PDF Comparison Tool

The PDF comparison tool offers a streamlined way for LEAs to track modifications within USBE applications and payment requests. By automatically highlighting the differences between original submissions and revisions, the tool eliminates the guesswork of identifying specific edits. This transparency is intended to minimize recurring errors and expedite the approval process, ensuring that documents move through the system with fewer revisions.

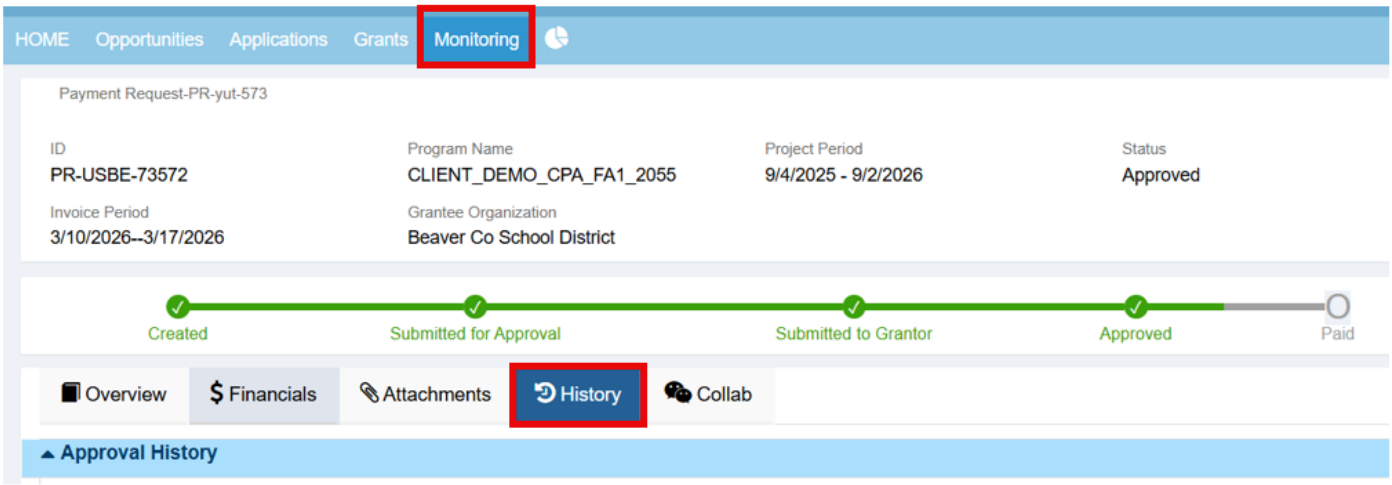
The PDF Comparison Tool is only active for submissions after March 2, 2026.

External User

Please note: The process for reviewing these PDFs is the same, whether it is for an application or a payment request.

1. In Utah Grants, go to your History tab. Then scroll to the bottom of the page. Under snapshot history, you will see PDFs that were created by payment submissions or revisions.

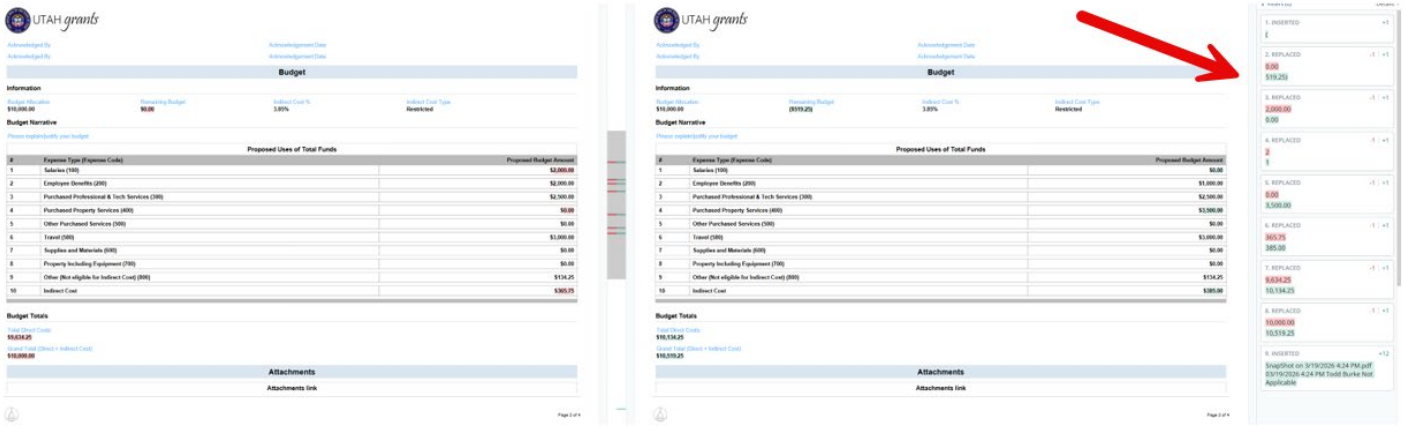
Please note: If there is only one PDF and the payment/application has been fully approved, you will not be able to compare PDFs. If there are two PDF lines, that means the payment or application was sent back for revision and then resubmitted to USBE, which created the other PDF. Unless a manual snapshot was created.



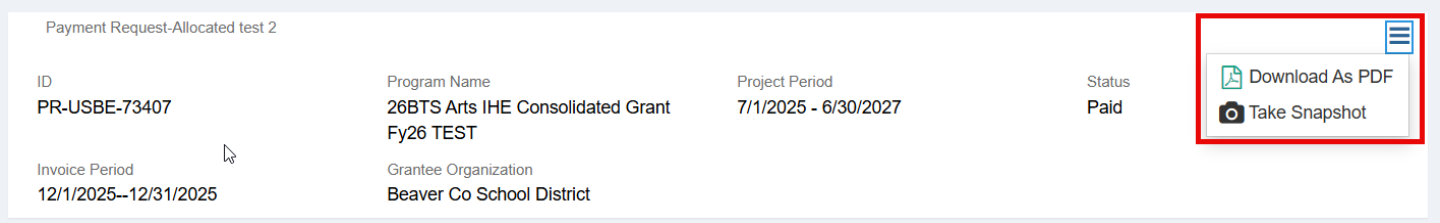
2. Select View to Compare PDFs

Once the PDFs are opened and side by side, all updates will be highlighted. The red highlights show the previous information, and the green highlights show the updated information.

You can also see the changes in the tables on the right of the PDFs



You can also create a manual snapshot for future records, which will be saved to your snapshot history. Go to the three-lined icon in the top-right corner and select Take Snapshot.

Tips:

- Before submission, take a manual snapshot for your records before submitting your payment request or application.
- When doing a peer review, use the Take Snapshot feature to compare any changes your reviewer may have made.