

CMLS Guide: View and download executed contracts

CMLS allows users to view and download copies of the executed contract agreement.

1. Login to CMLS and click on the **Contract Tab**.
2. In the **My Contracts field**, use the Contract Number of Contract Title search fields to find the contract, then click on the hyperlinked text.

Welcome Phoebe Farncomb

Home Contract Licensing

MY CONTRACTS

Contract Number	Contract Title	Service Type	Contract Type	Status	Service Provider Contract Manager Name	Contract Manager	Contract Value (excl GST)
P268C1	Family Based Care	General Family Based Care	NFP Standard	Active	Phoebe Farncomb	JessicaContractManag	\$10,000,000.00

1 items < 1-20 >

3. Scroll down to Contract Management.
4. In the Final Signed Contract field, click the orange down arrow button next to the contract PDF document to download.

Contract Management

Final Signed Contract

Path: /Records/Contract/497/Final Signed Document Files: 2 Size: 1.044mb

P365C3 Residential Care.docx.pdf	0.707mb	↓
Summary.pdf	0.337mb	↓

5. The document will download to your computer. Click on the file to open and save.

