## GMS Job Aid Account Activation

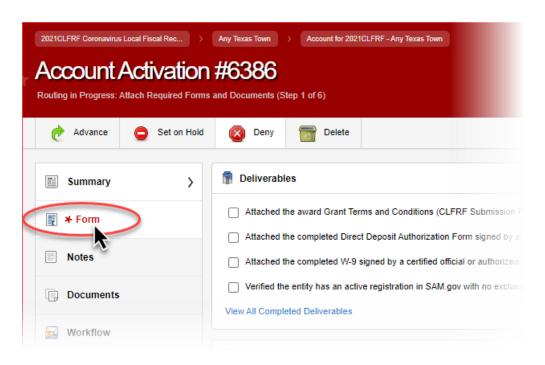
1. From the applicant home page, select "Account Activation" under "Accounts" from the links on the left side.

🔺 🖪 🖈 - 🏛	ACCOUNTS	👻 🔧 PROJECTS	▼ \$ FINANCES ▼ Q	
Any Texas Tov	vn			
Create New Request	📆 Submi	t New Reimbursement Re	equest	
> The Payments for this Applica	nt are currently	on hold		
Summary	>	Applicant Details		
Accounts	>	Unique Applicant ID:	2501	
Accounts Requests for Assistance		FEIN #:	11111111	
Account Activation		DUNS #:	111222333	
Withdraw Required Appeals		Account Count:	2 Accounts Open	
Account Closeouts		Project Count:	1 Project 1 Obligated - Small (Open)	
🔏 Projects		Quarterly Report Count:	No Active QRs (View All)	
Payments		Eligible Obligated:	\$10.00	
<b>31</b> Quarterly Reports		Federal Obligated:	\$10.00 (100.00%) View Graph	

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

Summary	C	Accounts 💀 A	ccount Activation
Accounts >	Q	uick Search:	
Accounts		Grant #	▼ Туре
Requests for Assistance		2021CLFRF	Generate Funding Agreement Upon Assistance Request Approval
<ul> <li>Account Activation</li> <li>Withdraw Requests</li> </ul>		R	
Appeals			

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.

📰 Summary	Form			
🛒 ¥ Form 💙	Contacts			
Notes	Primary Contact: 🤫	Select One	•	
Documents	Secondary Agent: 🕐	Select One		
😹 Workflow	Primary Finance Contact:	Other (Create New Contact) Robert Kawejsza - Manager		
③ History	Certifying Official:	Sally Fisher - Emergency Manager 2 Mary Thompson - Mayor		
	Alternate Contacts:	Name	Title	Email
		* indicates a contact whose information may n	ot be current or correct.	
			Add Alternat	e Contact
	Documentation			

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.

Primary Contact: ?	Select One 🔻	]
Sacardan Acart	Select One	
Secondary Agent: ?	Other (Create New Contact)	
Primary Finance Contact:	Robert Kawejsza - mager	
	Sally Fisher - Emergency Manager 2	
Certifying Official:	Mary Thompson - Mayor	
Alternate Contacts:	Name Title	

Contacts	
Primary Contact: ?	Other (Create New Contact)
Email:	
First Name:	
Last Name:	
Title:	
Phone - Business:	
Phone - Fax:	
Phone - Cell:	
Secondary Agent: ?	Select One
Primary Finance Contact:	Select One
Certifying Official:	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
	* indicates a contact whose information may no	ot 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.

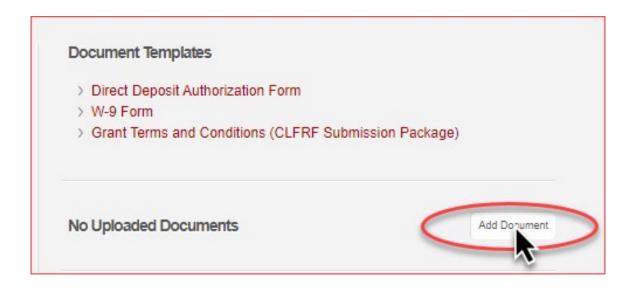
Docu	ument Templates
> W	virect Deposit Authorization Form V-9 Form Grant Terms and Conditions (CLFRF Submission Package)

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.

Documentation	
Please provide the following documents. Templates are available to dow	nload 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.

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

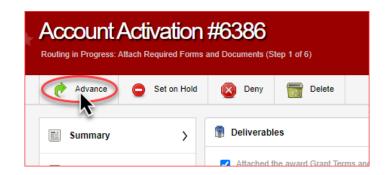
9. If it is necessary to provide additional documents, select "Add Document" at the bottom right-hand corner of the page.



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.

E Summary	> Deliverables
🛒 ¥ Form	Attached the award Grant Terms and Conditions (CLFRF Submission Package) from signed by a certified Completed By You]
Notes	Attached the completed Direct Deposit Authorization Form signed by an authorized official or designee. Completed By You]
Documents	Attached the completed W-9 signed by a certified official or authorized designee.
😹 Workflow	View All Completed Deliverables
S History	Account Activation Details

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.



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	Advance this Account Activation	2021C Recov
	Before Advancing this Account Activation please fill out the necessary information below.	State F
_	Leave a note:	-
	Notes in this section are optional.	😭 Ар
		Any Te
		Sherma
Viewa		Region FIPS: (
		State # Vendor
		DUNS Type: 0
Ensure		<ul> <li>Physical Sherma</li> </ul>
activa	Cancel	Snerma
Gray		