



Update Grant Agreement Contacts

Grant Recipient Portal Task Card

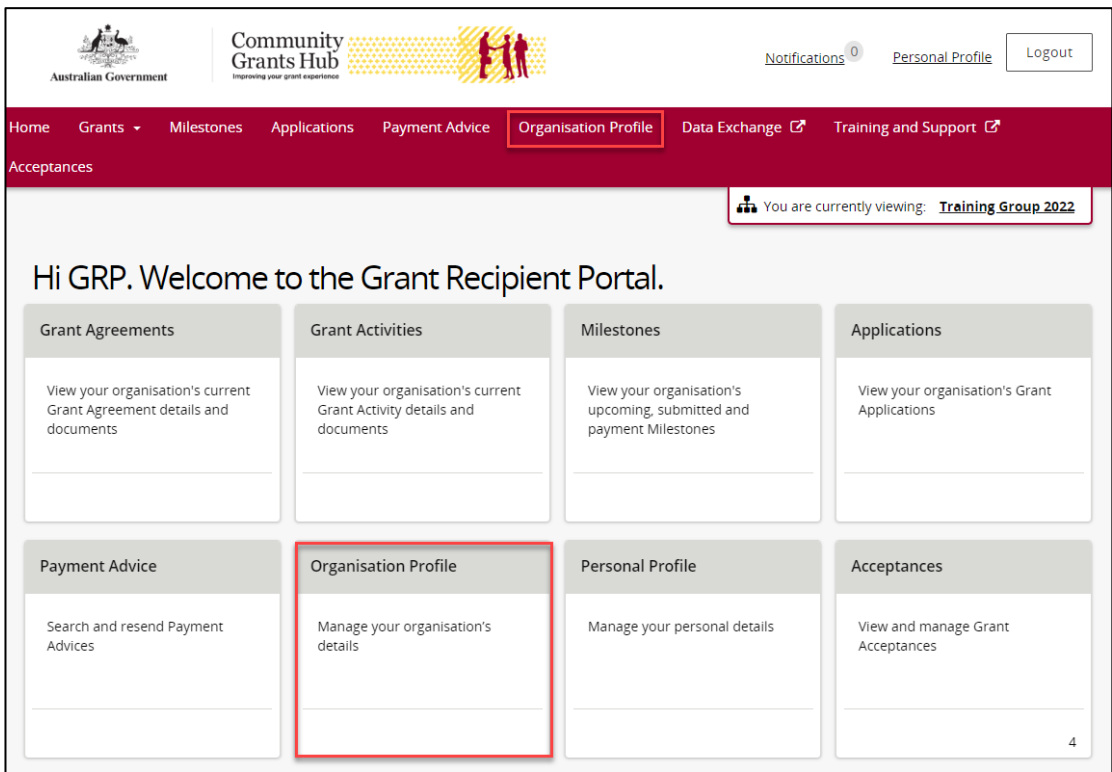
Portal Access required: Administrator or Editor

The Grant Recipient Portal (Portal) enables grant recipients to update their Grant Agreement Contacts.

This task card describes the process of viewing, adding and removing Grant Agreement Contacts.

There are two pathways for a user to add and remove a contact for a Grant Agreement in the Portal, either through the **Organisation Profile** or through the **Grant Agreement** link/tile on the Home screen.

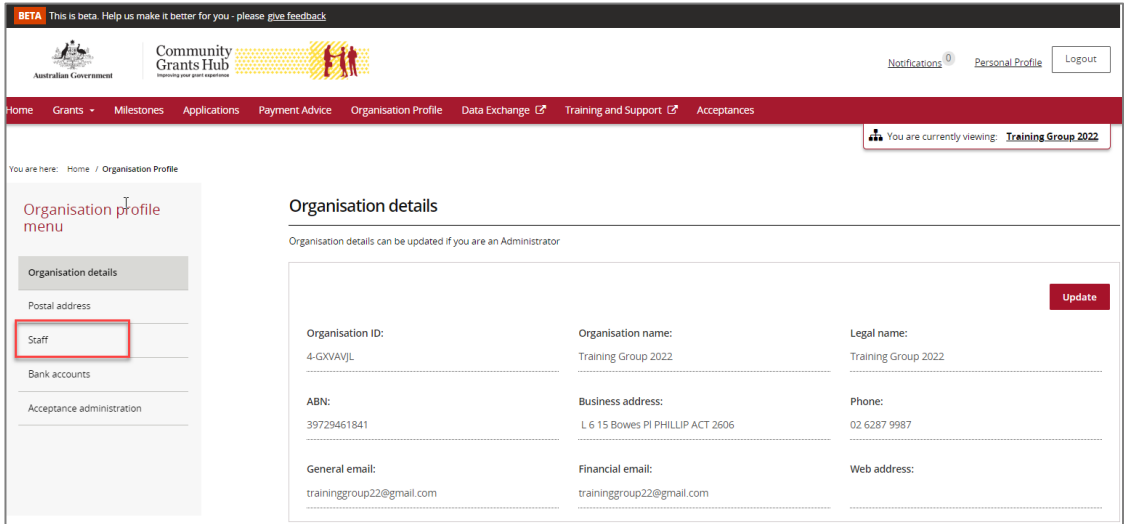
Navigating to Grant Agreement Contacts through the Organisation Profile

Step	Action
1	<p>From the Home screen, select the Organisation Profile tile. Alternatively, select the Organisation Profile link from the Navigation menu.</p>  <p>The screenshot shows the Grant Recipient Portal interface. At the top, there is a header with the Australian Government and Community Grants Hub logos, a notification bell with '0', and links for 'Personal Profile' and 'Logout'. Below the header is a navigation menu with items: Home, Grants, Milestones, Applications, Payment Advice, Organisation Profile (highlighted with a red box), Data Exchange, and Training and Support. Under the navigation menu, there is a section for 'Acceptances' with a sub-header 'You are currently viewing: Training Group 2022'. The main content area displays a welcome message 'Hi GRP. Welcome to the Grant Recipient Portal.' followed by a grid of eight tiles: Grant Agreements, Grant Activities, Milestones, Applications, Payment Advice, Organisation Profile (highlighted with a red box), Personal Profile, and Acceptances. Each tile contains a brief description of its function. A page number '4' is visible in the bottom right corner of the screenshot.</p>



Step	Action
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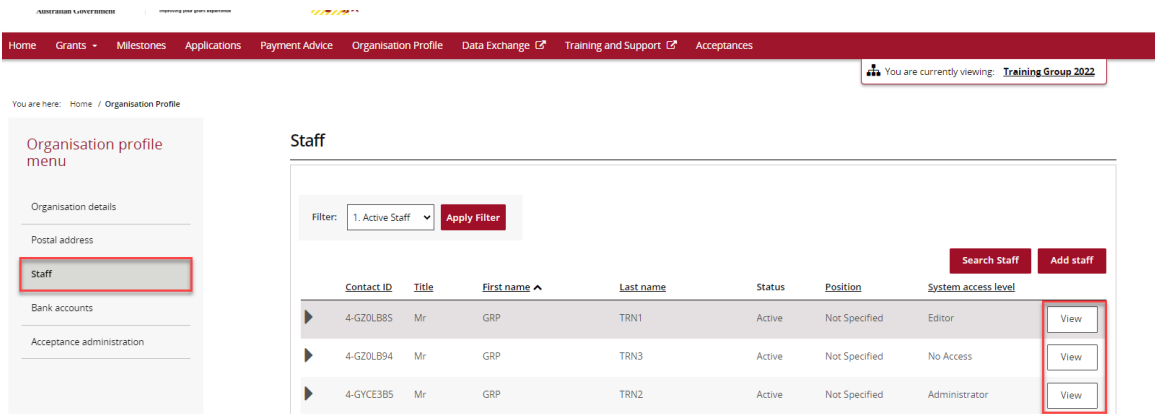
2 The Organisation Profile screen will display. Select **Staff** from the Organisation profile menu to display the Organisation's Staff screen.



3 The Organisation's Staff screen will display. This screen displays Active Staff for the organisation by default. The Staff list can be filtered using the **drop down** menu to choose one of the following:

1. Active Staff
2. Inactive Staff
3. All Staff

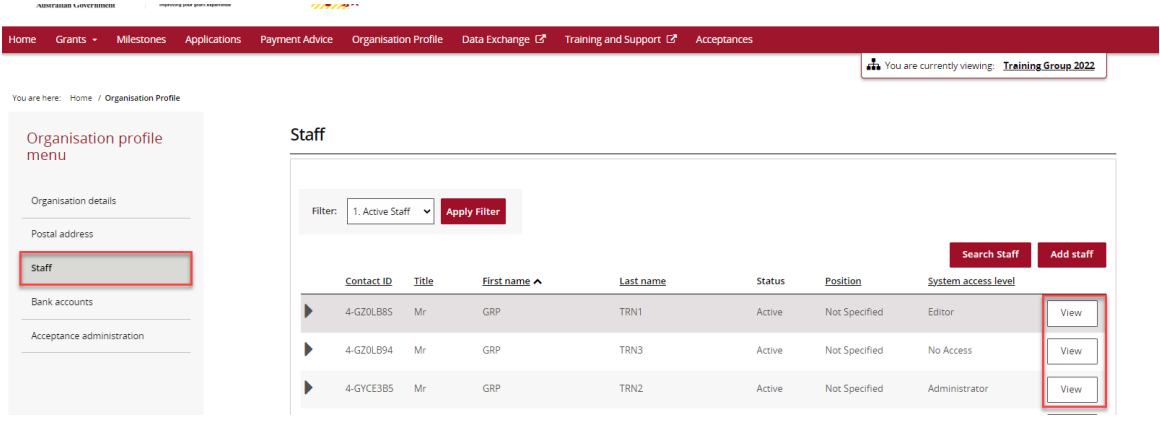
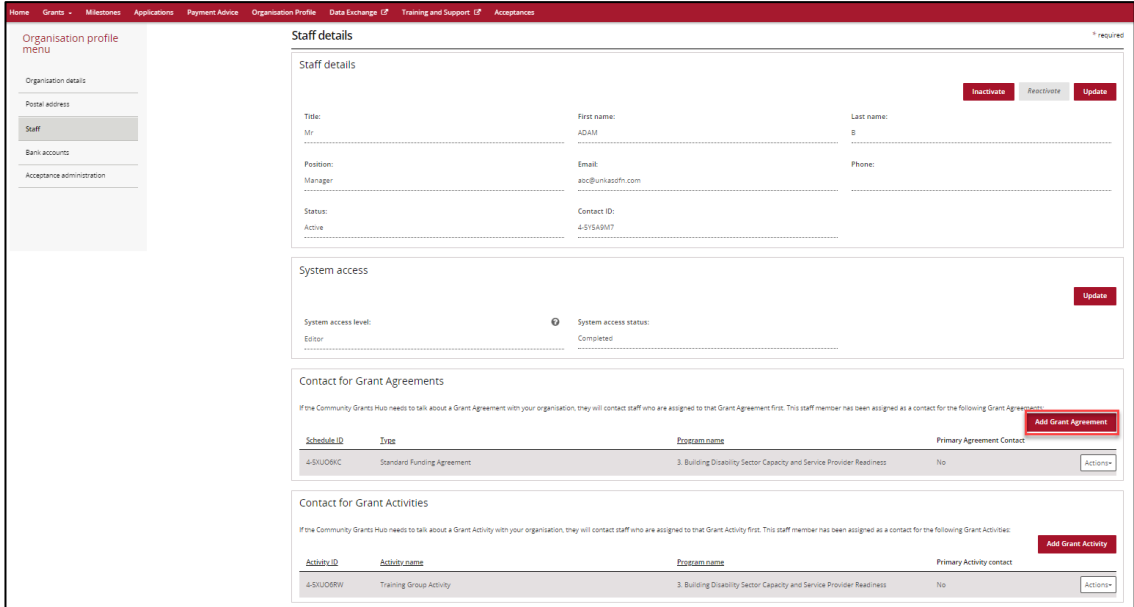
Select **View** to display additional information about a particular contact.



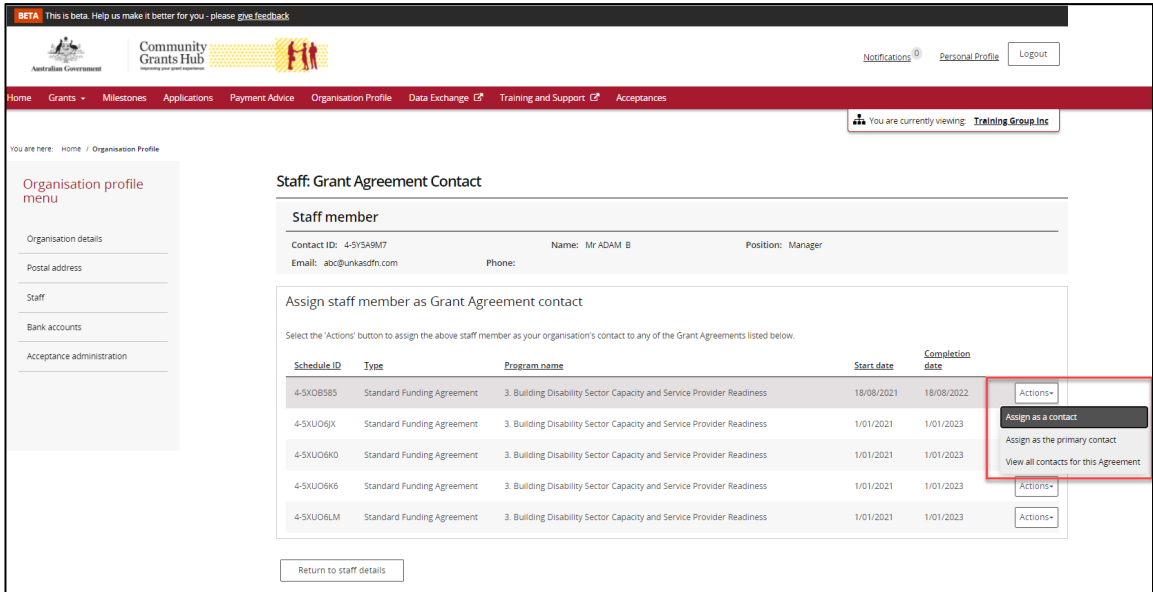


Step	Action																				
4	<p>The Staff details screen will display. This screen has four sections:</p> <ul style="list-style-type: none">• Staff details• System access• Contact for Grant Agreements• Contact for Grant Activities <p>Grant Agreement Contacts are listed under the Contact for Grant Agreements section.</p> <p>To add a contact through the Organisation Profile, proceed to step 5.</p> <p>To remove a contact through the Organisation Profile, proceed to step 11.</p> <div data-bbox="272 936 1410 1742"><p>Staff details * required</p><hr/><p>Staff details</p><table><tr><td>Title:</td><td>First name:</td><td>Last name:</td></tr><tr><td>Mr</td><td>GRP</td><td>TRN1</td></tr></table><table><tr><td>Position:</td><td>Email:</td><td>Phone:</td></tr><tr><td>Not Specified</td><td>uat1dss@dss.fms.gov.au</td><td>02 3232 3232</td></tr></table><table><tr><td>Status:</td><td>Contact ID:</td></tr><tr><td>Active</td><td>4-GZ0LBSS</td></tr></table><p>System access</p><table><tr><td>System access level:</td><td>System access status:</td></tr><tr><td>Editor</td><td>Completed</td></tr></table><p>Contact for Grant Agreements</p><p>If the Community Grants Hub needs to talk about a Grant Agreement with your organisation, they will contact staff who are assigned to that Grant Agreement first. This staff member has been assigned as a contact for the following Grant Agreements:</p><p><i>This Staff member is not linked to any Grant Agreement.</i></p><p>Add Grant Agreement</p><p>Contact for Grant Activities</p><p>If the Community Grants Hub needs to talk about a Grant Activity with your organisation, they will contact staff who are assigned to that Grant Activity first. This staff member has been assigned as a contact for the following Grant Activities:</p><p><i>This Staff member is not linked to any Activities.</i></p><p>Add Grant Activity</p><p>Return to all staff</p></div>	Title:	First name:	Last name:	Mr	GRP	TRN1	Position:	Email:	Phone:	Not Specified	uat1dss@dss.fms.gov.au	02 3232 3232	Status:	Contact ID:	Active	4-GZ0LBSS	System access level:	System access status:	Editor	Completed
Title:	First name:	Last name:																			
Mr	GRP	TRN1																			
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System access level:	System access status:																				
Editor	Completed																				


Adding a Grant Agreement Contact through the Organisation Profile

Step	Action
5	<p>To add a contact to a Grant Agreement, select Staff from the Organisation profile menu. Click View next to the staff member you want to add as a Grant Agreement Contact.</p> 
6	<p>The Staff details page will display. Select Add Grant Agreement.</p> 



Step	Action
7	<p>The list of Grant Agreements will display which you can assign the contact to. Select the Actions button next to the Grant Agreement you want to add the contact to. The Actions button provides you with three options:</p> <ol style="list-style-type: none"> 1. Assign as a contact 2. Assign as the primary contact 3. View all contacts for this Agreement. <p>Select Assign as a contact if you want to assign the contact to the Grant Agreement (but not as the primary contact).</p> <p>Select Assign as the primary contact if you want to assign the contact to the Grant Agreement as the primary contact.</p> <p>Note: If you want to see all contacts assigned to the Grant Agreement, select View all contacts for this Agreement.</p> 

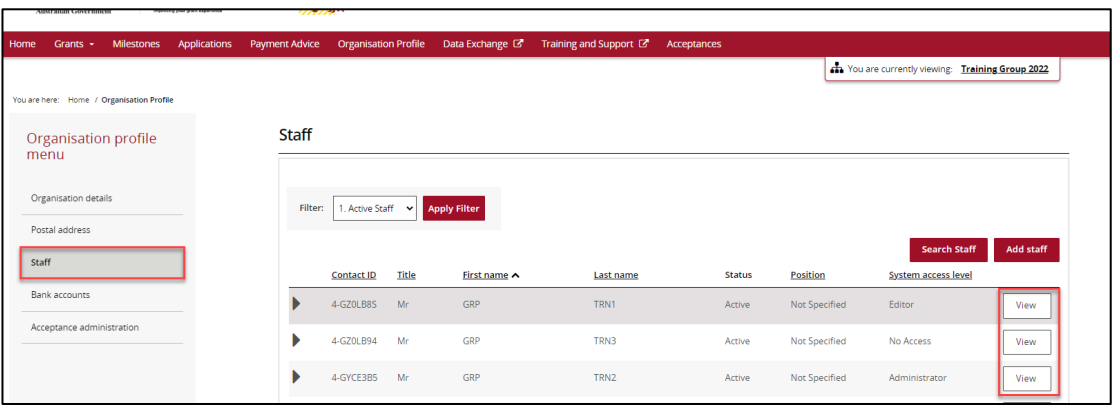


Step	Action																					
8	<p>To assign as a contact, select Assign as a contact.</p> <p>If the change is successful, a message will temporarily display on screen confirming the change was successful and the Grant Agreement will be listed on the Staff details screen under Contact for Grant Agreements with a No for Primary Agreement Contact.</p>  <p>Your contact has now been added to the Grant Agreement.</p> <div data-bbox="272 880 1401 1328"><p>Contacts</p><p>Schedule ID: 4-GZZO0T5 Type: Standard Funding Agreement Start date: 1/09/2022 Completion date: 30/09/2024 Program name: Financial Crisis and Material Aid Department: Department of Social Services Organisation name: Training Group 2022 Organisation ID: 4-GXVAVJL</p><p>Grant Agreement contacts</p><p>Link another contact</p><table border="1"><thead><tr><th>Contact ID</th><th>Name</th><th>Phone</th><th>Email</th><th>Position</th><th>Primary Agreement contact</th><th>Actions</th></tr></thead><tbody><tr><td>4-GZ0LB85</td><td>GRP TRN1</td><td>02 3232 3232</td><td>uat1dss@dss.fms.gov.au</td><td>Not Specified</td><td>Yes</td><td>Actions-</td></tr><tr><td>4-GYCE3B5</td><td>GRP TRN2</td><td>02 3232 3232</td><td>uatdss@dss.fms.gov.au</td><td>Not Specified</td><td>No</td><td>Actions-</td></tr></tbody></table></div>	Contact ID	Name	Phone	Email	Position	Primary Agreement contact	Actions	4-GZ0LB85	GRP TRN1	02 3232 3232	uat1dss@dss.fms.gov.au	Not Specified	Yes	Actions-	4-GYCE3B5	GRP TRN2	02 3232 3232	uatdss@dss.fms.gov.au	Not Specified	No	Actions-
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4-GYCE3B5	GRP TRN2	02 3232 3232	uatdss@dss.fms.gov.au	Not Specified	No	Actions-																
9	<p>To assign as the primary contact, select Assign as the primary contact.</p> <p>A confirmation message will display asking you to confirm the change by selecting Continue.</p> <p>Select Continue to confirm the change of primary contact.</p> <p>Note: you can select Discard changes and return to cancel the change.</p>																					



Step	Action																					
	<div data-bbox="272 472 906 882"><p>Confirm change of primary contact ✕</p><p>Please confirm the change of primary contact.</p><p>Schedule ID: 4-5XOB585 Current primary contact: New primary contact: Mr ADAM B</p><p>Discard changes and return Continue</p></div>																					
10	<p>A message will temporarily display on screen confirming the change was successful and the Grant Agreement will be listed on the Staff details screen under Contact for Grant Agreements with a Yes for Primary Agreement Contact.</p> <p><i>Successful message - changing primary contact</i></p> <div data-bbox="268 1128 665 1256"></div> <p>Your contact has now been added to the Grant Agreement as the primary contact.</p> <p>Contacts</p> <div data-bbox="272 1375 1425 1512"><p>Schedule ID: 4-GZZO0T5 Type: Standard Funding Agreement Start date: 1/09/2022 Completion date: 30/09/2024 Program name: Financial Crisis and Material Aid Department: Department of Social Services Organisation name: Training Group 2022 Organisation ID: 4-GXVAJL</p></div> <div data-bbox="272 1529 1425 1787"><p>Grant Agreement contacts Link another contact</p><table border="1"><thead><tr><th>Contact ID</th><th>Name</th><th>Phone</th><th>Email</th><th>Position</th><th>Primary Agreement contact</th><th>Actions</th></tr></thead><tbody><tr><td>4-GZ0LB8S</td><td>GRP TRN1</td><td>02 3232 3232</td><td>uat1dss@dss.fms.gov.au</td><td>Not Specified</td><td>Yes</td><td>Actions-</td></tr><tr><td>4-GYCE3B5</td><td>GRP TRN2</td><td>02 3232 3232</td><td>uatdss@dss.fms.gov.au</td><td>Not Specified</td><td>No</td><td>Actions-</td></tr></tbody></table></div>	Contact ID	Name	Phone	Email	Position	Primary Agreement contact	Actions	4-GZ0LB8S	GRP TRN1	02 3232 3232	uat1dss@dss.fms.gov.au	Not Specified	Yes	Actions-	4-GYCE3B5	GRP TRN2	02 3232 3232	uatdss@dss.fms.gov.au	Not Specified	No	Actions-
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4-GYCE3B5	GRP TRN2	02 3232 3232	uatdss@dss.fms.gov.au	Not Specified	No	Actions-																

Removing a Grant Agreement Contact through the Organisation Profile

Step	Action																																
11	<p>To remove a contact from a Grant Agreement, select Staff from the Organisation profile menu. Click View next to the staff member you want to remove as a Grant Agreement Contact.</p>  <p>The screenshot shows the 'Organisation profile menu' on the left with 'Staff' highlighted. The main content area is titled 'Staff' and includes a filter dropdown set to '1. Active Staff' and an 'Apply Filter' button. Below the filter is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Contact ID</th> <th>Title</th> <th>First name</th> <th>Last name</th> <th>Status</th> <th>Position</th> <th>System access level</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>4-GZOLB85</td> <td>Mr</td> <td>GRP</td> <td>TRN1</td> <td>Active</td> <td>Not Specified</td> <td>Editor</td> <td>View</td> </tr> <tr> <td>4-GZOLB94</td> <td>Mr</td> <td>GRP</td> <td>TRN3</td> <td>Active</td> <td>Not Specified</td> <td>No Access</td> <td>View</td> </tr> <tr> <td>4-GYCE3B5</td> <td>Mr</td> <td>GRP</td> <td>TRN2</td> <td>Active</td> <td>Not Specified</td> <td>Administrator</td> <td>View</td> </tr> </tbody> </table>	Contact ID	Title	First name	Last name	Status	Position	System access level	Actions	4-GZOLB85	Mr	GRP	TRN1	Active	Not Specified	Editor	View	4-GZOLB94	Mr	GRP	TRN3	Active	Not Specified	No Access	View	4-GYCE3B5	Mr	GRP	TRN2	Active	Not Specified	Administrator	View
Contact ID	Title	First name	Last name	Status	Position	System access level	Actions																										
4-GZOLB85	Mr	GRP	TRN1	Active	Not Specified	Editor	View																										
4-GZOLB94	Mr	GRP	TRN3	Active	Not Specified	No Access	View																										
4-GYCE3B5	Mr	GRP	TRN2	Active	Not Specified	Administrator	View																										
12	<p>The Staff details page will display. To remove a staff member as a contact for a Grant Agreement, go to the Contact for Grant Agreements section. Click on the Actions button next to the Grant Agreement you want to remove the contact from and select Remove contact from Agreement.</p> <p>Note: you are unable to remove a contact from a Grant Agreement if they are listed as the primary contact. You will need to assign a new primary contact before removing the existing primary contact.</p>																																

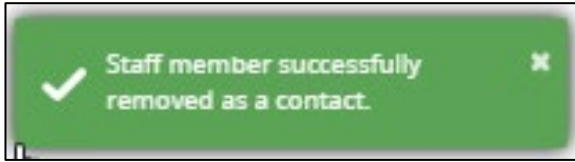


Step	Action
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13

If the change is successful, a message will temporarily display on screen confirming the change was successful and the Grant Agreement will be removed from the Staff details screen under **Contact for Grant Agreements**.

Successful message - removing contact



Contact for Grant Agreements

If the Community Grants Hub needs to talk about a Grant Agreement with your organisation, they will contact staff who are assigned to that Grant Agreement first. This staff member has been assigned as a contact for the following Grant Agreements.

Schedule ID	Type	Program name	Primary Agreement Contact	Actions
4-GZZ00PQ	Standard Funding Agreement	Financial Crisis and Material Aid	No	Actions
4-H070F9P	Standard Funding Agreement	Financial Crisis and Material Aid	Yes	Actions
4-H0E0IE6	Cwith Standard Grant Agreement	Financial Crisis and Material Aid	No	Actions
4-H0JCUJY	Cwith Standard Grant Agreement	Financial Crisis and Material Aid	No	Actions
4-H404B5K	Cwith Standard Grant Agreement	Financial Crisis and Material Aid	Yes	Actions

The following error message will appear on the top of the page if the contact is a primary contact for the Grant Agreement. You will need to assign a new primary contact to the Grant Agreement before removing the existing primary contact. The system will not allow the removal of the primary contact without a replacement.



Step	Action
	<div style="border: 1px solid #d9534f; padding: 10px; background-color: #f9e7e7;"> <p>! There are error(s) on the page</p> <p>Primary contacts cannot be removed. To remove the staff member as a contact for this Agreement, change the primary contact to another staff member first.</p> </div>

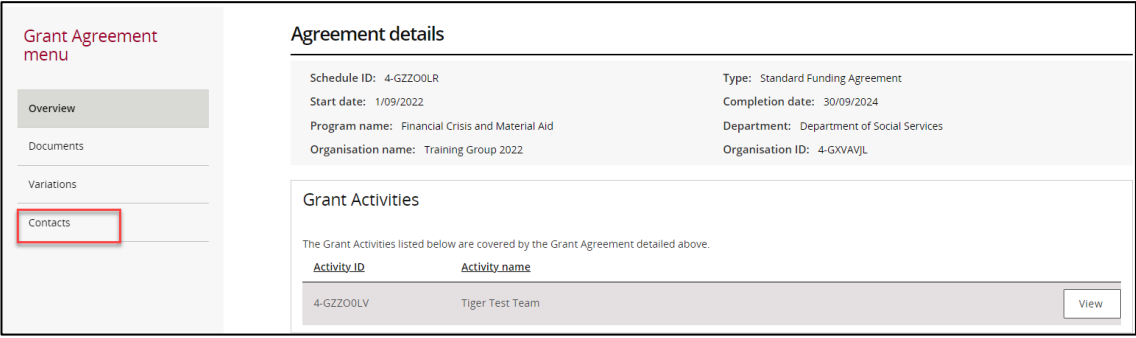
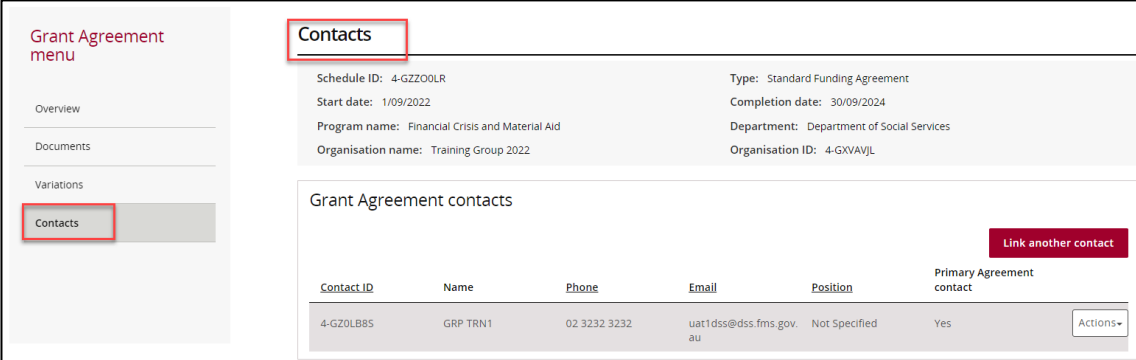
Navigating to Grant Agreement Contacts through the Grant Agreements link/tile

Step	Action
14	<p>From the Home screen, select the Grant Agreements tile. Alternatively, select Grants in the Navigation menu and select Grant Agreements from the drop down menu.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>The screenshot shows the Community Grants Hub portal. At the top, there is a header with the Australian Government logo, the Community Grants Hub logo, and navigation links for Notifications (0), Personal Profile, and Logout. Below the header is a dark red navigation bar with links for Home, Grants (expanded), Milestones, Applications, Payment Advice, Organisation Profile, Data Exchange, and Training and Support. The 'Grants' dropdown menu is open, showing 'Grant Agreements' (highlighted with a red box) and 'Grant Activities'. A user notification indicates the user is currently viewing 'Training Group 2022'. The main content area displays a welcome message 'Hi GRP. Welcome to the Grant Recipient Portal.' followed by a grid of eight tiles: Grant Agreements (highlighted with a red box), Grant Activities, Milestones, Applications, Payment Advice, Organisation Profile, Personal Profile, and Acceptances. Each tile contains a brief description of the functionality it provides.</p> </div>



Step	Action																												
15	<p>The Grant Agreements screen will display a list of your organisation's Grant Agreements. To view a particular Grant Agreement, select the Grant Agreement's View button.</p> <div data-bbox="268 600 1417 909" data-label="Table"><p>Grant Agreements</p><table border="1"><thead><tr><th>Schedule ID</th><th>Type</th><th>Program name</th><th>Department</th><th>Organisation name</th><th>Organisation ID</th><th></th></tr></thead><tbody><tr><td>4-DVO19OL</td><td>Streamlined Grant Agreement</td><td>Financial Wellbeing and Capability</td><td>Department of Social Services</td><td>Training Group 2020</td><td>4-DQTB8NB</td><td>View</td></tr><tr><td>4-DQXUL7X</td><td>Streamlined Grant Agreement</td><td>Financial Wellbeing and Capability</td><td>Department of Social Services</td><td>Training Group 2020</td><td>4-DQTB8NB</td><td>View</td></tr><tr><td>4-E4IAIV4</td><td>Streamlined Grant Agreement</td><td>Financial Wellbeing and Capability</td><td>Department of Social Services</td><td>Training Group 2020</td><td>4-DQTB8NB</td><td>View</td></tr></tbody></table></div>	Schedule ID	Type	Program name	Department	Organisation name	Organisation ID		4-DVO19OL	Streamlined Grant Agreement	Financial Wellbeing and Capability	Department of Social Services	Training Group 2020	4-DQTB8NB	View	4-DQXUL7X	Streamlined Grant Agreement	Financial Wellbeing and Capability	Department of Social Services	Training Group 2020	4-DQTB8NB	View	4-E4IAIV4	Streamlined Grant Agreement	Financial Wellbeing and Capability	Department of Social Services	Training Group 2020	4-DQTB8NB	View
Schedule ID	Type	Program name	Department	Organisation name	Organisation ID																								
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4-E4IAIV4	Streamlined Grant Agreement	Financial Wellbeing and Capability	Department of Social Services	Training Group 2020	4-DQTB8NB	View																							
16	<p>The Agreement details screen will display an overview of the Agreement by default. The below information related to the Grant Agreement can be viewed:</p> <ul style="list-style-type: none">• Schedule ID• Start date• Program name• Organisation name• Agreement Type• Completion date• Department• Organisation ID <p>A list of Grant Activities associated with the Grant Agreement are displayed below.</p> <div data-bbox="268 1283 1417 1648" data-label="Complex-Block"><p>You are here: Home / Grant Agreements / Grant Agreement details</p><div data-bbox="284 1323 496 1547"><p>Grant Agreement menu</p><ul style="list-style-type: none">OverviewDocumentsVariationsContacts</div><div data-bbox="564 1330 1406 1473"><p>Agreement details</p><table border="1"><tbody><tr><td>Schedule ID: 4-H070FA2</td><td>Type: Standard Funding Agreement</td></tr><tr><td>Start date: 1/09/2022</td><td>Completion date: 30/09/2024</td></tr><tr><td>Program name: Financial Crisis and Material Aid</td><td>Department: Department of Social Services</td></tr><tr><td>Organisation name: Training Group 2022</td><td>Organisation ID: 4-GXAVJL</td></tr></tbody></table></div><div data-bbox="564 1496 1406 1637"><p>Grant Activities</p><p>The Grant Activities listed below are covered by the Grant Agreement detailed above.</p><table border="1"><thead><tr><th>Activity ID</th><th>Activity name</th><th></th></tr></thead><tbody><tr><td>4-H070FFW</td><td>Activity Training Title</td><td>View</td></tr></tbody></table></div></div>	Schedule ID: 4-H070FA2	Type: Standard Funding Agreement	Start date: 1/09/2022	Completion date: 30/09/2024	Program name: Financial Crisis and Material Aid	Department: Department of Social Services	Organisation name: Training Group 2022	Organisation ID: 4-GXAVJL	Activity ID	Activity name		4-H070FFW	Activity Training Title	View														
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Activity ID	Activity name																												
4-H070FFW	Activity Training Title	View																											
17	<p>From the Grant Agreement menu, select Contacts.</p>																												

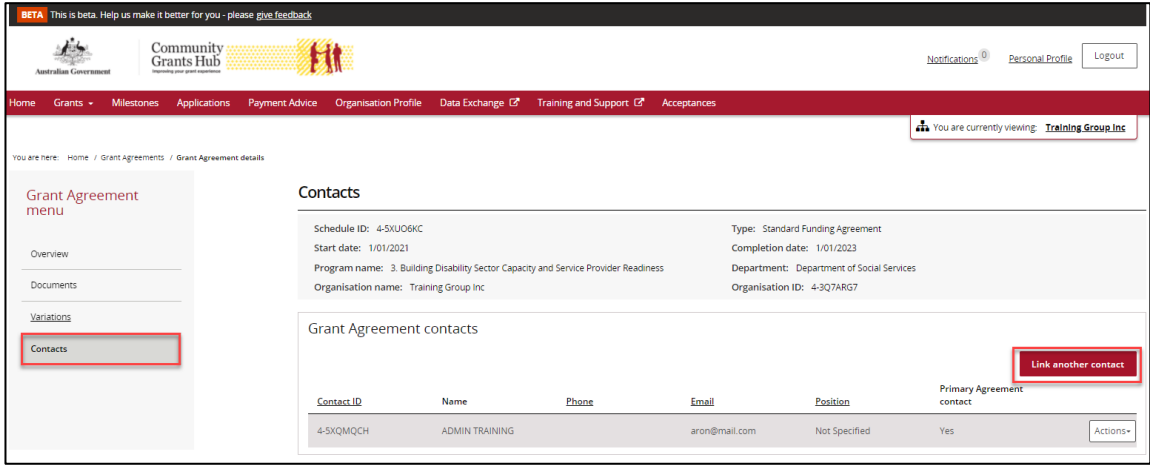
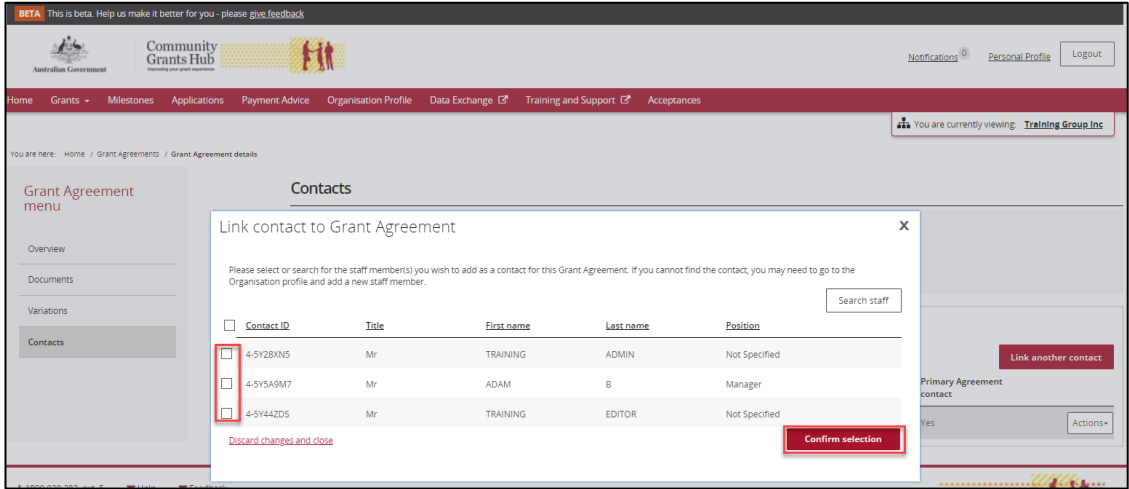



Step	Action												
	 <p>The screenshot shows a 'Grant Agreement menu' on the left with options: Overview, Documents, Variations, and Contacts. The 'Contacts' option is highlighted with a red box. The main area shows 'Agreement details' for Schedule ID: 4-GZZO0LR, Start date: 1/09/2022, Program name: Financial Crisis and Material Aid, Organisation name: Training Group 2022, Type: Standard Funding Agreement, Completion date: 30/09/2024, Department: Department of Social Services, and Organisation ID: 4-GXVAVJL. Below this is a 'Grant Activities' section with a table:</p> <table border="1"> <thead> <tr> <th>Activity ID</th> <th>Activity name</th> </tr> </thead> <tbody> <tr> <td>4-GZZO0LV</td> <td>Tiger Test Team</td> </tr> </tbody> </table> <p>A 'View' button is visible next to the activity row.</p>	Activity ID	Activity name	4-GZZO0LV	Tiger Test Team								
Activity ID	Activity name												
4-GZZO0LV	Tiger Test Team												
18	<p>The Contacts screen will display. This screen displays all contacts linked to the Grant Agreement.</p> <p>To add a contact through the Grant Agreements link/tile, proceed to step 19.</p> <p>To remove a contact through the Grant Agreements link/tile, proceed to step 25.</p>  <p>The screenshot shows the 'Contacts' screen. The 'Grant Agreement menu' on the left has 'Contacts' highlighted with a red box. The main area shows 'Agreement details' (same as above) and a 'Grant Agreement contacts' table:</p> <table border="1"> <thead> <tr> <th>Contact ID</th> <th>Name</th> <th>Phone</th> <th>Email</th> <th>Position</th> <th>Primary Agreement contact</th> </tr> </thead> <tbody> <tr> <td>4-GZOLB85</td> <td>GRP TRN1</td> <td>02 3232 3232</td> <td>uat1dss@dss.fms.gov.au</td> <td>Not Specified</td> <td>Yes</td> </tr> </tbody> </table> <p>A 'Link another contact' button is in the top right, and an 'Actions-' dropdown is in the bottom right of the table.</p>	Contact ID	Name	Phone	Email	Position	Primary Agreement contact	4-GZOLB85	GRP TRN1	02 3232 3232	uat1dss@dss.fms.gov.au	Not Specified	Yes
Contact ID	Name	Phone	Email	Position	Primary Agreement contact								
4-GZOLB85	GRP TRN1	02 3232 3232	uat1dss@dss.fms.gov.au	Not Specified	Yes								

Adding a Grant Agreement Contact through the Grant Agreements link/tile

Step	Action
19	<p>To add a contact to a Grant Agreement, select Contacts from the Grant Agreement menu, then click on Link another contact.</p>

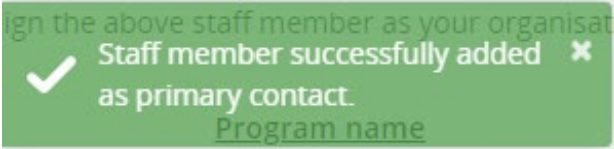



Step	Action
	
20	<p>A list of contacts for the organisation will display. Click on the box next to the staff member(s) you want to add as a contact for the Grant Agreement and then click on the Confirm selection button.</p> 
21	<p>If the change is successful, a message will temporarily display on screen confirming the change was successful and the contact will be listed on the Contacts screen under Grant Agreement contacts.</p> <p><i>Successful message – adding contact to Grant Agreement</i></p> 



Step	Action																					
	<p>Your contact has now been added to the Grant Agreement.</p> <div data-bbox="272 528 1422 824" style="border: 1px solid black; padding: 5px;"> <p>Contacts</p> <p>Schedule ID: 4-H40485K Type: Cwth Standard Grant Agreement Start date: 1/07/2022 Completion date: 30/11/2023 Program name: Financial Crisis and Material Aid Department: Department of Social Services Organisation name: Training Group 2022 Organisation ID: 4-GXWAVJL</p> <p>Grant Agreement contacts</p> <table border="1"> <thead> <tr> <th>Contact ID</th> <th>Name</th> <th>Phone</th> <th>Email</th> <th>Position</th> <th>Primary Agreement contact</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>4-GZ0LB8S</td> <td>GRP TRN1</td> <td>02 3232 3232</td> <td>uat1dss@dss.fms.gov.au</td> <td>Not Specified</td> <td>Yes</td> <td>Actions</td> </tr> </tbody> </table> <p style="text-align: right;">Link another contact</p> </div>	Contact ID	Name	Phone	Email	Position	Primary Agreement contact	Actions	4-GZ0LB8S	GRP TRN1	02 3232 3232	uat1dss@dss.fms.gov.au	Not Specified	Yes	Actions							
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4-GZ0LB8S	GRP TRN1	02 3232 3232	uat1dss@dss.fms.gov.au	Not Specified	Yes	Actions																
<p>22</p>	<p>To update the contact as the primary contact, select Actions and then select Assign as the primary contact.</p> <p>Note: There will be a Yes under the Primary Agreement contact column for the contact who is listed as the primary contact.</p> <div data-bbox="272 1072 1422 1520" style="border: 1px solid black; padding: 5px;"> <p>Home Grants Milestones Applications Payment Advice Organisation Profile Data Exchange Training and Support Acceptances</p> <p>You are currently viewing: Training Group 2022</p> <p>You are here: Home / Grant Agreements / Grant Agreement details</p> <p>Grant Agreement menu</p> <ul style="list-style-type: none"> Overview Documents Variations Contacts <p>Contacts</p> <p>Schedule ID: 4-H0E0IE0 Type: Cwth Standard Grant Agreement Start date: 1/07/2022 Completion date: 30/09/2024 Program name: Financial Crisis and Material Aid Department: Department of Social Services Organisation name: Training Group 2022 Organisation ID: 4-GXWAVJL</p> <p>Grant Agreement contacts</p> <table border="1"> <thead> <tr> <th>Contact ID</th> <th>Name</th> <th>Phone</th> <th>Email</th> <th>Position</th> <th>Primary Agreement contact</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>4-GZ0LB8S</td> <td>GRP TRN1</td> <td>02 3232 3232</td> <td>uat1dss@dss.fms.gov.au</td> <td>Not Specified</td> <td>Yes</td> <td>Actions</td> </tr> <tr> <td>4-GYWERR</td> <td>RAYMOND HOLT</td> <td></td> <td>uatdss@dss.fms.gov.au</td> <td>Senior Manager</td> <td>No</td> <td>Actions</td> </tr> </tbody> </table> <p style="text-align: right;">Link another contact</p> <p style="text-align: right;">Assign as the primary contact</p> <p style="text-align: right;">Remove contact from Agreement</p> </div>	Contact ID	Name	Phone	Email	Position	Primary Agreement contact	Actions	4-GZ0LB8S	GRP TRN1	02 3232 3232	uat1dss@dss.fms.gov.au	Not Specified	Yes	Actions	4-GYWERR	RAYMOND HOLT		uatdss@dss.fms.gov.au	Senior Manager	No	Actions
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<p>23</p>	<p>When you select Assign as the primary contact, a confirmation message will display asking you to confirm the change of the primary contact by selecting Continue.</p> <p>Select Continue to confirm the change of primary contact.</p> <p>Note: you can select Discard changes and return to cancel the change.</p> <div data-bbox="272 1845 1422 2018" style="border: 1px solid black; padding: 5px;"> <p>Confirm change of primary contact X</p> <p>By clicking 'Continue' below you declare that you as an authorised individual are changing the contact person for this grant agreement, and that this will constitute a change to the grantee's representative for this agreement.</p> <p>Discard changes and return Continue</p> </div>																					

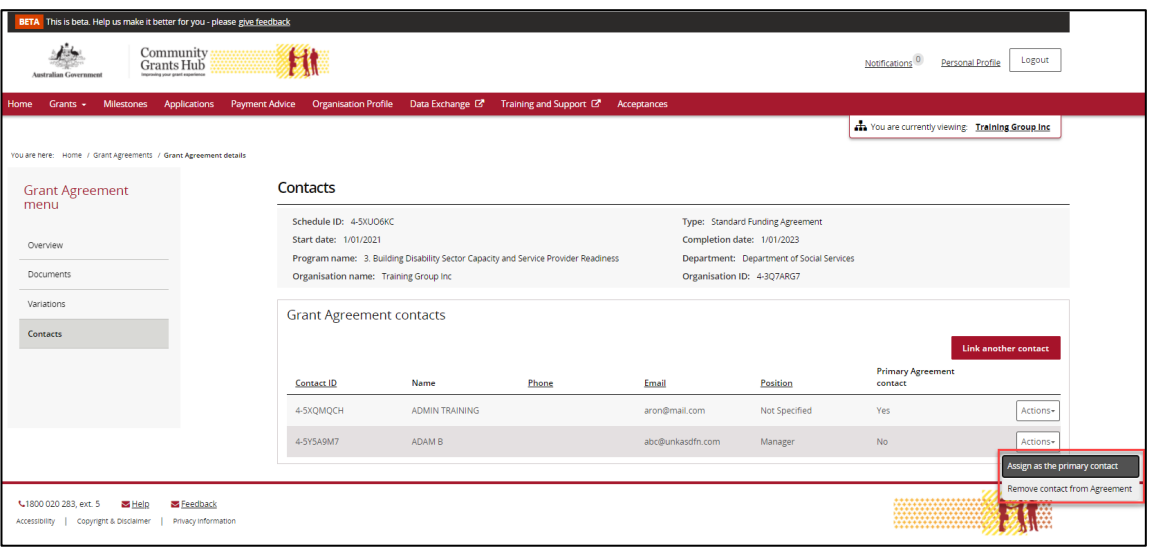
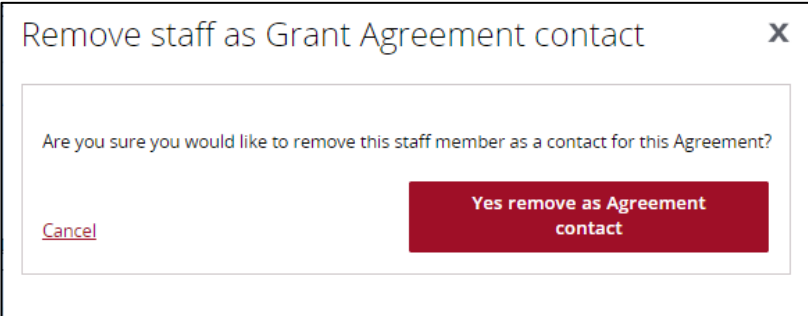
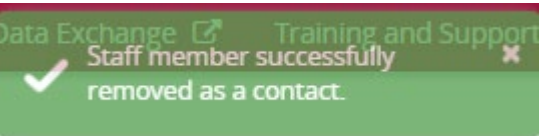


Step	Action
24	<p>If the change is successful, a message will temporarily display on screen confirming the change was successful and the contact will be listed on the Contacts screen under Grant Agreement contacts with a Yes for Primary Agreement Contact.</p> <p>A message will temporarily display on screen confirming the change was successful.</p> <p><i>Successful message - changing primary contact</i></p>  <p>Your contact has now been updated as the primary contact.</p> 

Removing a Grant Agreement Contact through the Grant Agreements link/tile

Step	Action
25	<p>To remove a contact from a Grant Agreement, select Contacts from the Grant Agreement menu, then select the Actions button next to the contact and select Remove contact from Agreement.</p>



Step	Action																					
	 <p>The screenshot shows the 'Community Grants Hub' interface. At the top, there is a 'BETA' notice and a 'Help us make it better for you - please give feedback' link. The navigation bar includes 'Home', 'Grants', 'Milestones', 'Applications', 'Payment Advice', 'Organisation Profile', 'Data Exchange', 'Training and Support', and 'Acceptances'. The user is currently viewing 'Training Group Inc'. The main content area shows 'Grant Agreement details' with a 'Contacts' section. The 'Contacts' section includes a table with the following data:</p> <table border="1"><thead><tr><th>Contact ID</th><th>Name</th><th>Phone</th><th>Email</th><th>Position</th><th>Primary Agreement contact</th><th>Actions</th></tr></thead><tbody><tr><td>4-5XQM0CH</td><td>ADMIN TRAINING</td><td></td><td>aron@mail.com</td><td>Not Specified</td><td>Yes</td><td>Actions-</td></tr><tr><td>4-5YSA9M7</td><td>ADAM B</td><td></td><td>abc@unkasdfn.com</td><td>Manager</td><td>No</td><td>Actions-</td></tr></tbody></table> <p>A red box highlights the 'Remove contact from Agreement' button in the 'Actions' column for the contact 'ADAM B'. Other buttons visible include 'Link another contact', 'Assign as the primary contact', and 'Remove contact from Agreement'.</p>	Contact ID	Name	Phone	Email	Position	Primary Agreement contact	Actions	4-5XQM0CH	ADMIN TRAINING		aron@mail.com	Not Specified	Yes	Actions-	4-5YSA9M7	ADAM B		abc@unkasdfn.com	Manager	No	Actions-
Contact ID	Name	Phone	Email	Position	Primary Agreement contact	Actions																
4-5XQM0CH	ADMIN TRAINING		aron@mail.com	Not Specified	Yes	Actions-																
4-5YSA9M7	ADAM B		abc@unkasdfn.com	Manager	No	Actions-																
26	<p>The message box below will display asking for confirmation to remove the contact from the Grant Agreement. Click on Yes remove as Agreement contact to remove the contact.</p> <p>Note: you can select Cancel to not progress with the change.</p>  <p>The dialog box is titled 'Remove staff as Grant Agreement contact' and contains the text: 'Are you sure you would like to remove this staff member as a contact for this Agreement?'. There are two buttons: 'Cancel' and 'Yes remove as Agreement contact'.</p>																					
27	<p>If the change is successful, a message will temporarily display on screen confirming the change was successful and the Grant Agreement will be removed from the Contacts screen under Grant Agreement contacts.</p>  <p>The success message box is green and contains the text: 'Staff member successfully removed as a contact.' with a checkmark icon.</p> <p>Your contact has now been removed from the Grant Agreement.</p>																					



Step	Action												
	<div data-bbox="268 472 1402 880"><p>Home Grants Milestones Applications Payment Advice Organisation Profile Data Exchange Training and Support Acceptances</p><p>You are currently viewing: Training Group 2022</p><p>You are here: Home / Grant Agreements / Grant Agreement details</p><p>Grant Agreement menu</p><ul style="list-style-type: none">OverviewDocumentsVariationsContacts<p>Contacts</p><p>Schedule ID: 4-H0E01E0 Type: Cwltw Standard Grant Agreement Start date: 1/07/2022 Completion date: 30/09/2024 Program name: Financial Crisis and Material Aid Department: Department of Social Services Organisation name: Training Group 2022 Organisation ID: 4-GXWAVJL</p><p>Grant Agreement contacts</p><p>Link another contact</p><table border="1"><thead><tr><th>Contact ID</th><th>Name</th><th>Phone</th><th>Email</th><th>Position</th><th>Primary Agreement contact</th></tr></thead><tbody><tr><td>4-GZ0LB94</td><td>GRP TRN3</td><td>02 3232 3232</td><td>uat3dss@dss.fms.gov.au</td><td>Not Specified</td><td>Yes</td></tr></tbody></table><p>Actions</p></div>	Contact ID	Name	Phone	Email	Position	Primary Agreement contact	4-GZ0LB94	GRP TRN3	02 3232 3232	uat3dss@dss.fms.gov.au	Not Specified	Yes
Contact ID	Name	Phone	Email	Position	Primary Agreement contact								
4-GZ0LB94	GRP TRN3	02 3232 3232	uat3dss@dss.fms.gov.au	Not Specified	Yes								
	<p>The following error message will appear on the top of the page if the contact is a primary contact for the Grant Agreement. You will need to assign a new primary contact to the Grant Agreement before removing the existing primary contact. The system will not allow the removal of the primary contact without a replacement.</p> <div data-bbox="272 1077 1426 1184"><p>! There are error(s) on the page</p><p>Primary contacts cannot be removed. To remove the staff member as a contact for this Agreement, change the primary contact to another staff member first.</p></div>												

Need Help?

For further assistance, contact the Grant Recipient Portal Helpdesk:

Email: GRP.Helpdesk@communitygrants.gov.au

Phone: 1800 020 283 (Option 5)

Operating Hours: Monday to Friday 9:00am – 5:00pm (AEST/AEDT)