



## Grants Management System (GMS) Grantee Steps to Adding and Removing Individuals

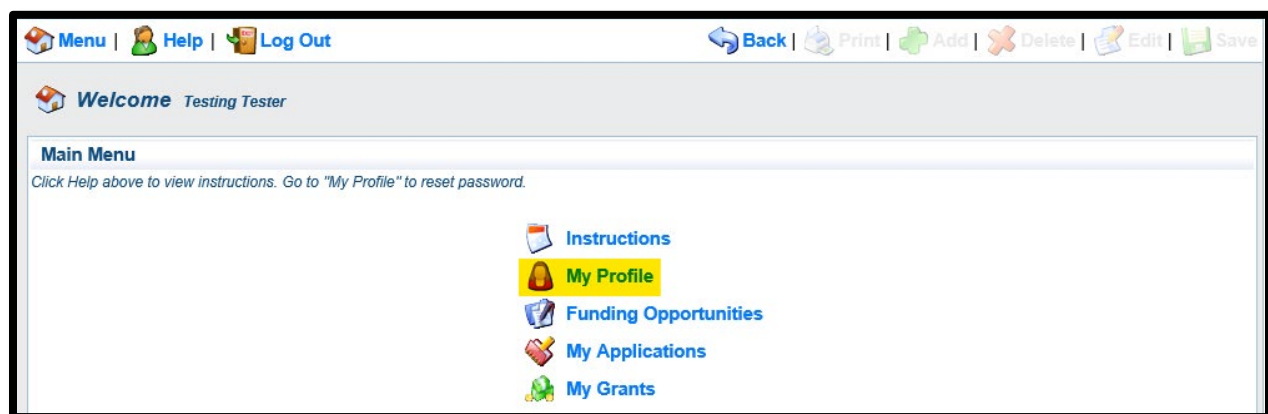
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### Adding and Removing Individuals to your Organization

#### Notes

- Individuals must be added to the organization prior to adding them to a grant.
- Any user can add/remove another user in the organization.

#### 1. Select **My Profile** from the *Main Menu*



#### 2. Select your Organization from *Associated Organization*

Associated Organization						
Name	Type	Website	Phone	City	State	
Los Angeles County Regional Park and Open Space District	Public Agency	<a href="http://rposd.lacounty.gov/">http://rposd.lacounty.gov/</a>	626-588-5060	Alhambra	California	

#### 3. Select **Add** or **Remove** from *Registered Users*

Registered Users							Add
The people below also belong to the above organization. If the Add button is available in this section, then you can add people to your organization and bypass the standard registration process.							
Name	Email	Phone	City	State		Remove	
Albert Ablaza	<a href="mailto:Aablaza@RPOSD.LACounty.gov">Aablaza@RPOSD.LACounty.gov</a>	626-588-5040	Alhambra	California		Remove	
Christina Angeles	<a href="mailto:cangeles@rposd.lacounty.gov">cangeles@rposd.lacounty.gov</a>	626-588-5060	Alhambra	California		Remove	
Steven Chang	<a href="mailto:SChang@RPOSD.LACounty.gov">SChang@RPOSD.LACounty.gov</a>	626-588-5042	Alhambra	California		Remove	

- The **added** individual will receive a username and password via email.  
The **removed** individual will no longer have access to the organization and grants.



## Adding and Removing Individuals to a Grant

### Notes

- Individuals must be added to the organization prior to adding them to a grant (pg. 1).
- Only the main Grant Contact can add Additional Contacts to a specific grant.
- Additional contacts will receive all alerts and notifications associated with the grant.
- Additional contacts can view and manage the grant.

### 1. Select **My Grants** from the Main Menu

### 2. Select the Project Title from *Current Grants*

Current Grants					Search My Grants   Closed Grants   Claims		
Grants in the status Underway or Suspended appear on this list. To view other Grants, click the closed Grants link.							
ID	Status	Year	Project Title	Program Area	Grant Administrator	Awarded Amount	
02651	Underway	2021	Testing 2-24 2.0	Test Program	Agie Jordan III		\$27,000.00
02650	Underway	2021	Testing 2-24	Test Program	Sara Keating		\$5,100.00
02489	Underway	2021	Jan 30 testing	Test Program	Sara Keating		\$1,600.00
05553	Underway	2021	testing 3-1-2021	Test Program	Sara Keating		\$2,500.00

### 3. Select **General Information** from the *Grant Components*

Grant Components	
Component	Last Edited
General Information	03/01/2021
Payment Requests	

### 4. Select **Edit** from the toolbar



# LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

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Building A-9 East, Ground Floor  
Alhambra, CA 91803  
(626) 588-5060

[www.RPOSD.LACounty.gov](http://www.RPOSD.LACounty.gov)

5. Select as many individuals as **Additional Grantee Contacts** as desired. **Save** your update.

## Additional Grantee Contacts:

Sally Sample  
Tester Jr.