

## Managing Contacts for Subgrantees

The Project Director for each agency is responsible for maintaining the contact list for their agency. Maintaining a current list is helpful for processing payments and communicating with DCVAG. Contacts are: Project Director, Official Authorized to Sign, and Financial Officer, anyone funded by the grant or volunteers.

There can only be one Project Director, one Official Authorized to Sign and one Financial Officer per grant.

Keeping your contacts current will allow the DCVAG staff to work your requests more expeditiously.

When a contact needs to be added, the Project Director is responsible for adding the new user in the AGO portal.

Instructions:

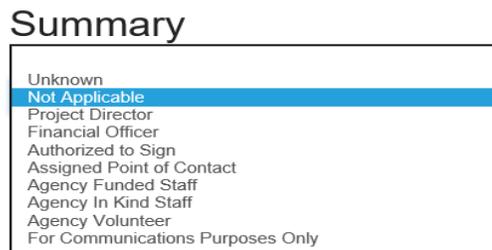
1. Log into the AGO portal. <https://agogrants.scag.gov/>
2. To create "Agency Contacts" click Create.



3. To change "Agency Contact Role"  
Click the looking glass under Contact Role\*



Select the Contact Role.



4. If an individual has separated from the agency or their role has changed you must change the Web Role (do not deactivate the contact):
5. Click next to "No Portal Access" for contact separation, or select the correct Web Role assignment by putting a check mark in the box.

LOOKUP RECORDS		
✓ Name ↑	Website	Default ↑
✓ No Portal Access	Customer Self-Service	No
Agency Grant Manager	Customer Self-Service	
Agency User – Access to User Owned Records	Customer Self-Service	
Agency User Read-Only	Customer Self-Service	

6. Select the Web Role.

LOOKUP RECORDS		
✓ Name ↑	Website	Default ↑
✓ No Portal Access	Customer Self-Service	No
Agency Grant Manager	Customer Self-Service	
Agency User – Access to User Owned Records	Customer Self-Service	
Agency User Read-Only	Customer Self-Service	

7. All fields must be completed.
8. Salutation must be one of the following: The Honorable, Chairperson, Director, Dr., Chief, Sherriff, Mr., Ms., Mrs., Solicitor, or Mayor.
9. Select Submit.
10. Once new contact has been added, provide the new contact with the instructions on page 2.

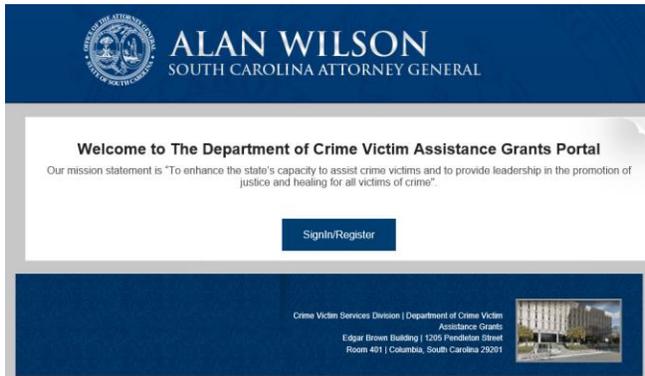
## Instructions for “New Contact” Registration on AGO Portal

Your Project Director has added you as a contact, you will need to register on the AGO portal, see link below.

<https://agogrants.scag.gov/>

Click the blue button:

SignIn/Register



Click the Register Tab and complete all the fields then click Register.

Sign-In/Register

\*\*Password Requirements

Register for a new local account

\* Email

\* Username

\* Password

\* Confirm Password

Register

Register for a new local account

- ★ Passwords must be at least 8 characters. Passwords must have at least one non letter and non digit character. Passwords must have at least one digit ('0'- '9'). Passwords must have at least one uppercase ('A'- 'Z').

Once you have registered your user name and password you will receive an email from the DCVAG staff with an invitation code. Allow 72 hours for the email response.

When you receive the email return to the AGO portal home page and select the Redeem Invitation tab at the top of the screen. Paste the invitation code in the box, then click the blue register button at the bottom of the tab.

Sign up with an invitation code

\* Invitation Code

Register

Paste your Invitation Code and click Register

This will give you access to the AGO portal for your Agency.

Revised 8/19