GPD: Electronic Grants Management System (eGMS)

How-To: Add or Update Grant Contacts

Step 1: Log into your Account

Access eGMS: https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp
Enter your email address and password and click the Log In button:

Step 2: Select grant record

Active grant records are under **My GPD and SSVF Grants**

Grant applications that have not been approved are under the **My GPD and SSVF Applications** section.

- Select the **Draft** or **Submitted** tabs, as appropriate to find your application

Click on a grant record to open it.
Step 3: From Main, select Grant Contacts and click Invitations

- When the pop-up window appears, use the + plus button to add a contact and role. Click the + plus button again to add additional people.
- (To remove a person, click the x next to the row you wish to delete)
- When you are ready, click the Invite button.
- close the pop-up window by clicking the grey x at the top right corner of the window
Step 5: Contacts: check email for Invitation Link; must accept invitation

Click Invitation link and then click Accept.

Sign In (or) Register

Dear Jane Doe,
You have been invited as Board Member for the following Grant: Testing, Inc.
Please click on the link below to accept or decline the invitation.

https://login сост-va.gov/adpass.com/ex/ex_invitation.jsp?lang=es&k=98YweP%e7PQmsOBdIFwK
zRh%2Bk8tR3VxjYc%2BPsM1jy4F4%vQ

If you are not a SmartSimple user, you will be routed to a registration signup page upon acceptance of the invitation. Please enter the following information into the Organization Information section:

- Legal Name: TESTING, INC
- Organization Name: Testing, Inc.
- DBA or AKA:
- Address: 123 Test Street
- Address 2:
- City: Tampa
- State: Florida
- Postal Code: 33617-0000
- Tax ID: 000000009
- DUNS: 000000009

Then please enter your information into the contact information section.

Sincerely,
VHA Homeless Program

Existing Users

Accept

Done!

New Users

Accept

Redirected to Registration page

Invitation Accepted

You have accepted the invitation.

Thank you for accepting the invitation. Please go to login and login using your SmartSimple credentials. If you are a new SmartSimple user, please check your email for your login and temporary password. If you do not receive an email, then please go to the main page and use the "Forgot Passwords" link. Then within the portal, find this application under "My Applications".

Reminder: Please check your spam/junk folders for any automated emails from SmartSimple.

VHA Homeless Grants: SSVF and GPD

Organization Information

Instructions

Required fields are marked with an asterisk (*).

* Legal Name

* Organization Name

DBA or AKA

* Address

Address 2