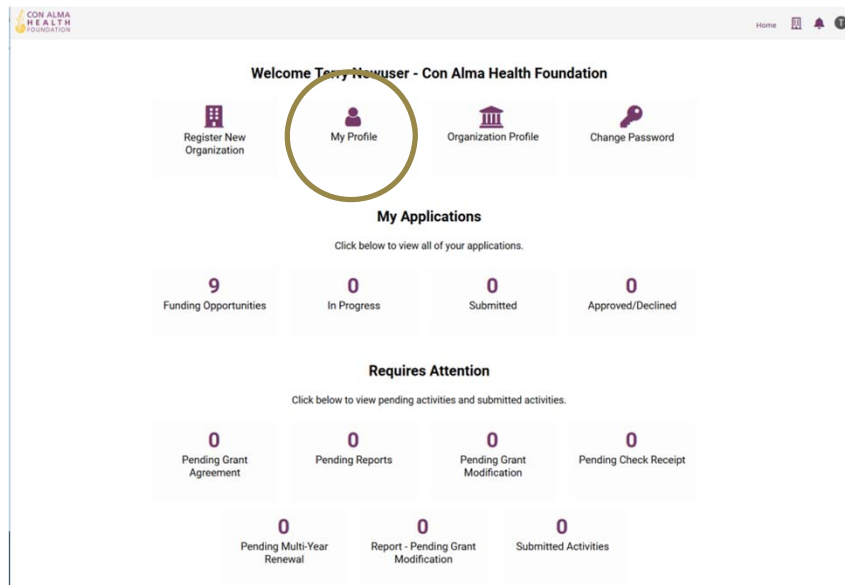


# CAHF SmartSimple GMS for Applicants

Chapter 3: Updating an Existing Contact Profile

# Adding and saving profile information



- Contact information form opens with “My Profile” button
- Form layout/terms
  - Header
  - Tabs vs tab bar
- Required fields are marked with a red “\*”
- Saving and error messages

# Verifying Your Organization

- Start in the profile form header:  
“Organization” field
- “Organization Profile” button on home portal
- User menu bar “Organization” button

# 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](mailto:sysadmin@conalma.org)