



QUICK REFERENCE GUIDE:

5.0 PSA – Activating a Contract

Background:

Prior to activating a contract, the contract must be transitioned to construction.

Roles:

PSA User

Navigation:

Dashboard > Contract Administration Overview > Contract

1. From the Contract Administration Summary, select the **Contract Times** tab on the left.
2. Toggle the **Advanced filter** to Req for Active
3. Enter Award date in the **Actl Compl** field for the **AWARD-DT** time and click **Save**.
4. Select the **Administrative Offices** tab, press **Select Administrative Offices**, find the region that will managing this contract and press **Add to Contract**.
5. Enter today's date in the **Effective Date** and toggle the **Status** to **Active**.
6. Click **Save**.
7. Click the **Component Actions Menu** and click the Task, **Activate**. You can tell the contract has been successful activated because *Active* will appear on the **General** tab under **Contract Status**.

Next Steps:

Adding Amendments – see the QRG 5.1 *PSA – Adding Amendments*

If you need further assistance please contact your Module Admin
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