CAHF SmartSimple GMS for Applicants

Chapter 6: Updating an Organization Profile
Organization Profiles

• Applications validate using Organization Profile information – incomplete information will prevent submission

• Information in the Organization Profile must match elements in Grant Agreements and other documents

• Prevent duplicates!
Updating Profile Information

• “Organization Profile” button on User home portal
• “Change Organizations” to update more than one Profile
The Organization Profile Form
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Rio Grande Test Alliance of Behavioral Health Providers

- Organization Name: Rio Grande Test Alliance of Behavioral Health Providers
- Organization Tax ID (EIN): 991237741

Organizational Telephone:
- Extension:
- Website:
- Country: United States

Address: 100 Newtown Road
City: Santa Fe
State: New Mexico
Zip Code: 87501

Principal Officer Information

- First Name
- Middle Name
- Last Name
- Title

Info tabs
Profile Header and Principal Officer

• Red-starred (“*”) fields are mandatory
• “Address” and “Address 2” fields are for street or postal box information – mailing address
• Principal Officer definition
Organization Information

- Mandatory fields are marked with a red “*”
- Fiscal Year End format matters!
- Mission versus Activities and Services
Geographic Information

• Text description of focus area
• County where organization’s headquarters is located
• Geographic areas where organization’s work takes place
Additional Information

- Parent and subsidiary organizations
- Diversity matrix
Saving

- Save versus Save Draft
- Dealing with error messages
Getting Help

• Your System Administration Team:
  – Cecile LaBore, CAHF Information Manager
  – Nelsy Dominguez, CAHF Program Director
  – Dennis McCutcheon, CAHF Communications & Outreach Coordinator

• Reach us at: sysadmin@conalma.org