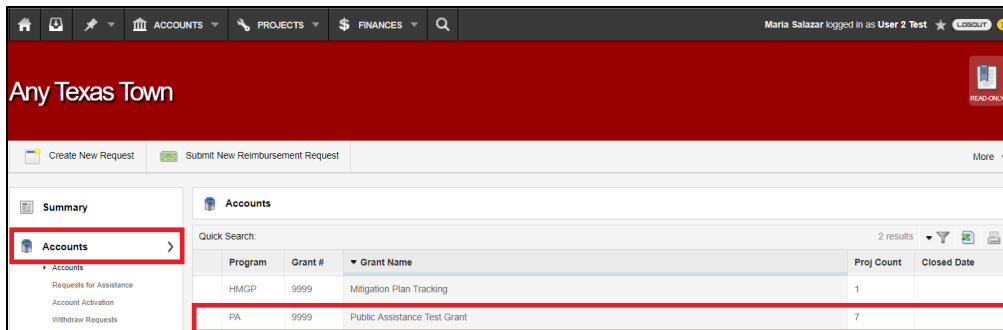


# View Your Contacts

1. 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.



2. 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 <https://grants.tdem.texas.gov/site/Forms.cfm>. The form will be located under **Common Forms**. Submit a Support Ticket and attach the completed form or email it to [TDEM.GMS@tdem.texas.gov](mailto:TDEM.GMS@tdem.texas.gov).

**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.

