



CORRESPONDING THROUGH GMS

The Correspondence component is used for all communication between CDFA and the Grantee, including pledge agreements. This will ensure all sent/received documentation is readily accessible for both the Grantee and CDFA through the Grants Management System (GMS). Email notifications from CDFA staff will come from Webgrants@dullestech.com, our system administrator. Please ensure that your computer system junk mail filter allows this address through.

Once you've logged in, click on **My Grants** and select your grant by name. Then, click on **Correspondence** in the components list. Create a new message by clicking **Add** (next to the green plus symbol).

Select a name to highlight who you want to send the email correspondence to. This is a multi-select field, so more than one name can be selected by holding the Ctrl key before you click the name. (Note, if you do not click on a name, the email will not be sent). If you want to add a person who is not a GMS user, enter their email address in the cc box. Enter subject of your correspondence in subject line, and enter your message in the message box. If you want to attach a document, click **Choose File**. This will open a dialogue box where you can find the file on your computer. Click on the name of the document you want to attach, and then click **Attach File** and the dialogue box will close. Click **Save**, and the correspondence will be sent and the CDFA staff person(s) will receive the email.

Reminder: Please DO NOT hit reply to a GMS-based email notification Webgrants. You must log into GMS, and reply via the correspondence component in your grant. Staff cannot receive emails using the "reply to" feature in your email system.