Executive Order #38

EO38 Information & Update Details - Quick Reference Guide

Disclosure Login

1. From the Executive Order 38 page (www.executiveorder38.ny.gov) page click the **Disclosure** link. Note: you can also get there by clicking the Disclosure link after completing the Determination form.

2. This will bring you to a login screen. Log into the Disclosure by entering your Grants Gateway Username and Password.

Username *

Enter your Grants Gateway username.

Password *

Enter the password that accompanies your username.

Log in

Type your Username and Password and then Click the **Log in** button.

A screen will display with four tabs: 1. Information | 2. Update Details | 3. Submit Disclosure | 4. Apply for Waiver

The 1. Information tab is the default.

1. All of the information in the 1. Information tab comes directly from Grants Gateway.

2. You must complete the 2. Update Details tab information prior to Submitting a Disclosure and/or Applying for a Waiver.

3. For more information on the 3. Submit Disclosure and 4. Apply for Waiver tabs, please refer to the documentation found on the Executive Order #38 Training webpage (http://executiveorder38.ny.gov/training).

Provider Information

Select the **Contact Info** link to view contact information:

State Agency With Most Contracts Department of Health Contact Info

Update Details – Covered Reporting Period/Lead Agency

1. Click the 2. Update Details tab at the top of the page.
2. For Covered Reporting Period/Lead Agency, click the ⊞Add CRP/Lead Agency link.
3. On the Select your EO 38 Lead Agency and Other State Agencies. pop-up screen, choose your **Lead Agency.**
4. Click the check boxes of the **Other State Agencies** you wish to select.
5. Choose the **CRP Start Date** and **CRP End Date.**
6. Once you have made your changes, click the Submit button.
7. The following message will appear: Lead Agency, Other State Agencies and CRP Information Added/Updated successfully. .

Update Details – Preparer List

1. For **Preparer List**, click the **Deactivate/Activate Preparer** link to **Deactivate or Activate a Preparer**.
2. For **Preparer List**, click the **Add Preparer** link to **Add a Preparer**.
3. On the **Preparer Information** pop-up screen, fill out the rest of the form, and then select **Submit**.
4. The following message will appear: Preparer has been successfully added/updated. The preparer list has been refreshed.

Update Details – Covered Executive List

1. For **Covered Executive List**, click the **Deactivate/Activate Covered Executive** link to **Deactivate or Activate a Covered Executive**.
2. For **Covered Executive List**, click the **Add Covered Executive** link to **Add a Covered Executive**.
3. On the **Covered Executive Name** pop-up screen, fill out the rest of the form, and then select **Submit**.
4. The following message will appear: Executive Name has been successfully added/updated. The Executive list has been refreshed.