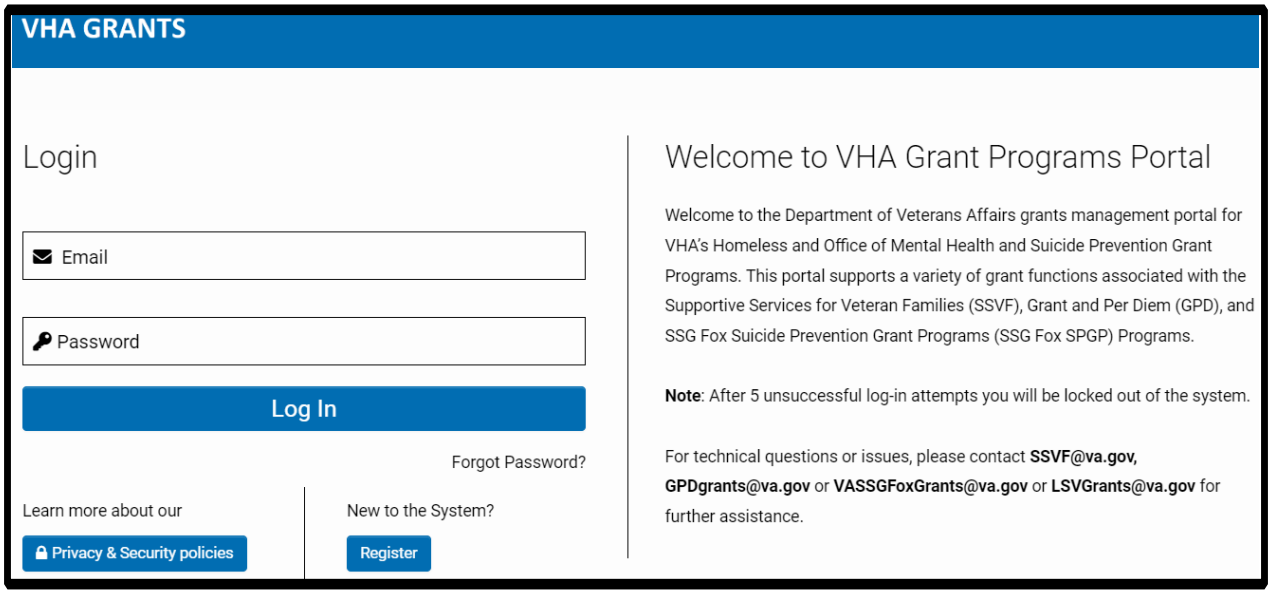
GPD: Electronic Grants Management System (eGMS)

How-To: **Add or Update Grant Contacts**	**GPD Provider Website**

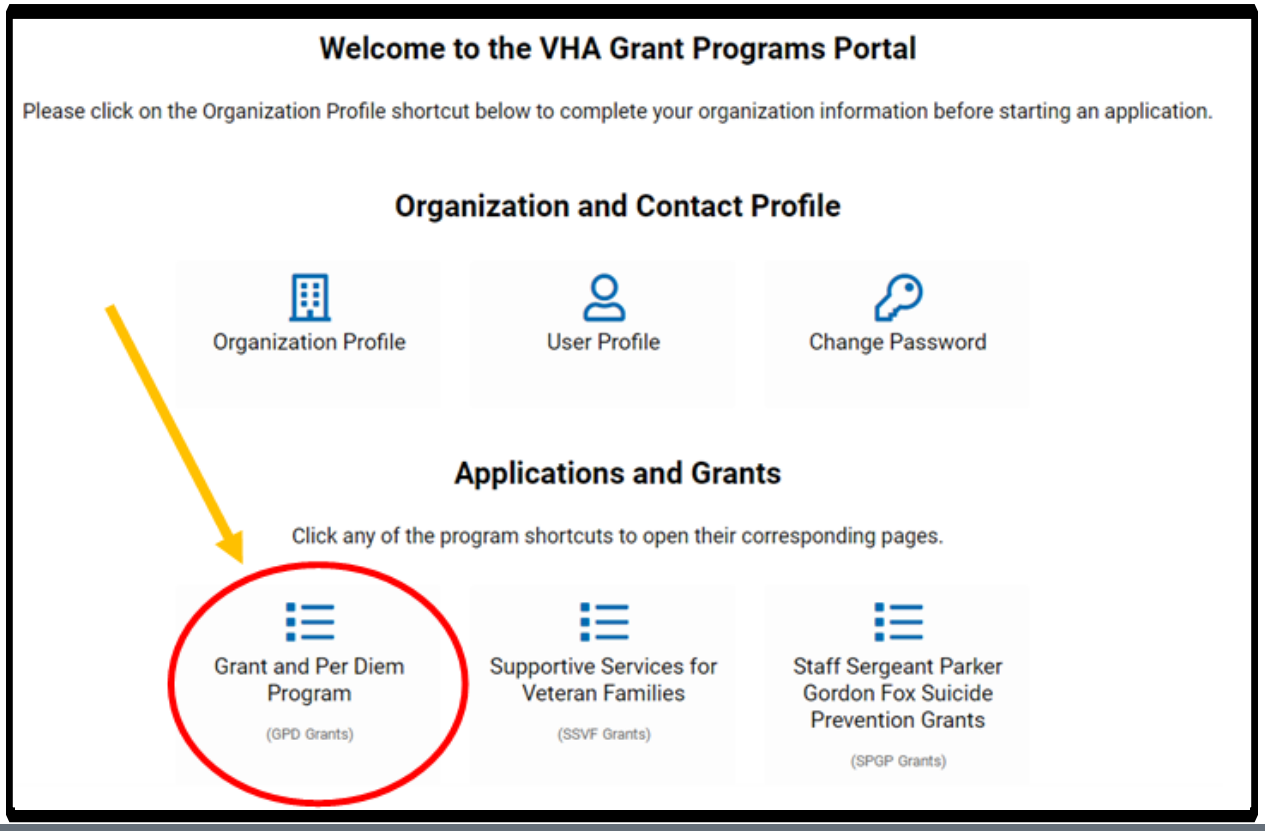
Step 1: Log into your Account

Access eGMS: https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp

Enter your email address and password then select the Log In button:



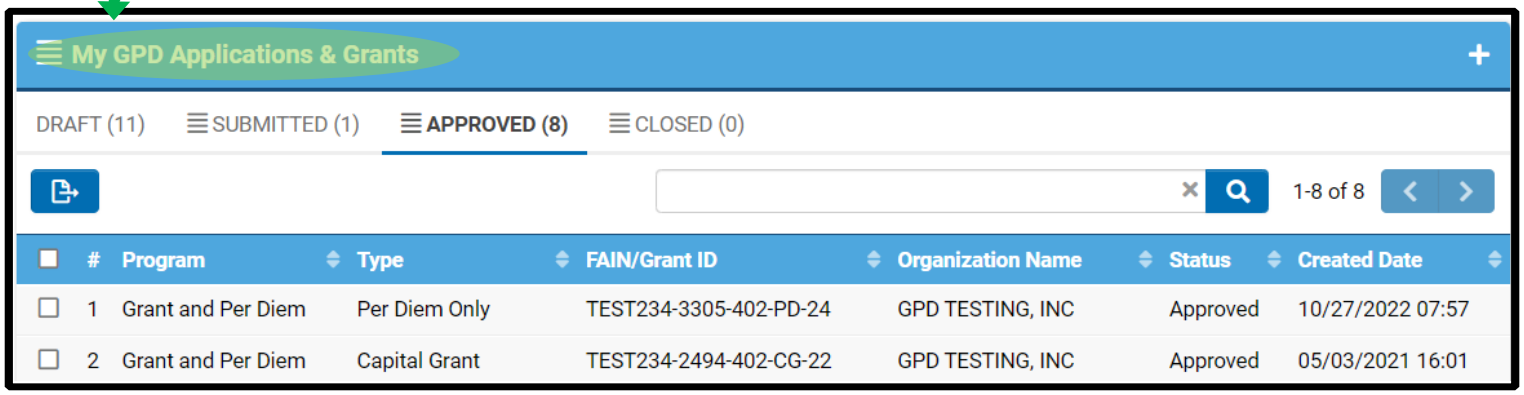
Step 2: Select Grant and Per Diem Program to access grant records



Step 3: Select grant records

Applications and active grant records are under **My GPD Applications & Grants**

- Select the grant record(s) here to open it and thus, add/ edit Grant Contacts for each grant.

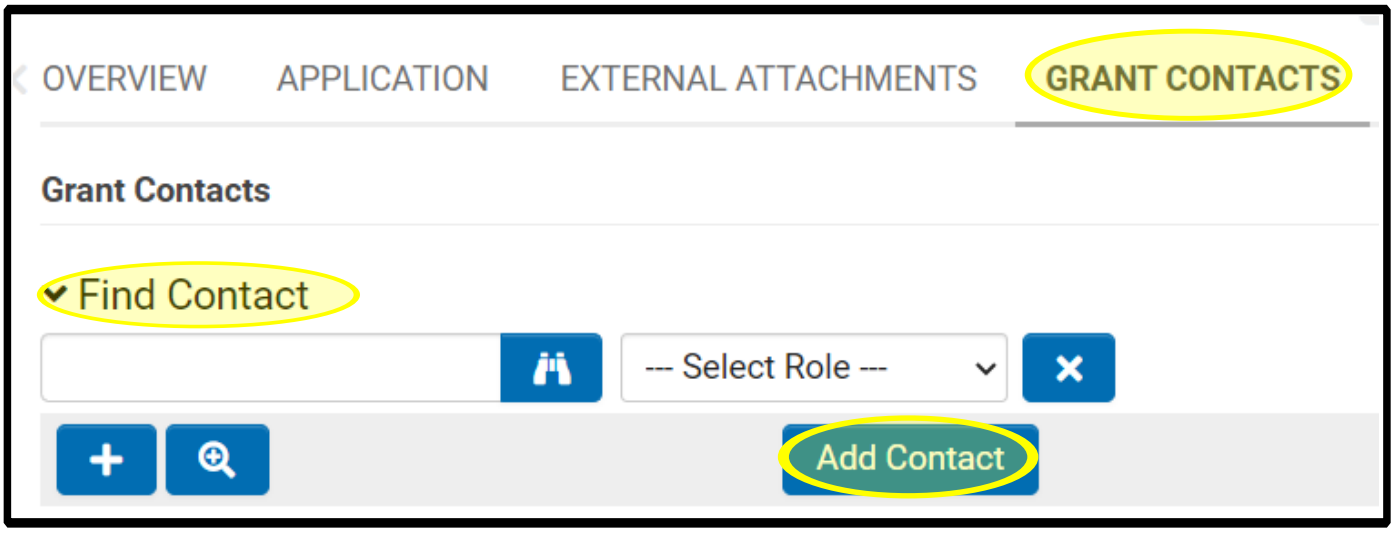


Step 4: Select Grant Contacts within the grant record

1) Upon opening the grant record, locate the Grant Contacts tab

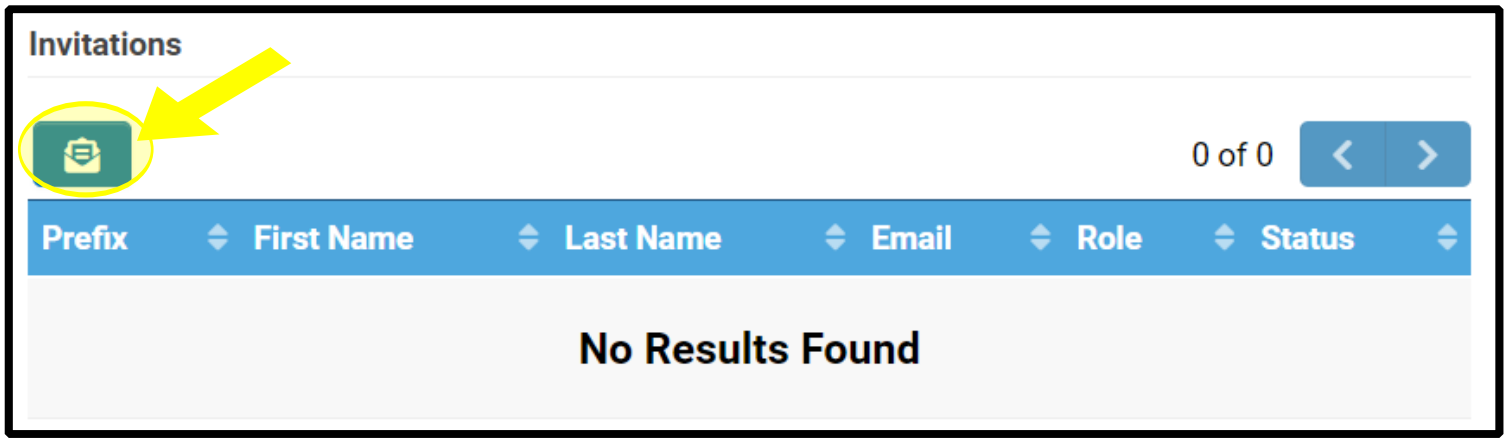
2) Look for the individual in the Find Contact list and select their Role, then select the Add Contact button to add them to the grant record

Note: If the individual you are trying to add does not appear here, please skip this step and go to Step 5 below to send them an invitation.

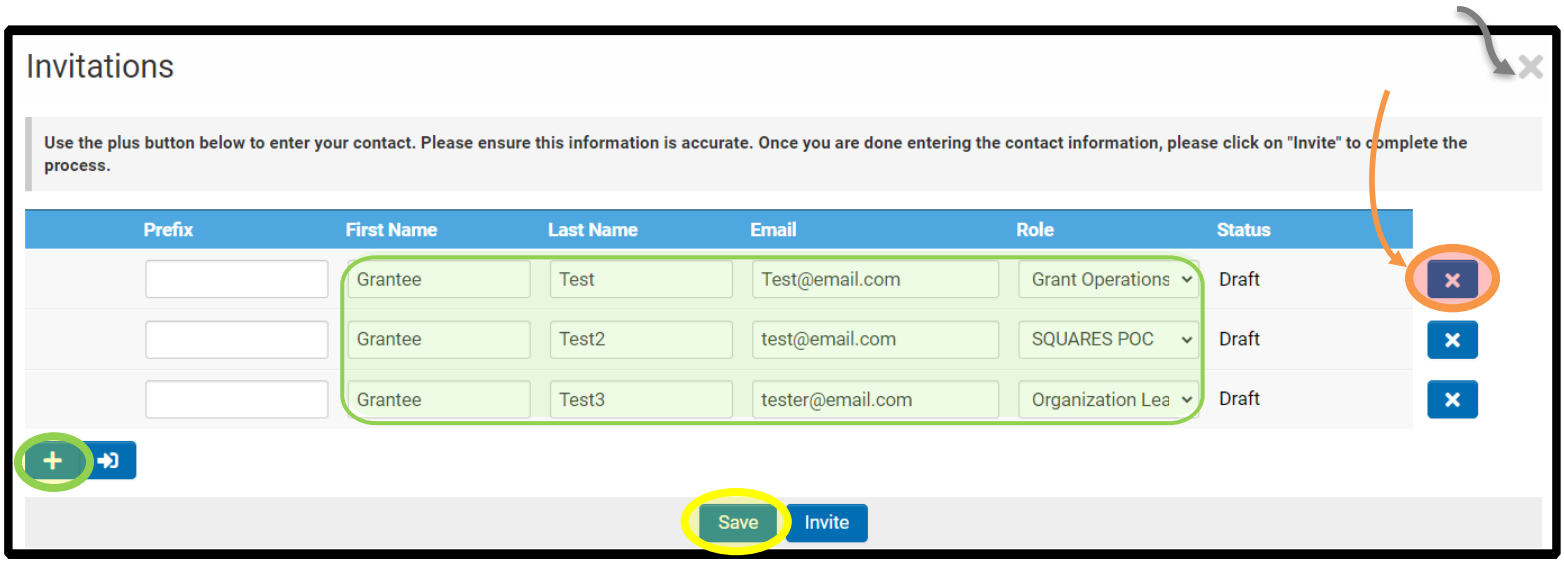


Step 5: Send an Invitation

If you don't find the individual under Find Contact, please select the Invitations button to invite them:



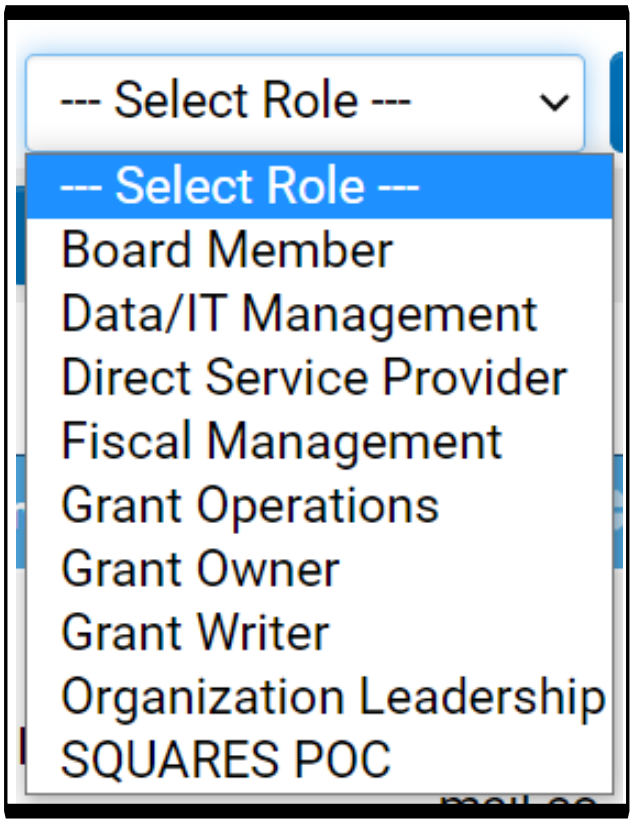
- When the pop-up window appears, use the + plus button to add a contact and role. Click the + plus button again to add additional people. Be sure to select the Save button after adding contacts.
- (To remove a person, click the x next to the row you wish to delete)
- When you are ready, click the Invite button.
- Close the pop-up window by clicking the gray x at the top right corner of the window



Step 6: Please add a contact for each of these 4 Roles for each grant:

At a minimum, in addition to the Grant Owner (POC for the FAIN), please add at least one contact for each of the following Roles:

1. Organization Leadership
2. Fiscal Management
3. Grant Operations
4. SQUARES POC (add your SQUARES Manager information here)



a) Select the Invitation link in your email then Select Accept when prompted:

Dear GPD Tester,

You have been invited as Grant Operations for the following Grant and Per Diem Grant: GPD Testing, Inc.

Please click on the link below to accept or decline the invitation.

https://hmlsgrants-va.mod.udpaas.com/ex/ex_invitation.jsp?lang=1&token=%24yoNBHwPMXD8RGdY4turKyA%3D%3D

If you are not a UDPaaS 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: GPD TESTING, INC
- Organization Name: GPD Testing, Inc.
- DBA or AKA: GPD Transitional Housing, Inc.
- Address: 123 Test Street
- Address 2:
- City: Tampa
- State: Florida
- Postal Code: 20420-2412
- Tax ID: 000000099
- DUNS: 000000099

Then please enter your information into the contact information section.

Sincerely,
VHA Homeless Program

Grant Contact Invitation

You have been invited

GPDTester,

You have been invited as Grant Operations for the a Grant and Per Diem Grant: GPD Testing, Inc..

Accept Decline

b) Login if you are an **existing user** -or- Register if you are a **new user**

Existing users:

Please sign in after accepting the invitation:

Invitation Accepted

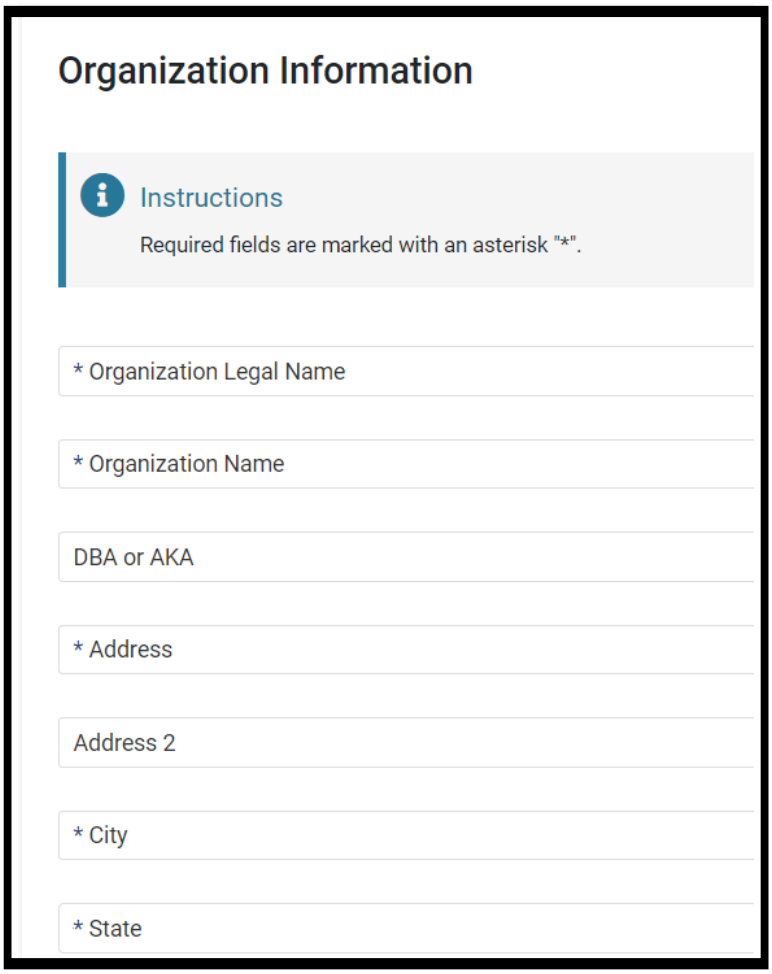
You have accepted the invitation

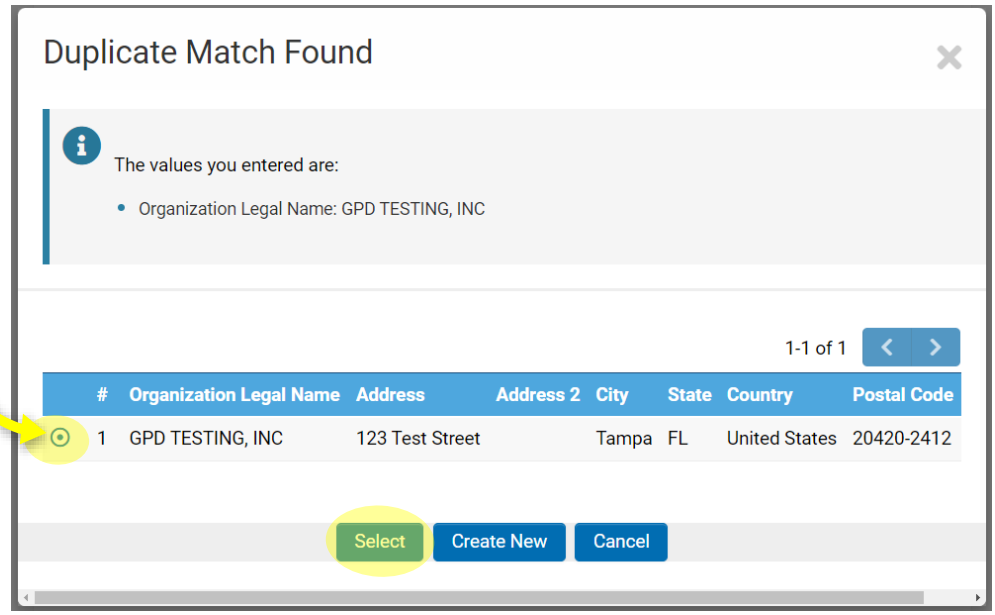
Thank you for accepting the invitation. Please go to here and login using your SmartSimple credentials. If you are a new SmartSimple user, please check your email for your login and temporary password. If you do not receive an email, then please go to the main page and use the "Forgot Password" link.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

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

New users:

Fill out and submit the registration form:



After filling out and submitting the registration form, the system will check for your organization and any possible duplicates.

Select the correct organization then click on the Select button to finish the registration process.