View Your Contacts

 From your Home screen, click the "Accounts" tab on the side menu to bring up a list of Accounts for your entity. If you are a contact for multiple Applicants, you must select an Applicant first. Select an Account to view the contacts. If you select "Contacts" from the home screen, it will display all contacts for all accounts for your entity. You may have different contacts for different accounts that is why it is important that you go into each account to view the contacts for that particular account.

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Any Texas Town																		
	Create New Request 📷 Submit New Relimbursement Request																	
Summary Recounts																		
	Accounts		>	Quick Search:						2 results	• \	2	-					
					Program	Grant #	▼ Gi	▼ Grant Name			Proj Count	Closed Date						
	Requests for Assistance Account Activation Withdraw Requests					HMGP	9999	Mitig	gation Plan 1	Fracki	ing				1			
						PA	9999	Publ	lic Assistanc	e Tes	st Gra	nt			7			

 Click on "Contacts," and the Applicant (your) contacts will display. If you need to update your contacts, complete a Designation of Subrecipient Agent (DSA) form found at <u>https://grants.tdem.texas.gov/site/Forms.cfm</u>. The form will be located under Common Forms. Submit a Support Ticket and attach the completed form or email it to <u>TDEM.GMS@tdem.texas.gov</u>.

Note: Periodically go into GMS to review your contacts. Submit a support ticket to request removal of contacts that are no longer employed by your entity, or contractors that no longer require access.

9999 Public Assistance Test Grant (PA) 🔿 Any Texas Town														
Account for 9999 (PA) - Any Texas Town														
Create New Request														
Summary	Contacts >> Applicant													
M Projects	Quick Search: 4 results 👻 🍸 😰													
	▼ Name	Title	Bus Phone	Email	Notify	Is User	Position(s)							
😹 Payments	Joe Applicant	Emergency Manager	111-111-1111	joeapplicant@att.net	N	No	Authorized Agent, Primary							
31 Quarterly Reports	Mary Applicant	Emergency Manager 2	222-222-2222	122-222-2222 noname2@yahoo.com		No	Alternate							
	User 1 Test	Test User	555-555-5555	Peter.Hull@dps.texas.gov	Y	Yes	Alternate							
Contacts Applicant	User 4 Test	Applicant Test	555-555-5555	User4@aol.com	Y	Yes	Secondary State Contact							
State														