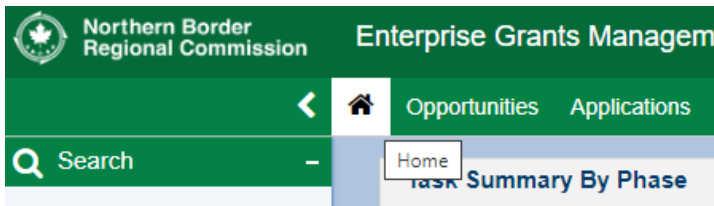


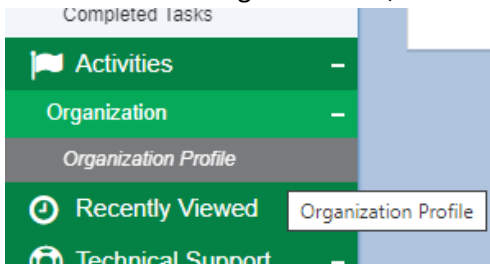
Adding Users

If you need to add other users to your organizational account, try following the steps below.

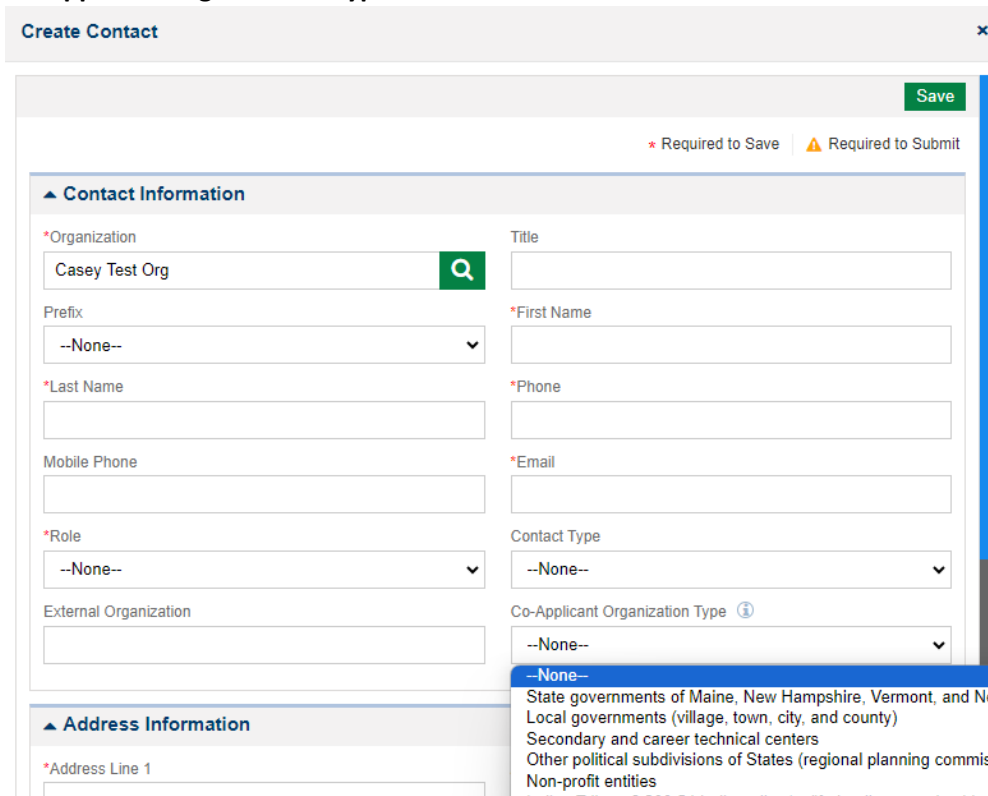
1. Log into your account: <https://nbcgrants.my.site.com/ApplicantLanding?username=null>
2. Click on the Home tab



3. In the lefthand navigation menu, click Organization Profile



4. Scroll down to Contacts and click New, then fill out the information in the window that appears and click Save. **Unless you are sure you're jointly applying for funding with another organization, leave Co-Applicant Organization Type as --None--.**

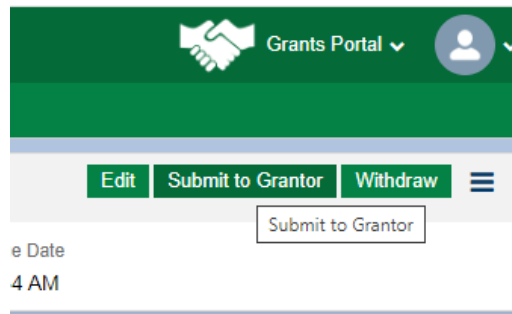
A screenshot of the 'Create Contact' form. The form is titled 'Create Contact' and has a 'Save' button. It contains several fields: 'Organization' (with a search icon), 'Title', 'Prefix' (dropdown menu with '--None--'), '*First Name', '*Last Name', '*Phone', 'Mobile Phone', '*Email', '*Role' (dropdown menu with '--None--'), 'Contact Type' (dropdown menu with '--None--'), 'External Organization', and 'Co-Applicant Organization Type' (dropdown menu with '--None--'). A tooltip is visible over the 'Co-Applicant Organization Type' dropdown, listing options: '--None--', 'State governments of Maine, New Hampshire, Vermont, and New York', 'Local governments (village, town, city, and county)', 'Secondary and career technical centers', 'Other political subdivisions of States (regional planning commissions)', and 'Non-profit entities'. There are also indicators for '* Required to Save' and '* Required to Submit'.

5. The new user will show up on your contacts list with their "Status" listed as New. **You will have to click the paper airplane icon to send an email invitation to that person so that they can confirm their account and log in.** If "Status" is New and "Is User" has an X, it means that person has not yet accepted the invitation and is not a user with your organization account.

Contacts							New
Showing 1 to 5 of 5 records							
Full Name ↑	Role	Email	Phone	Status ⓘ	Is User ⓘ	Actions	
Casey Haynes	Primary	caseytestorg@yopmail.com	(567) 908-7865	Active	✓	👁️ 🖋️	
casey test	Secondary	chbalder@gmail.com	(888) 888-8888	New	✗	👁️ 🖋️ 🚩	

FAQs

- Under “Role” in the screenshot above, you may see users listed as Primary or Secondary. Both Primary and Secondary users can see and work on your pre-application, but **only Primary users will be able to see and click the “Submit to Grantor” button.**



- The Contacts section of your organization profile can have **up to 3 users.**
- If you are working with a LDD, do not add them to your organization profile.** You can associate LDD contacts on your pre-application record (see the Preapplication Guidance Document [on our website](#) for those details). Associating an LDD with your pre-application record is entirely optional at this time, so when in doubt, just save that for later!