

# Community Development Finance Authority Grants Management System (GMS) Account Access Form



## Instructions:

- Use this form to request GMS access for new users or to modify access for existing users.
- The person requesting access must be registered as a GMS user before associations can be made.
- Grant IDs and Application IDs can be found in GMS. If you need help locating these, contact CDFA staff.
- Any current GMS user associated with the requested grants/applications may sign the authorization section.
- Please allow two business days for account updates after submission.

## Section 1: GMS User Information

*(Complete this section with information for the user who needs access)*

Name:

Email:

Job Title:

## Section 2: Organization Information

*(Organization managing the grants/applications)*

Name:

Address:

Phone:

## Section 3: Access Details

### **Grant Access:**

All active grants for this organization

OR list specific Grant IDs (separate multiple IDs with commas):

### **Application Access:**

All active applications for this organization

OR list specific Application IDs (separate multiple IDs with commas):

## Section 4: Special Instructions

*(Use this section for special requests, such as removing a user's access to specific grants or removing a user from an organization entirely)*

## Section 5: Authorization

Any current GMS user associated with these grants/applications may sign below:

Signature: \_\_\_\_\_

Date:

Print Name:

Job Title:

Email:

### **Submit completed form to:**

Felicity Winters

Email: [fwinters@nhcdfa.org](mailto:fwinters@nhcdfa.org)

*Please allow two business days for account updates after submission.*