

Creating Organization Contacts

Quick Reference Guides (QRGs) provide step-by-step instructions to assist you in using the Non-Disaster Grants (ND Grants) system. This QRG describes how to add contacts to an organization.

Introduction

An organization is a recipient's profile within ND Grants, which allows recipients to create and manage their awards and applications. The Federal Emergency Management Agency (FEMA) requests that all applicants provide their organization's contact information. When creating organization contacts, please note that:

- Organizations you belong to will be listed on the *Organization Administration* page
- If you are the Organization Administrator, you can add contacts to the organization and update user roles within the organization
- The Organization Administrator will see the **Update Organization** icon in the Action column on the *Organization Administration* page
- If you are not the Organization Administrator, you can view the organization details by clicking on the **Organization Legal Name** link on the *Organization Administration* page

Please note that an organization's contacts are not ND Grants users. Without an ND Grants account, they will not have system privileges. Refer to the ND Grants User Roles Quick Reference Guide for additional information.

Prerequisites

To add contacts to an organization:

- You must be an ND Grants user
- You must be the Organization Administrator

Step 1

Under the Administration dropdown, click the **Organizations** link to view the *Organization Administration* page.

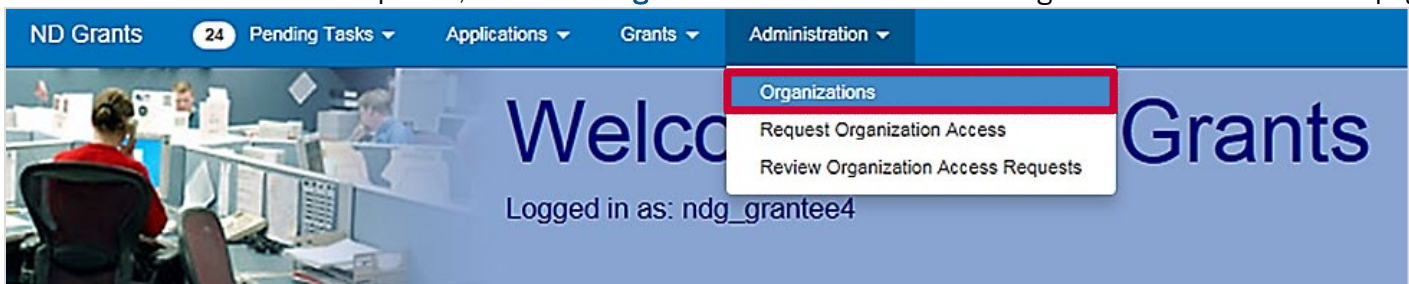


Figure 1. Open the Administration dropdown from the ND Grants homepage



Step 2

Click the **Update Organization** icon in the Action column to add a contact. This will open the *Update Organization* page.

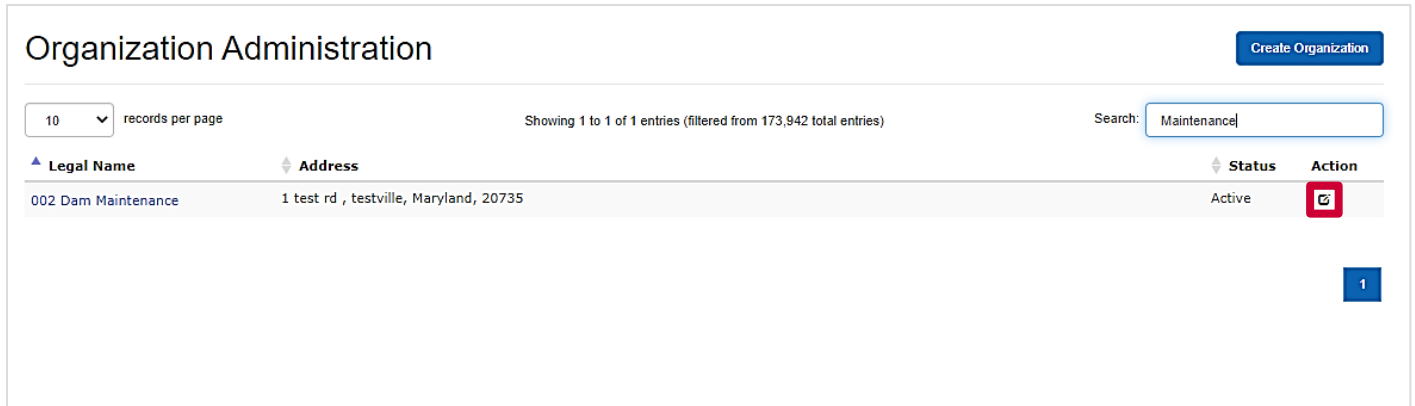


Figure 2. Click the **Update Organization** icon to update organization information

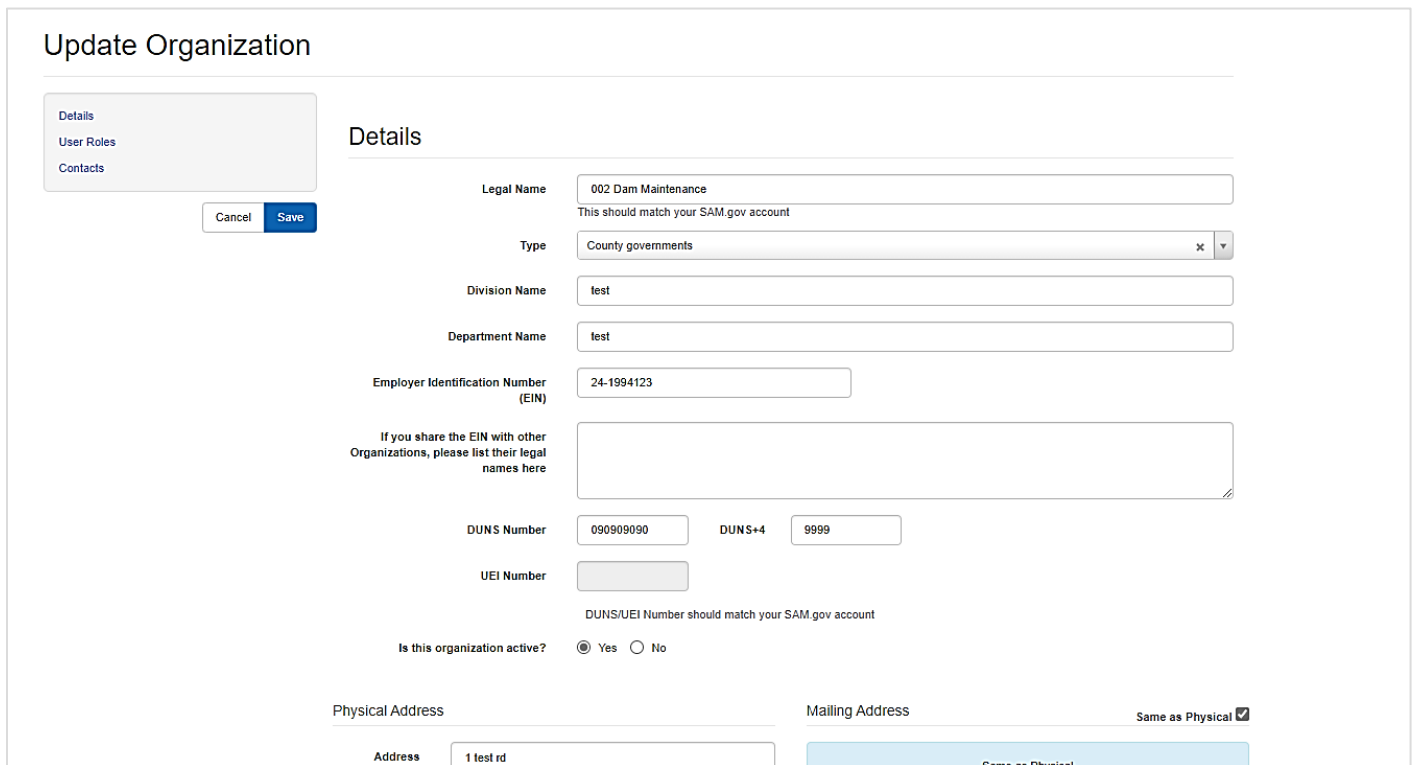


Figure 3. Review organization details from the *Update Organization* page

Note

- When adding a contact, do not add a current ND Grants user as a contact. The contact information for current ND Grants users is listed in the User Roles section of the *Update Organization* page

Step 3

From the *Update Organization* page, click the [Create Contact](#) button and complete all required fields. Then click the [Ok](#) button.



Contact	Email	Primary Phone Number	Action
Testington, Test	test@test.com	202-555-1234	 

Figure 4. Click the [Create Contact](#) button to create a new contact

Create Contact ✕

First Name

Middle Name

Last Name

Prefix **Suffix**

Title

Email

Figure 5. Complete the fields to enter new contact information

Country ✕ ▼

ZIP **Zip-4**

Figure 6. Click the [Ok](#) button to save the new contact

Step 4

From the *Update Organization* page, click the **Save** button to save the updates to the organization details and the new contact.

The screenshot shows the 'Update Organization' form. On the left, there is a sidebar with 'Details' selected, and 'Cancel' and 'Save' buttons. The main form area is titled 'Details' and contains the following fields:

- Legal Name:** 002 Dam Maintenance (Note: This should match your SAM.gov account)
- Type:** County governments
- Division Name:** test
- Department Name:** test
- Employer Identification Number (EIN):** 24-1994123
- If you share the EIN with other Organizations, please list their legal names here:** (Empty text area)
- DUNS Number:** 090909090
- DUNS+4:** 9999
- UEI Number:** (Empty text area)
- DUNS/UEI Number should match your SAM.gov account**
- Is this organization active?:** Yes No
- Physical Address:** Address: 1 test rd
- Mailing Address:** Same as Physical

Figure 7. Click the **Save** button to finalize all contact changes

Questions?

For additional assistance, please contact the ND Grants Service Desk. For programmatic or grants management questions, please contact your FEMA Program Manager or Grants Specialist.

Monday – Friday | 9:00 a.m. – 6:00 p.m. E.T. | 1-800-865-4076 | NDGrants@fema.dhs.gov