



## CDFA Grants Management System ([www.nhcdfagrants.org](http://www.nhcdfagrants.org))

### **Registration Instructions**

These instructions are designed to help guide you through the registration process for CDFA's online grants management system (GMS). If you encounter any problems, please don't hesitate to contact CDFA at 603-226-2170.

- 1) Go to [www.nhcdfagrants.org](http://www.nhcdfagrants.org)
- 2) Click on **Register Here**
- 3) Complete the form. This will become your personal profile information and includes your contact information as well as information about your organization. Your profile will be used for all grant communication, so make sure it's accurate and up-to-date.
- 4) Fields with a red star (\*) are required, and must be completed or you will not be able to submit your registration.
- 5) Once complete, click the **Register** link at the top of the form.
- 6) CDFA will be notified of your registration and will review and approve within 2 business days. You will then receive an email from GMS with your user ID and password. You can change your password after you log in, under the My Profile on the main menu page.
- 7) Note: All individuals working on an application in GMS must register. If your organization hires a grant writer, they must register as well, under their business. They must submit a GMS authorization form to be associated with the applicant organization. This form can be found in the Funding Opportunity, under attachments.

### **Application Instructions**

- 1) Once you're registered, login to GMS
- 2) Click on **Funding Opportunities**
- 3) Select the **2018 and 2019 Investment Tax Credits** from the Opportunity Title column
- 4) Click on **Start a New Application**
- 5) Fill in the General Information and click **Save**
- 6) When you've finished all the components, click submit.

## **GMS Tips**

- 1) The best browsers to use are Mozilla Firefox or Google Chrome
- 2) To edit a component click “edit” near the top of the form. Fields and text boxes will open for you to answer the question(s). Be sure to click on Save after answering questions.
- 3) You can copy and paste from a Word document to a question in GMS. Use the “Paste from Word” feature in each text box banner to avoid copying hidden characters
- 4) To add a required document, click on the green plus sign to the right of the document. You will then be prompted to browse and attach a file
- 5) Only attach .pdf or .jpeg documents. If you don’t have Adobe software you can use cutewriter to pdf any document. You can download cutewriter software at [www.cutepdf.com](http://www.cutepdf.com).
- 6) If you mark a component complete you can still edit that component until the application is submitted, however, you can’t submit your application until all components are marked complete
- 7) Once you click submit your application will be submitted for review and is only accessible through negotiation. If there is information missing or that needs to be corrected, the respective component(s) will be negotiated back to you for correction
- 8) After the corrections are made, you must submit the component(s) back to CDFA for review
- 9) If multiple questions in one component are required fields, you can save the component without answering all of the questions by adding at least one (1) character to each of the required boxes and save. Remember to return and answer these questions before the application is submitted
- 10) Be sure to “Save” early and often
- 11) The system will “time out” after three (3) hours of inactivity
- 12) If you click the back button before you click save your information will be lost
- 13) Before submitting your application we recommend that you preview your application, print to pdf and save it to your computer