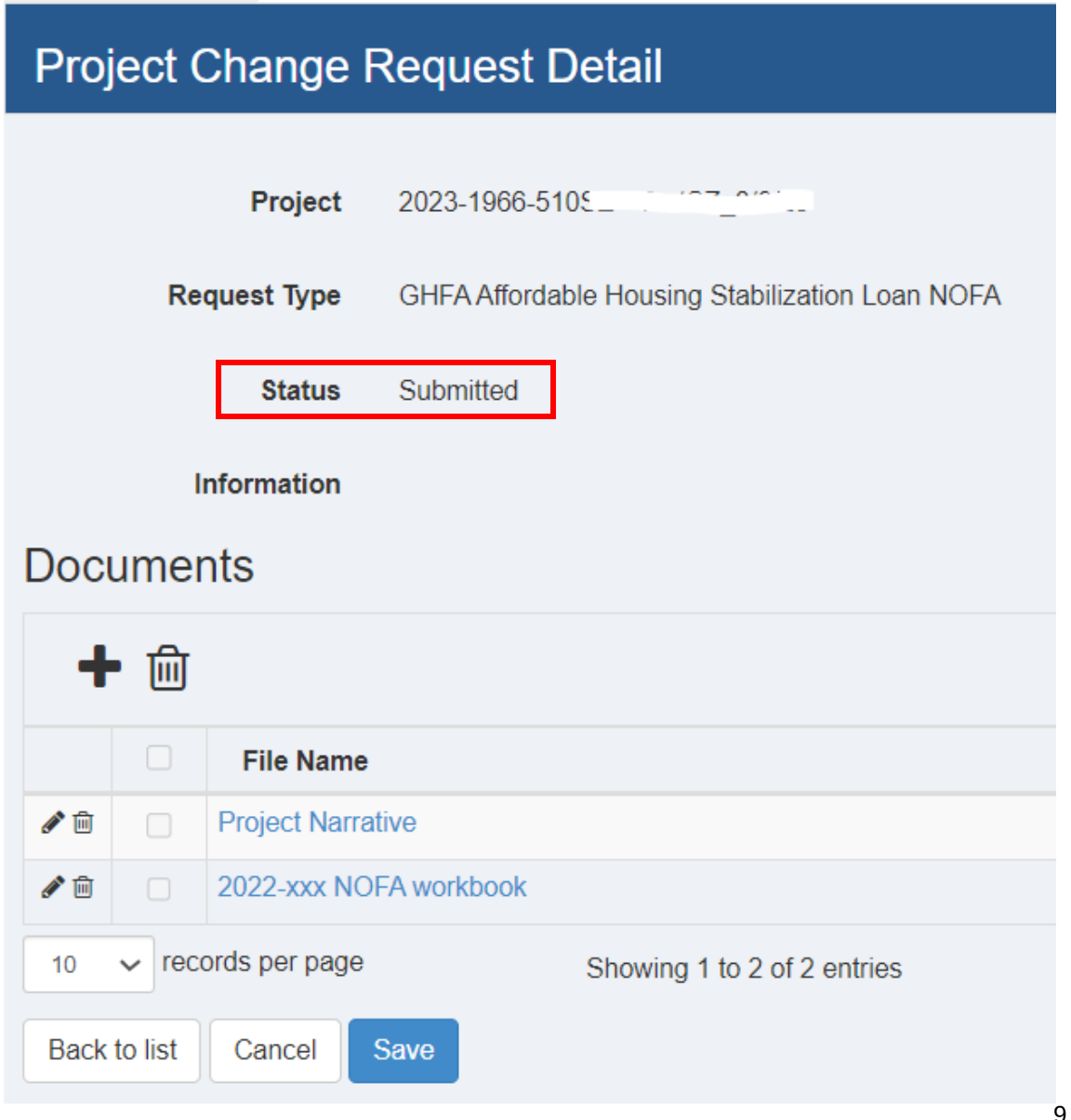
- After the project change request has been submitted, the status of the request will be shown as *"Submitted."*
- The PCCR process is complete.

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# Questions?

- If you have questions or issues, please contact:
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