

# CAHF SmartSimple GMS for Applicants

## Chapter 4: Creating a New Contact Profile

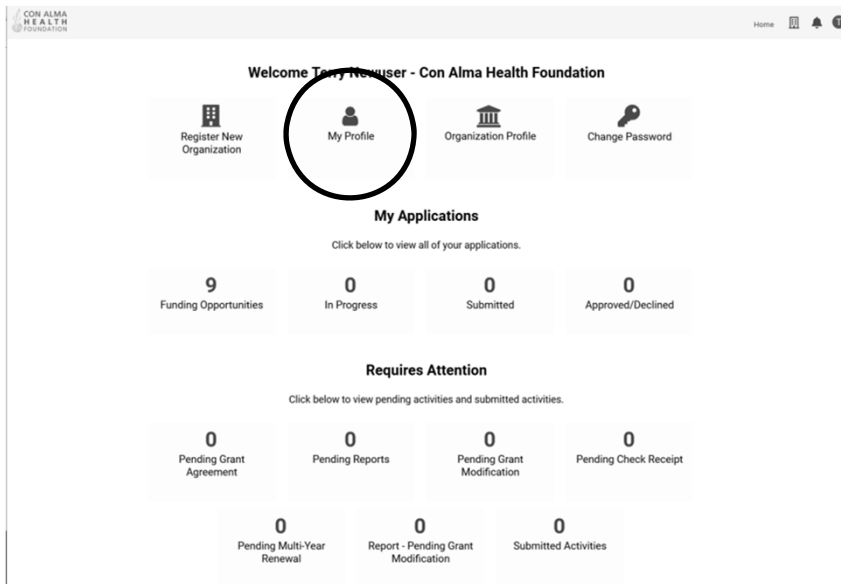
# Registration: Organization

- Register button on the login page
- Avoiding duplicates
- “Organization” options
  - Search by name
  - Search the IRS database
  - Register a new organization manually

# Registration: Contact (You!)

- Mandatory fields
- Duplicate user error message
- Email with password set link
- Account activation

# Complete Your Profile



- 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

# 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)