Grant Agreement Contacts in the Portal

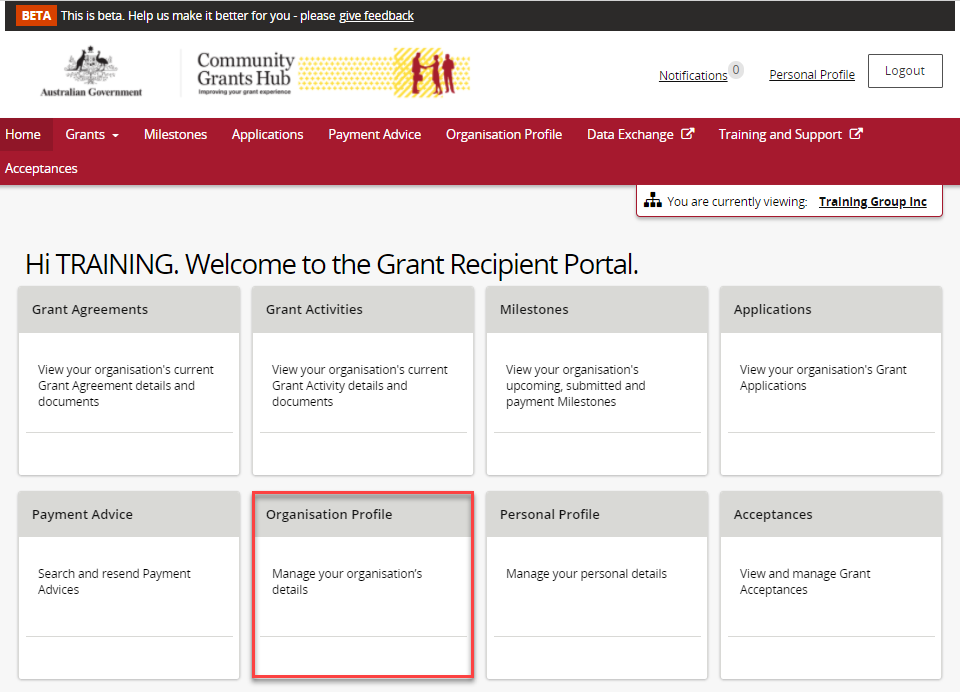
Changes to the Staff Details page in the Portal when adding or removing a staff member as a contact for a Grant Agreement - for Organisation Administrators

# Contacts for Grant Agreement

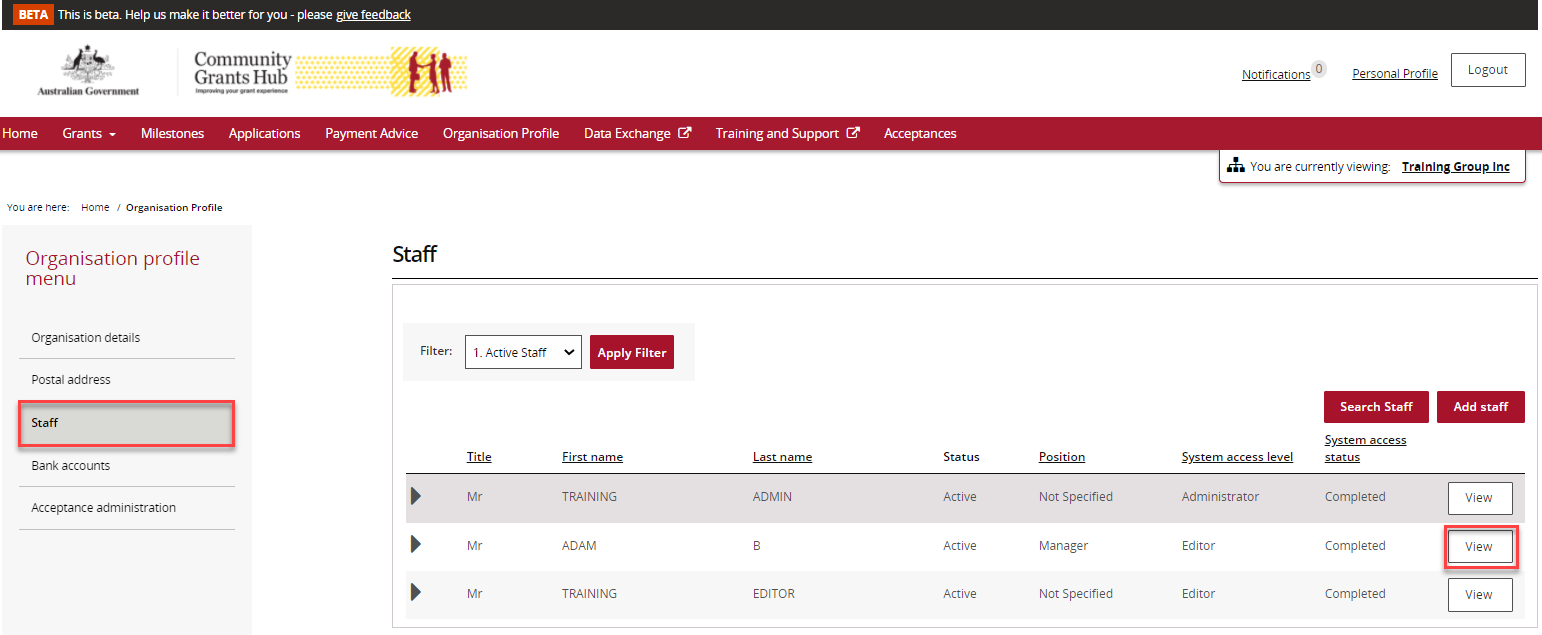
An Organisation Administrator for the Portal, can Add and Remove a contact to a Grant Activity in the Grant Recipient Portal, either through the **Organisation Profile** or through the **Grant Agreement** tile on the home page.

## Organisation – Adding a contact to a Grant Agreement

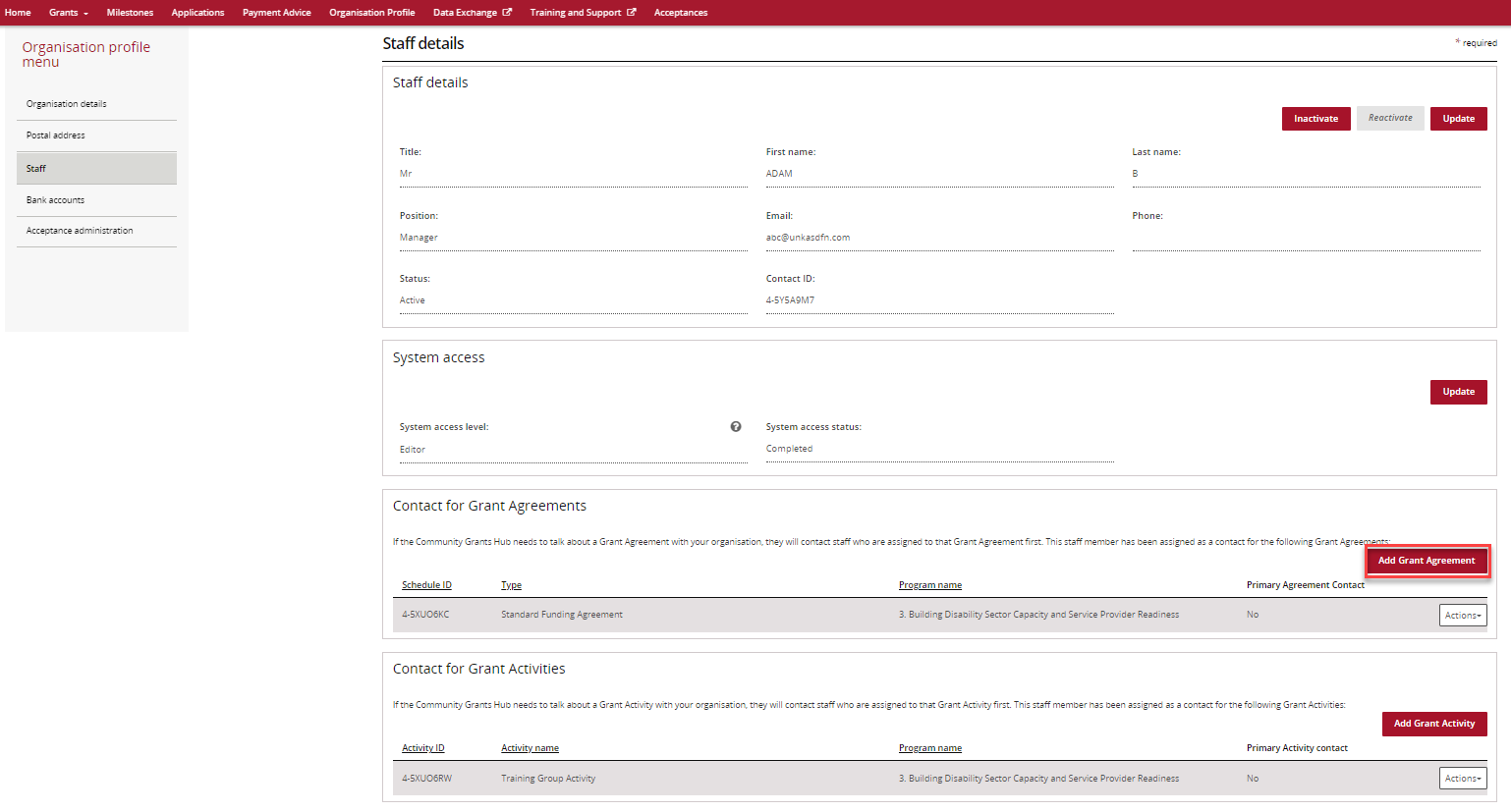
To add a staff member as a contact for a Grant Agreement, click on the **Organisation** tile on the home page.



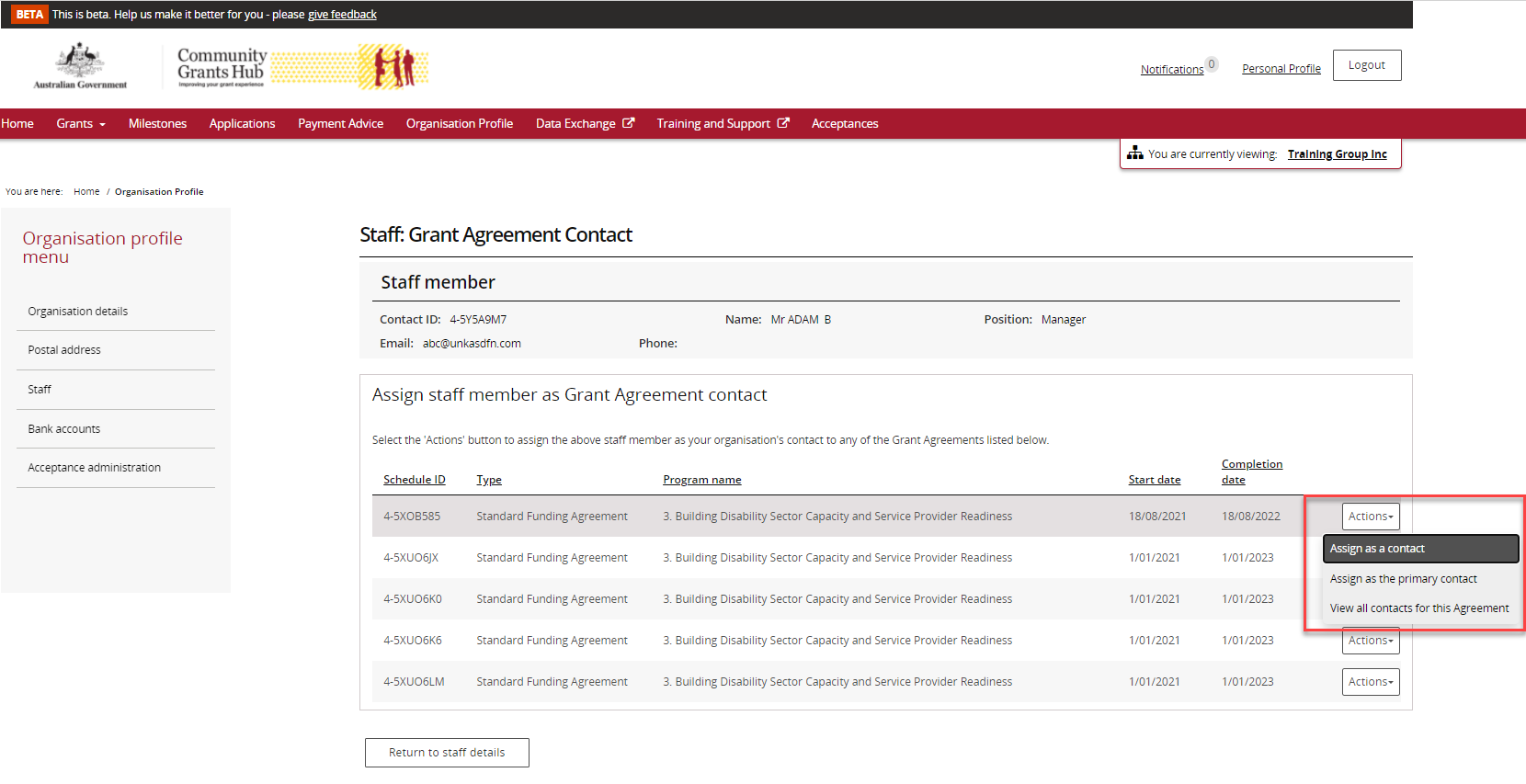
Select **Staff** from the side menu. Click **View** next to the staff member you wish to add as a contact for a Grant Agreement.



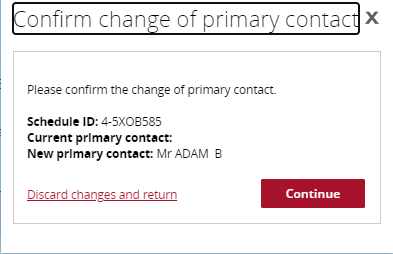
The Staff details page will be displayed. Select the **Grant Agreement** button.



Next to the Grant Agreements listed is an **Actions** button that provides you with the options to **Assign as a contact** or **Assign as a Primary Contact**.

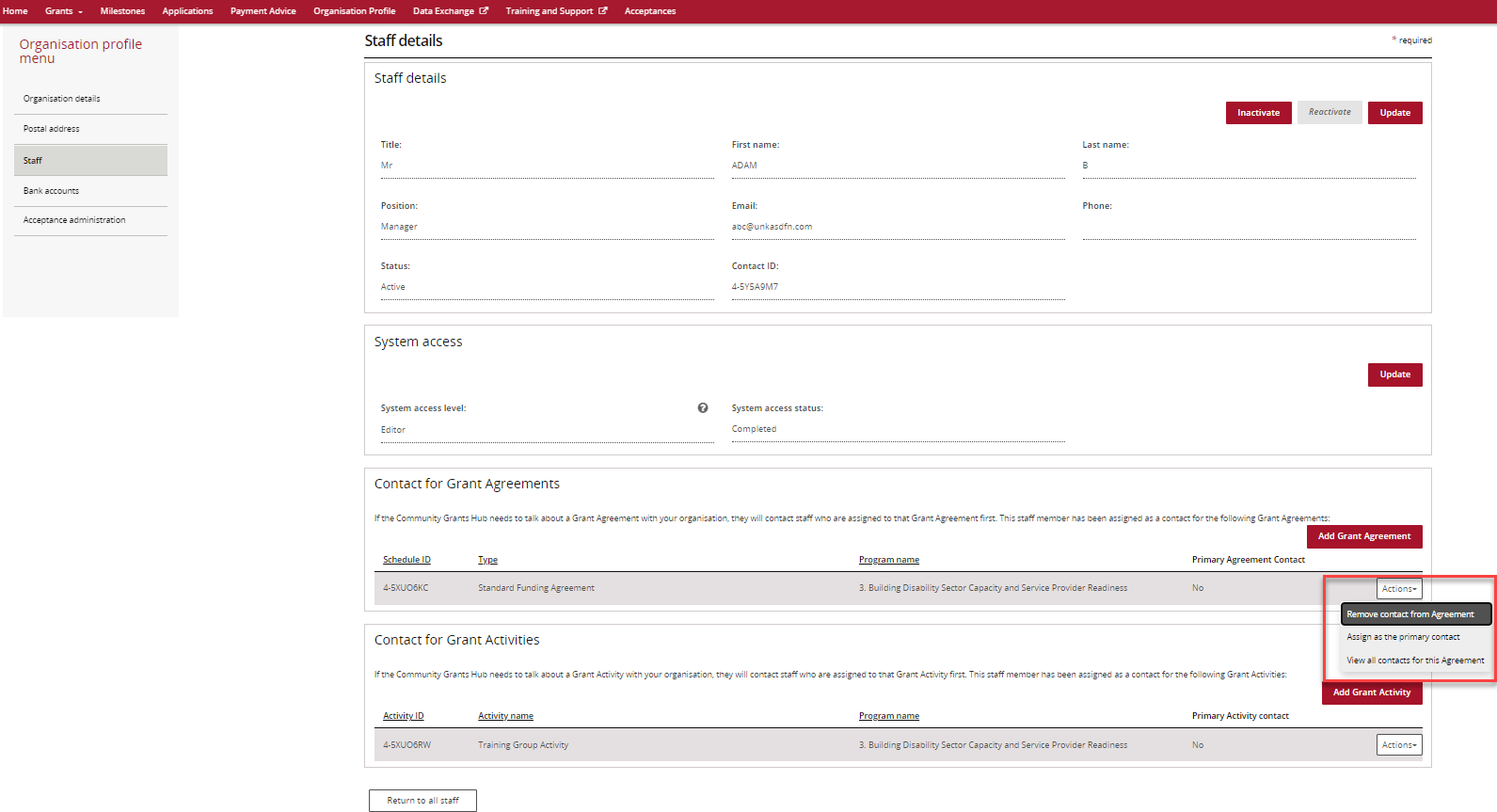


When you select the **Assign as the primary contact** a confirmation message will be displayed asking you to confirm the change by selecting **Continue**.



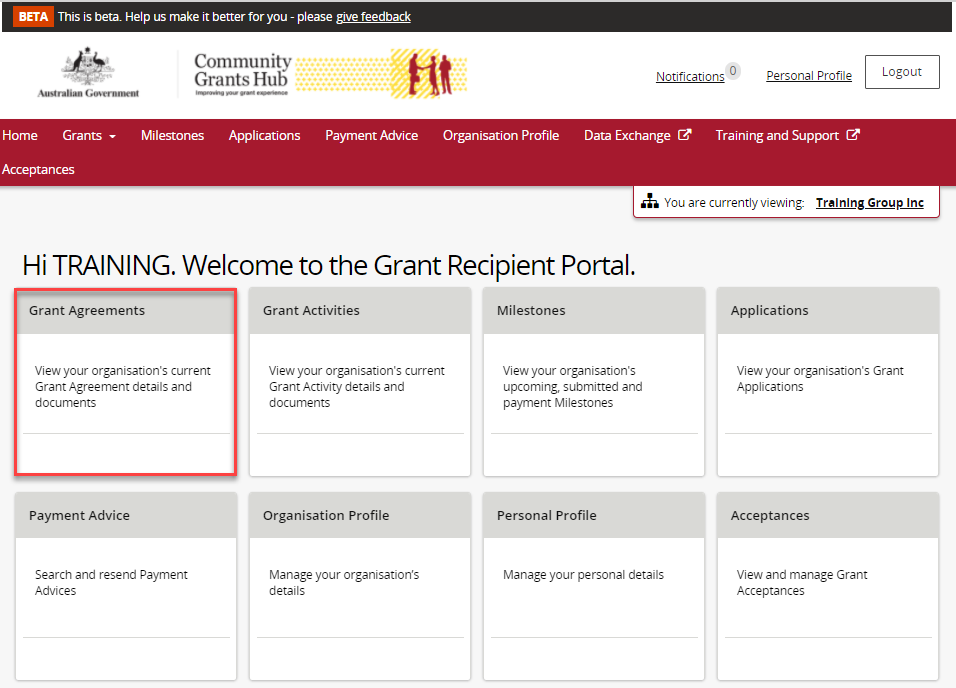
## Organisation - Removing a Contact from a Grant Agreement

To remove a staff member as a contact for a Grant Agreement, go back to the **Staff** page and go to the **Grant Agreement** section. Click on the **Actions** button next to the Grant Agreement you wish to remove the staff member as a contact and select **Remove contact from Agreement**.

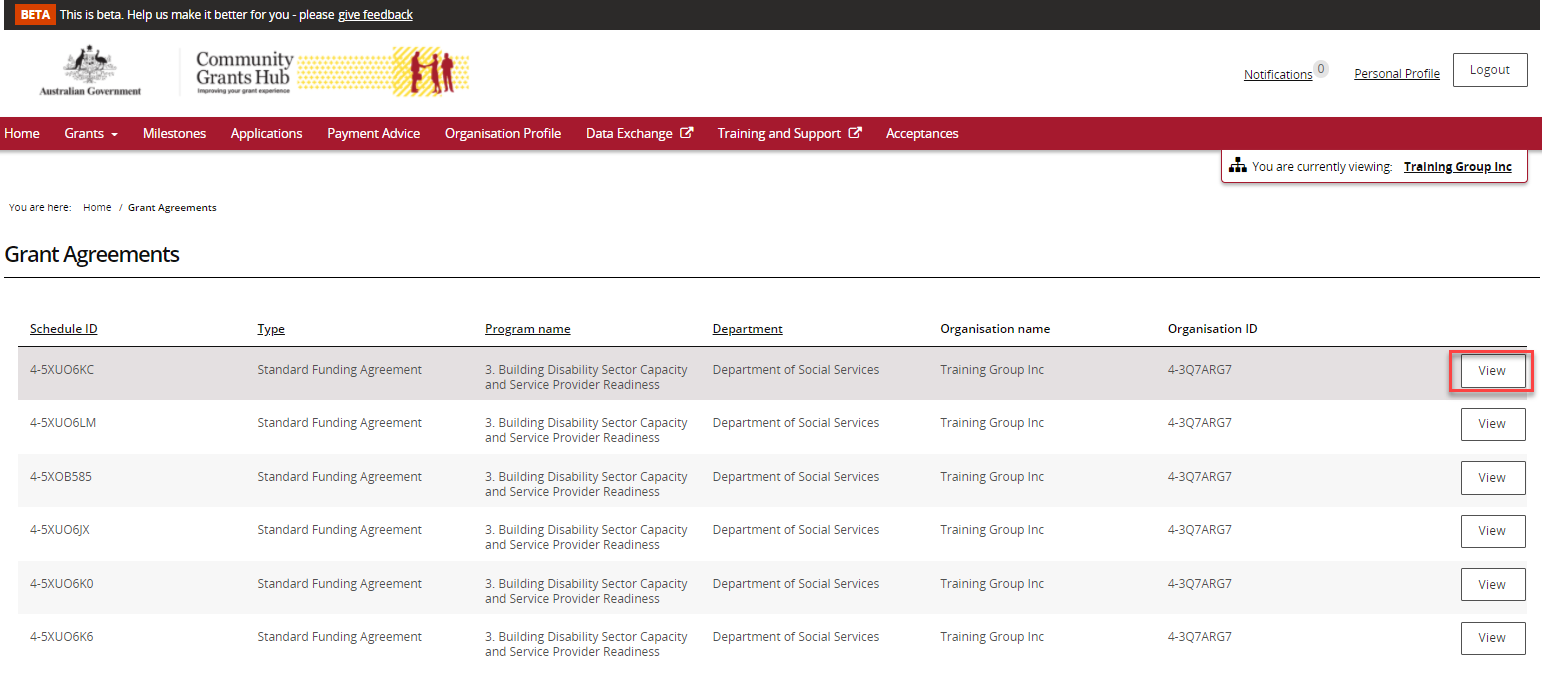


## Grant Agreement – Adding a contact

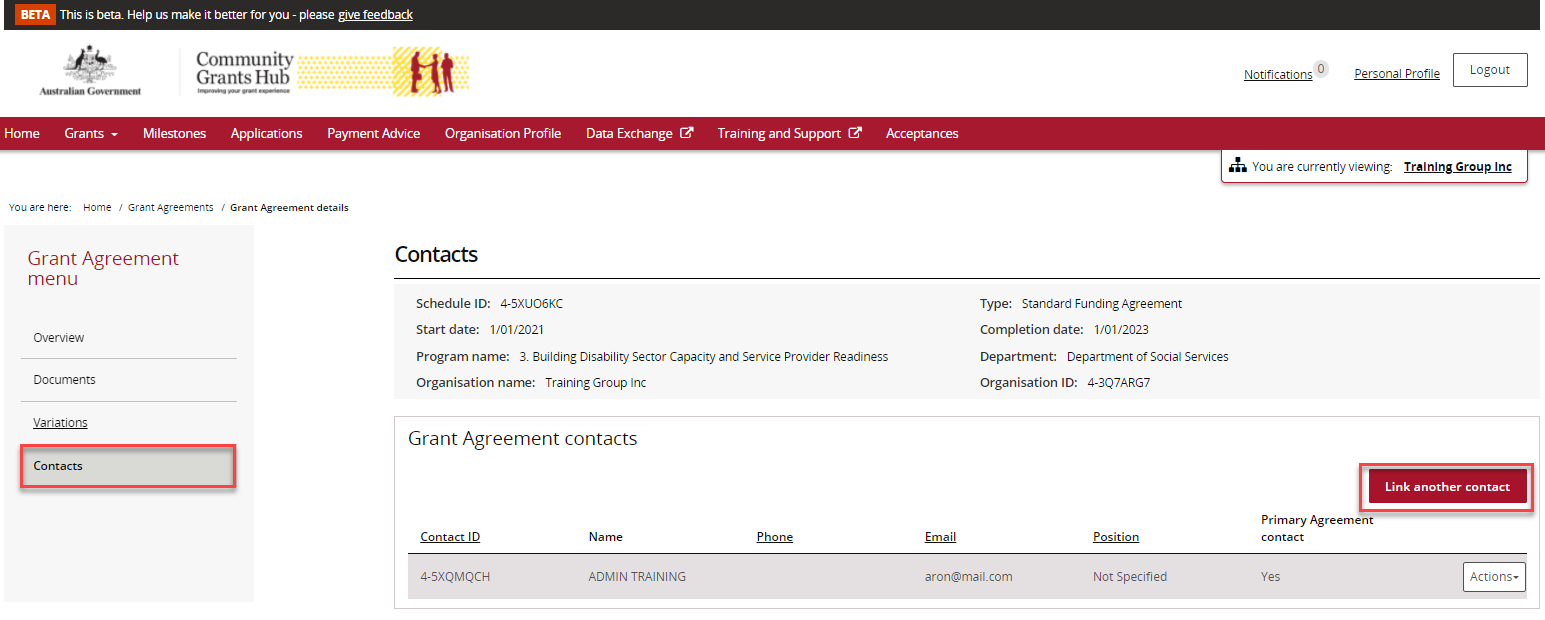
Click on the Grant Agreement tile on the Home page.



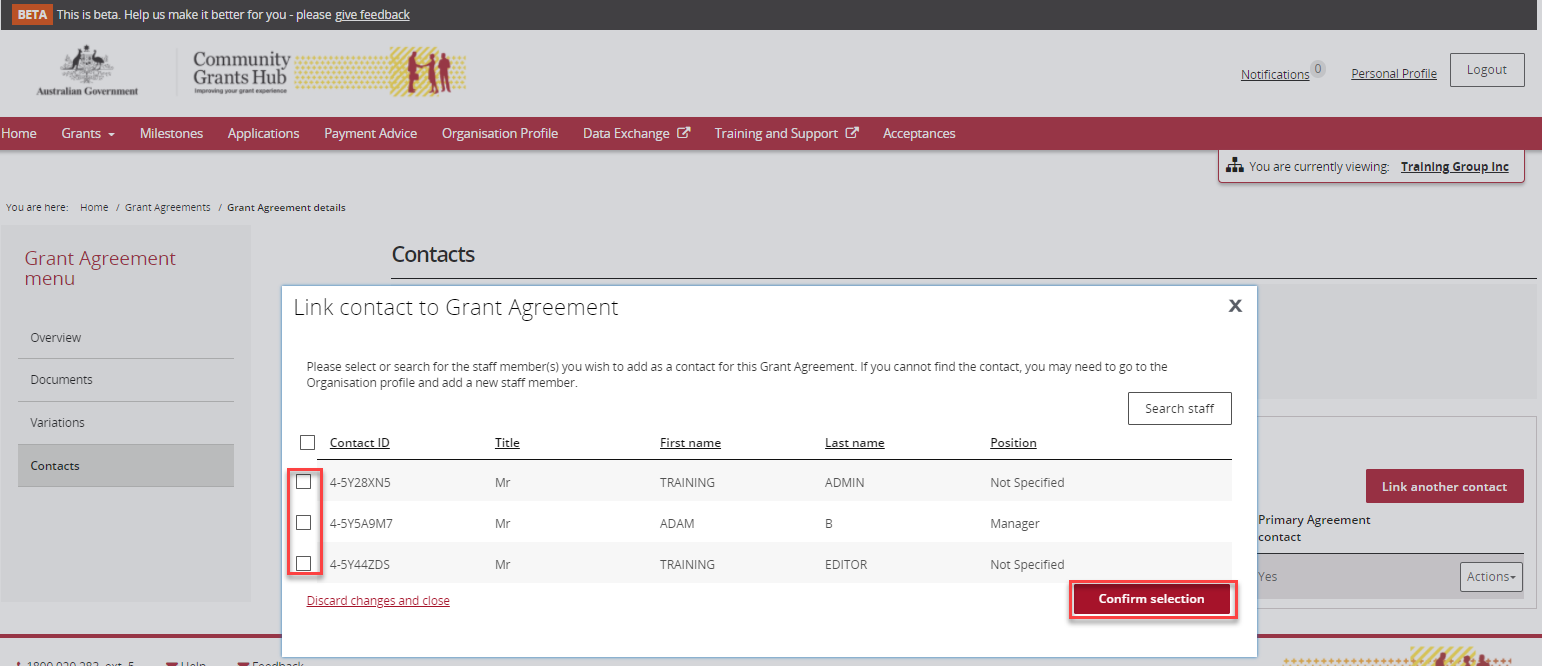
A list of Grant Agreements for your organisation will be displayed. Click on the **View** button of the Grant Agreement you wish to add the contact.



The **Agreement details** page will be displayed. Click on Contacts in the sub menu, then click on the Add another contact button.



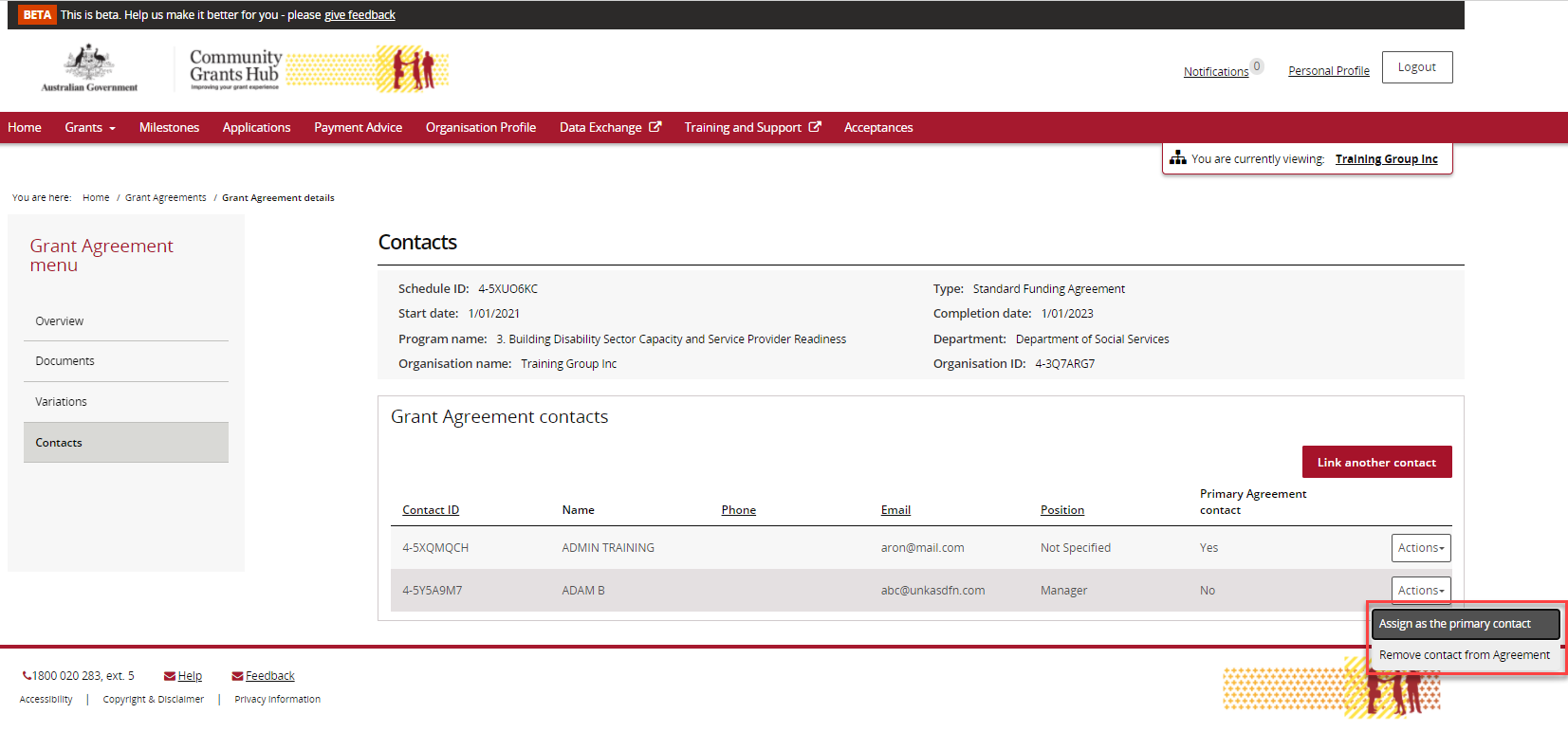
A list of staff for the organisation will be displayed. Click on the **box** next to the staff member(s) you wish to add as a contact for the Grant Agreement and then click on the **Confirm selection** button. Your contact has now been added to the Grant Agreement.



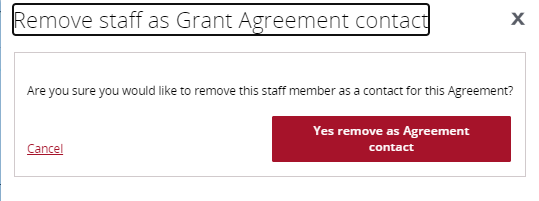
A message will be displayed advising the contact was successfully added to the Grant Agreement.

## Grant Agreement – Removing a contact

You can also remove a contact from the **Grant Agreement**, **Contact** screen by selecting the **Actions** box next to the contact and selecting **Remove contact from Agreement**.



The message box below will be displayed. Click on the **Yes remove as Agreement contact**.



# Need assistance

If you require assistance in using the Grant Recipient Portal contact the Grant Recipient Portal Helpdesk at [GRP.Helpdesk@communitygrants.gov.au](mailto:GRP.Helpdesk@communitygrants.gov.au) or on 1800 020 230 (option 5).