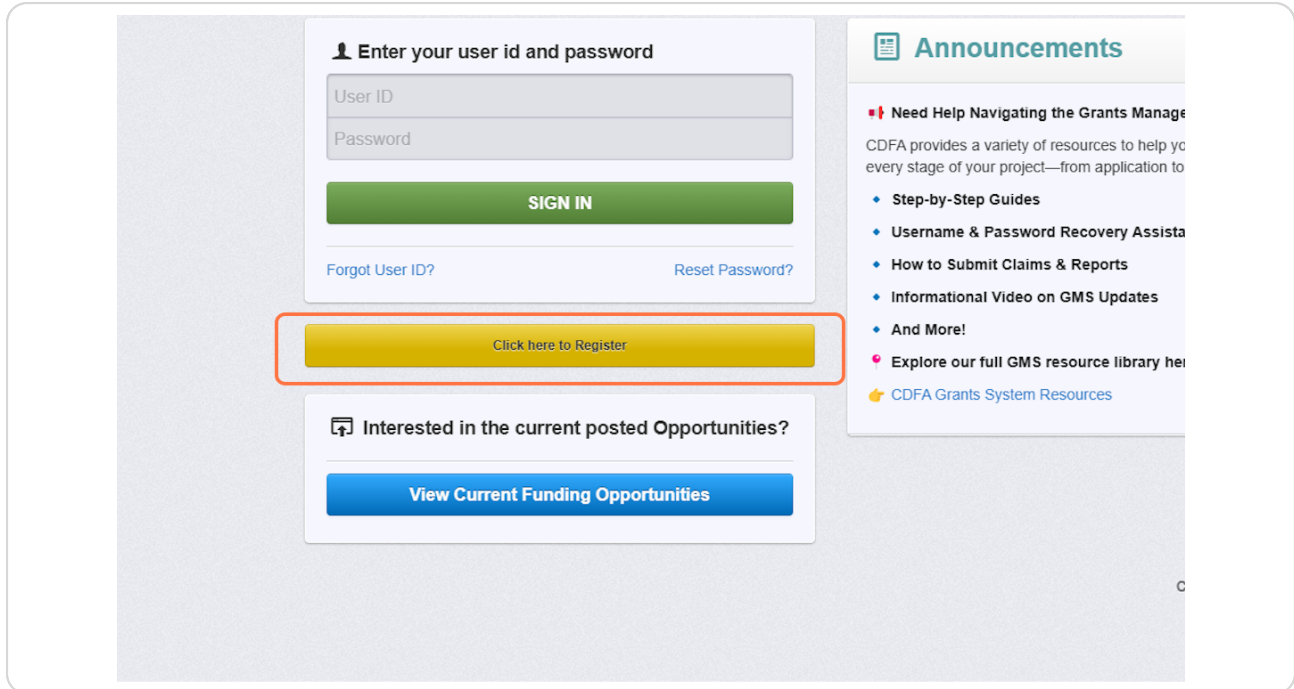


 **Navigate to the GMS Online Portal:**  
**<https://www.nhcdfragrants.org/>**

---

**STEP 1**

**Click on "Click here to Register"**



**STEP 2**

**Note that registrations must be completed within 10 minutes once they are started. If you take longer than 10 minutes the connection will timeout and you will need to restart.**

### STEP 3

## Enter Personal Information

Personal information is used to create your account in GMS. Any individual should have a single account in GMS even if they are part of multiple organizations. Once your account is created you can be associate to additional organizations as needed by reaching out to Priscilla Baez ([pbaez@nhcdfa.org](mailto:pbaez@nhcdfa.org)).

All required fields are shown with a Red Asterisk \*

### Personal Contact Information

Please note that fields in red font with an asterisk indicates a required field. Any non-required, bla

Salutation:

Name\*:

First Name Middle Name Last Name

Title:

Email\*:

Address\*:

Address Line 2:

## STEP 4

### Enter Organization Information

Organization information helps us make sure that your user account is associated with the correct organization profile in GMS. If you are the first person in this organization to register for GMS we will use this information to set up your organization profile in our database.

#### Organization Information

**Name\*:**

**Organization Type\*:**

**Tax Id:**

Make sure to include https:// prior to your web address. For example we are looking for <https://www.google.com> not [www.google.com](http://www.google.com)

**Organization Website:**

**Year Founded:**

**Fiscal Year End:**

**Address\*:**

City State/Province Postal Code/Zip

## STEP 5

### Complete Captcha


Once all required fields have been filled out please complete the Captcha

representative such as a town manager, town finance representative, Select Board, or some

**Authorized Official\*:**

**Authorized Official Email Address\*:**

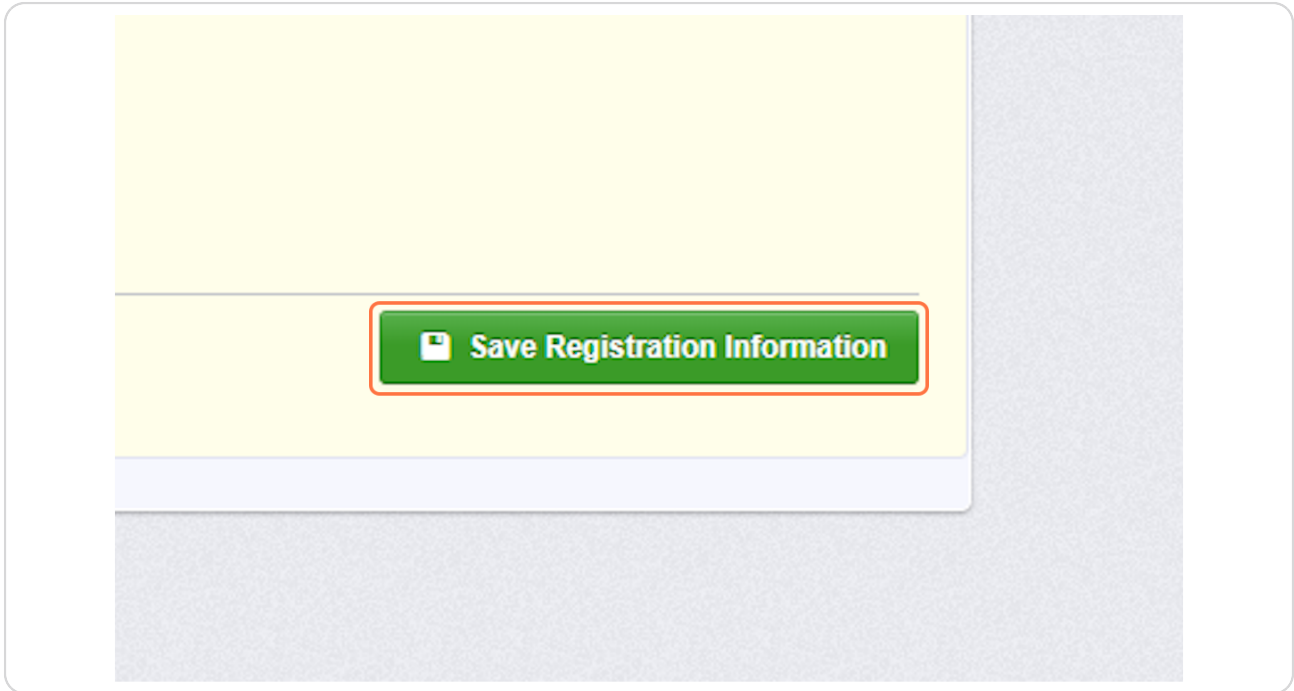
**Captcha\*:**  I'm not a robot

 reCAPTCHA  
Privacy - Terms

## STEP 6

### Click on Save Registration Information

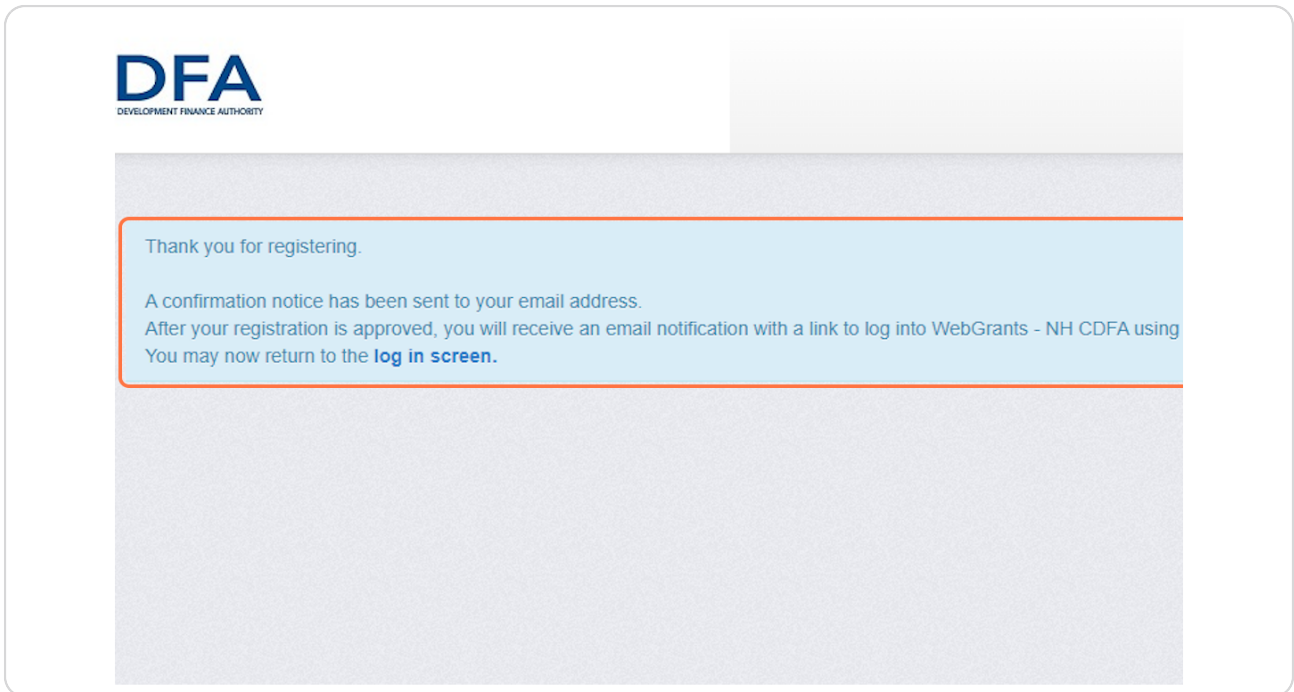
Once the Captcha has been completed select "Save Registration Information" in the bottom right corner.



## STEP 7

### Registration Confirmation

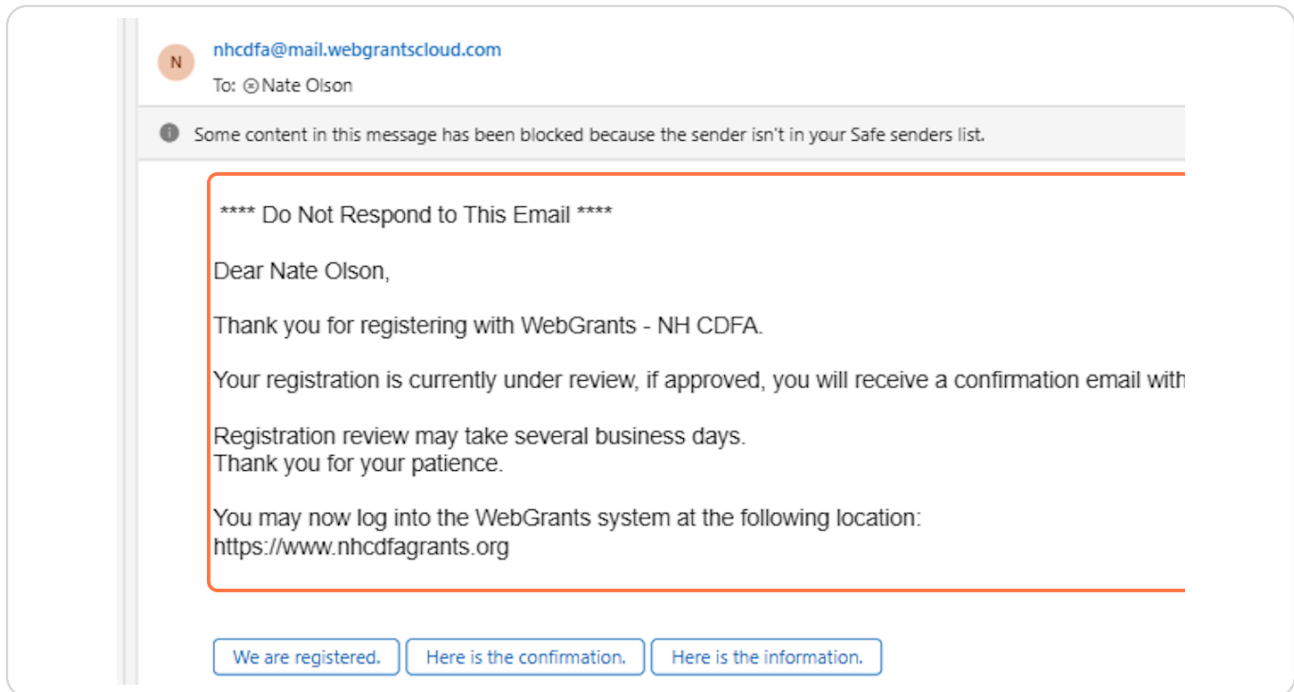
You will receive a confirmation of your registration with the message that an alert notification has been sent to your email address.



## STEP 8

### **Confirmation Email**

You will receive an email from [nhcdfa@mail.webgrantscloud.com](mailto:nhcdfa@mail.webgrantscloud.com) confirming your registration was received and is under review. Registrations can take up to 2 business days to be approved.



## STEP 9

### **Registration Questions**

Please direct any registration questions to Priscilla Baez ([pbaez@nhcdfa.org](mailto:pbaez@nhcdfa.org))