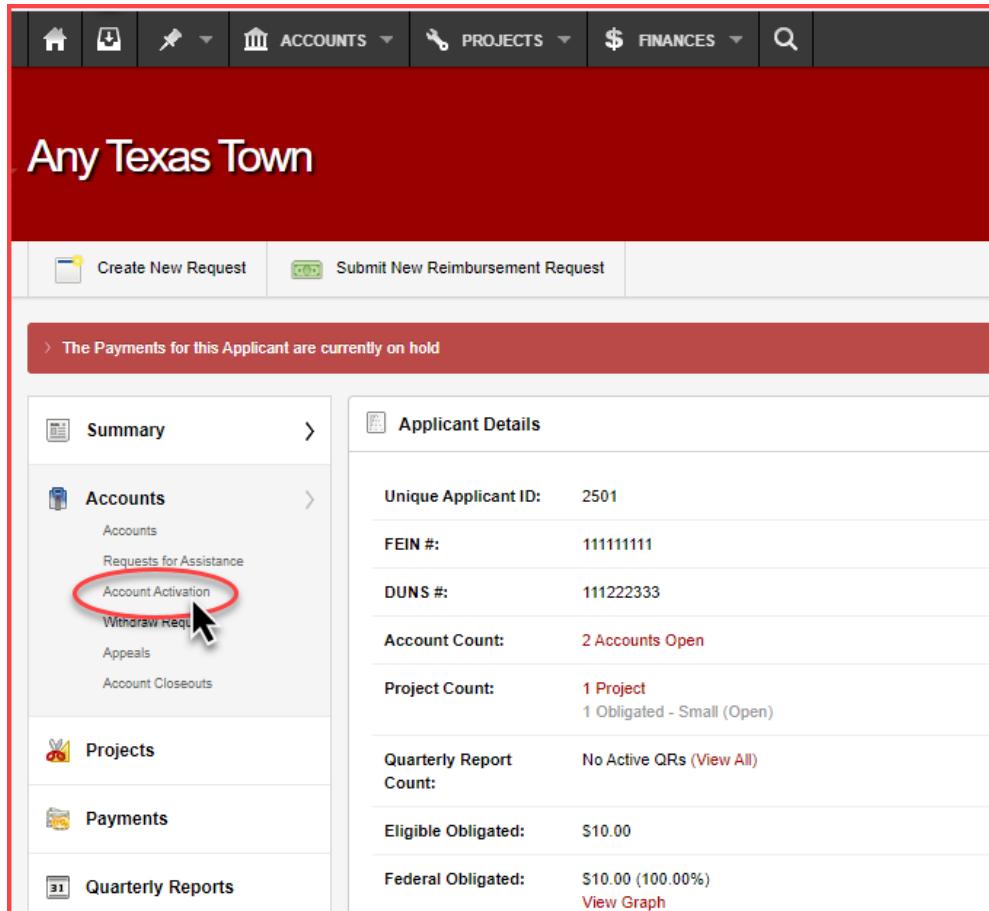


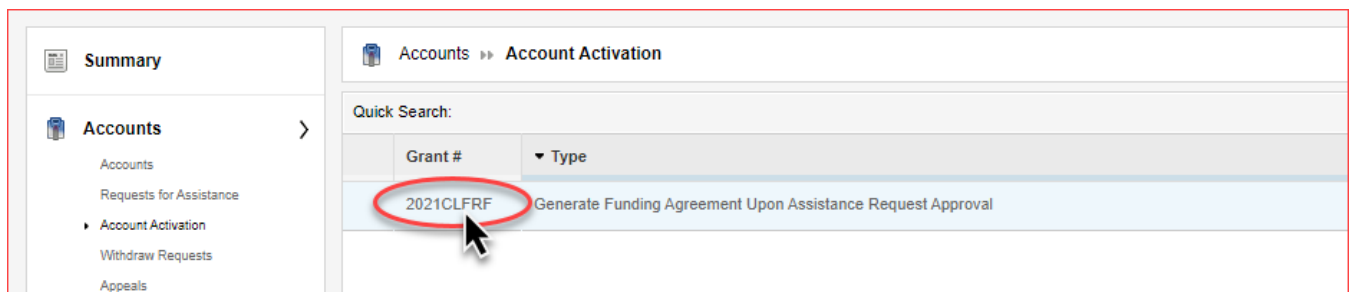
GMS Job Aid

Account Activation

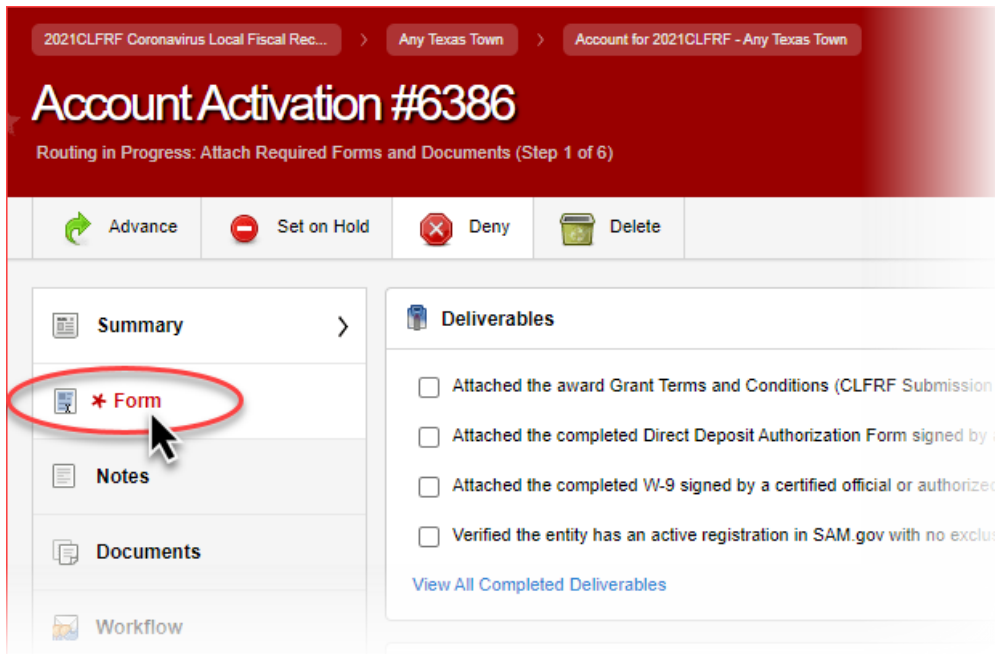
1. From the applicant home page, select “Account Activation” under “Accounts” from the links on the left side.



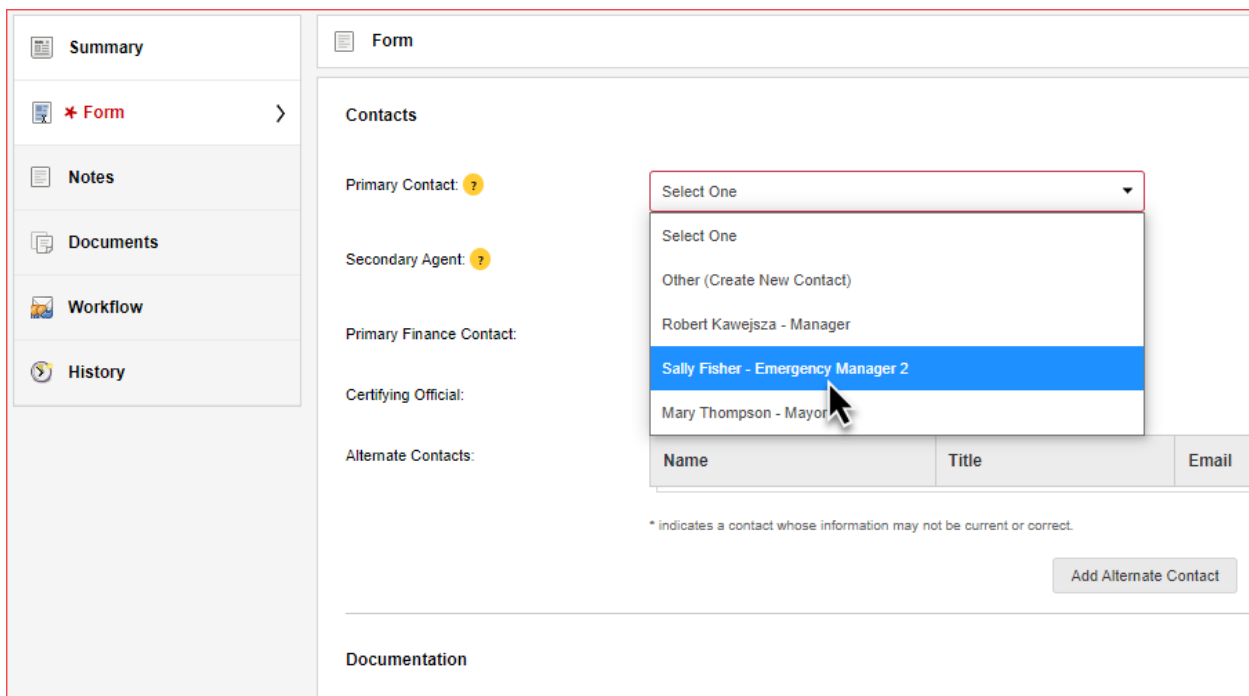
2. Select the appropriate grant from the list of grants to the right.



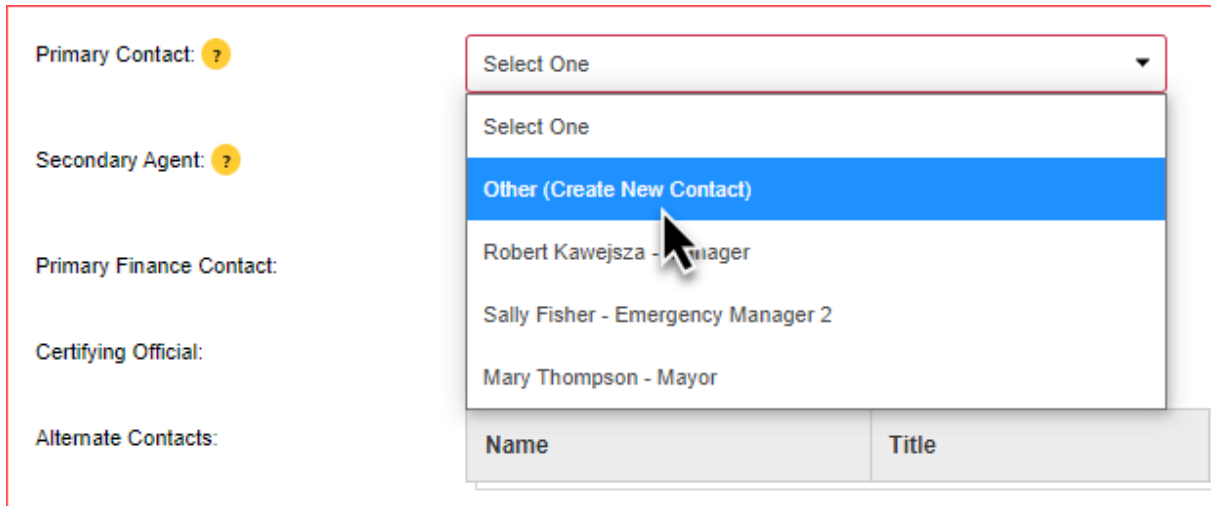
3. Once at the account activation page for the grant, select “Form” from the links to the left.



4. Select the Primary Contact, Secondary Agent, Primary Finance Contact, and Certifying Official for the specific grant award from the drop-down boxes on the right.

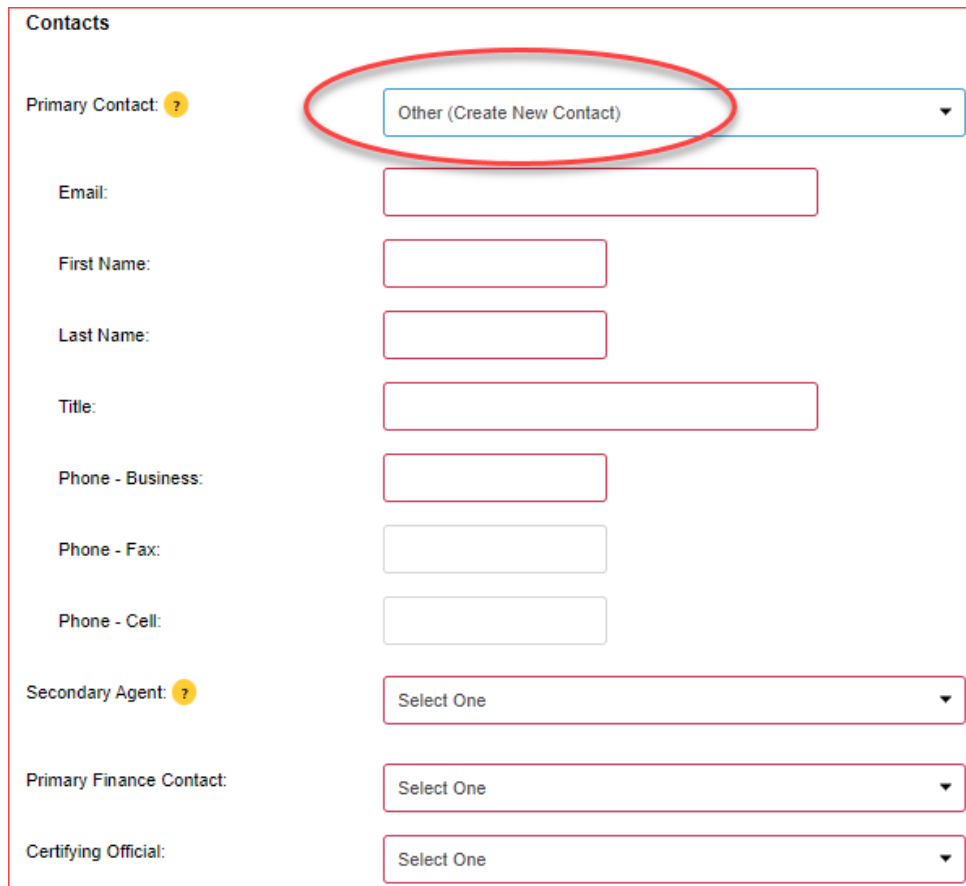


5. If a required contact is not available from the pull-down list, one can be added by selecting “Other (Create New Contact)” and adding that contact’s information in the fields below. Fields with red borders indicate required information.



This screenshot shows a form with several contact-related fields: Primary Contact, Secondary Agent, Primary Finance Contact, Certifying Official, and Alternate Contacts. A dropdown menu is open for the Primary Contact field, displaying a list of names and titles. The option "Other (Create New Contact)" is highlighted in blue, and a mouse cursor is pointing at it. The dropdown also shows "Select One" at the top and bottom, and a list of existing contacts: Robert Kawejsza - Manager, Sally Fisher - Emergency Manager 2, and Mary Thompson - Mayor. Below the dropdown is a table header with "Name" and "Title" columns.

Name	Title
Robert Kawejsza	Manager
Sally Fisher	Emergency Manager 2
Mary Thompson	Mayor



This screenshot shows the "Contacts" form. The "Primary Contact" dropdown is selected to "Other (Create New Contact)" and is circled in red. Below this are several text input fields with red borders, indicating they are required: Email, First Name, Last Name, Title, Phone - Business, Phone - Fax, and Phone - Cell. Below these are dropdown menus for "Secondary Agent", "Primary Finance Contact", and "Certifying Official", all currently set to "Select One".

6. Add any alternate contacts as necessary by selecting “Add Alternate Contact” at the bottom of the contacts section and entering the information in the pop-up box.

Alternate Contacts:

Name	Title	Email	Phone
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* indicates a contact whose information may not be current or correct.

Add Alternate Contact

7. Download the document templates located at the lower right-hand corner of the section, print and sign them, and prepare to upload them into GMS.

Document Templates

- > Direct Deposit Authorization Form
- > W-9 Form
- > Grant Terms and Conditions (CLFRF Submission Package)

8. Upload the signed documents by selecting “Attach Files” adjacent to the corresponding document name on the left side of the Documents Section. Files may either be attached or uploaded by drag and drop.

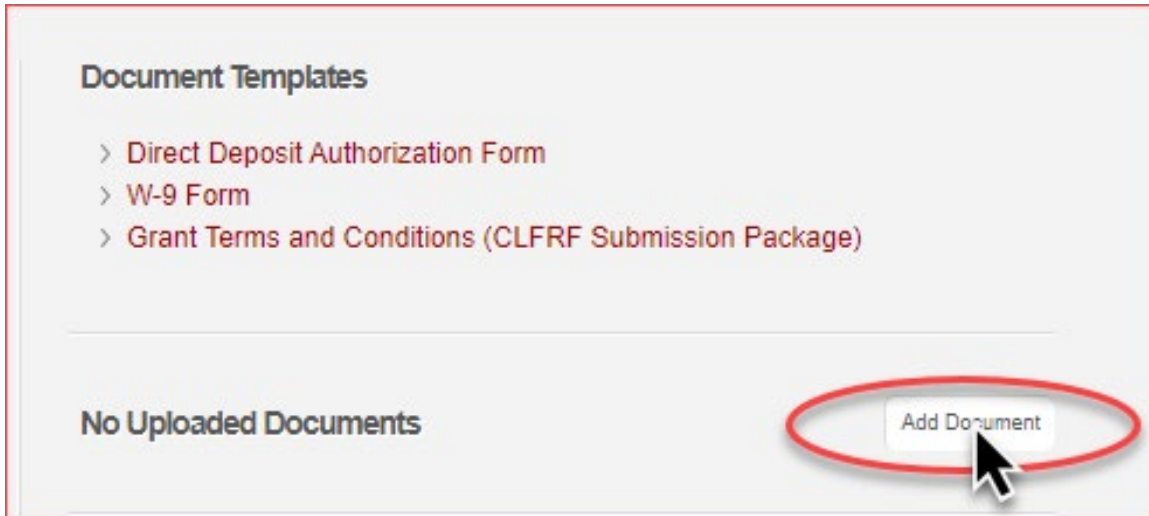
*** Ensure all forms requiring signature are completed and signed before uploading.*

Documentation

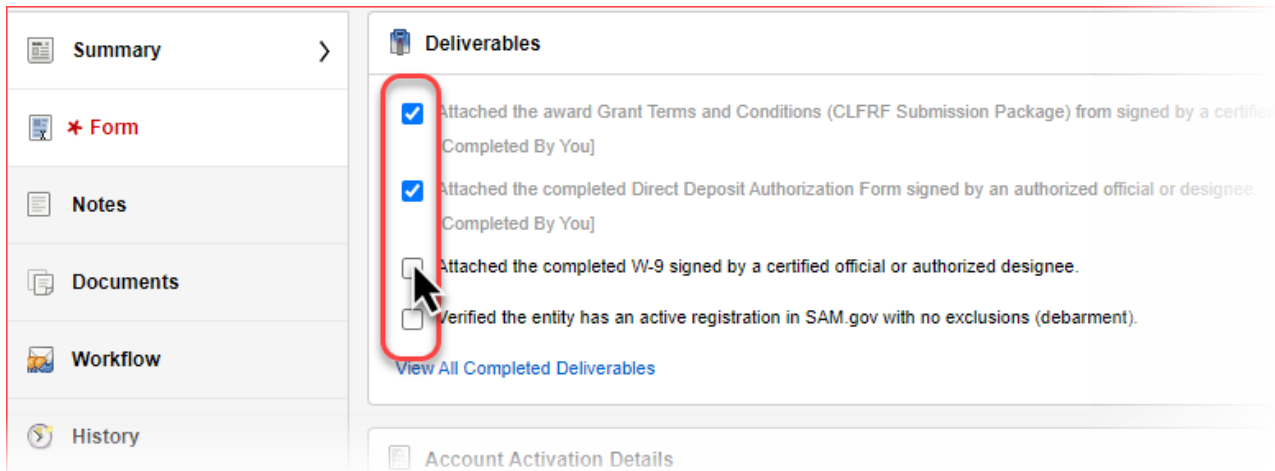
Please provide the following documents. Templates are available to download in the Document Templates section at the bottom of this screen.

Document Name:	Actions:
Grant Terms and Conditions: **	Attach Files No documents.
Direct Deposit Authorization Form:	Attach Files No documents.
W-9 Form:	Attach Files No documents.

9. If it is necessary to provide additional documents, select “Add Document” at the bottom right-hand corner of the page.



10. After attaching all required documents, return to the “Summary” section and confirm that each deliverable has been completed by checking each corresponding deliverable check box.



11. Select the “Advance” button to advance the Account Activation workflow to the next step for state review. Select “Advance” again on the confirmation window that appears. Notes when advancing are optional.

