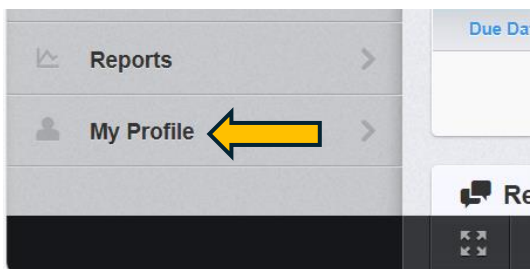


Adding a contact to your organization in WebGrants

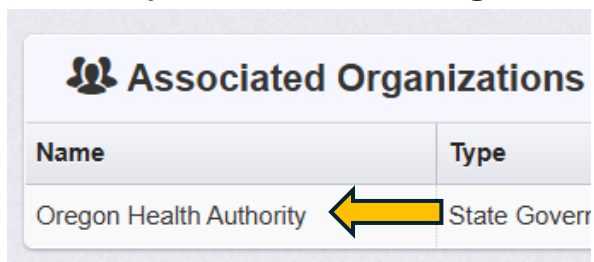
Tier 1 - Add Organization Contact

Tier 1 organization contacts will receive the grant newsletter and other email updates. They will not have access to view or edit the grant in WebGrants. To give an Organization Contact access to view and edit your grant, follow the steps in both Tier 1 and 2.

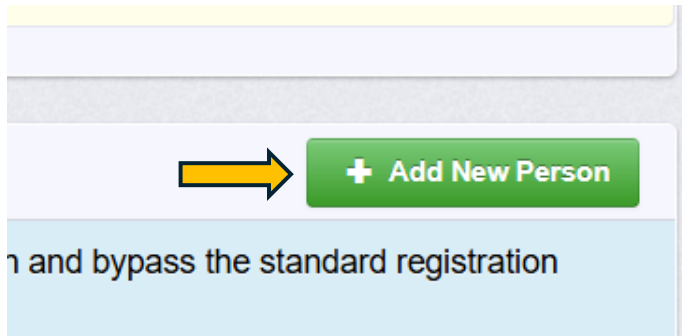
1. [Sign in to Webgrants](#).
2. Go to the **My Profile** tab.



3. Click on your **Associated Organization**.



4. Click on green **Add New Person** button about halfway down the screen.



5. Add the new contact information, click **Save Person Information**.

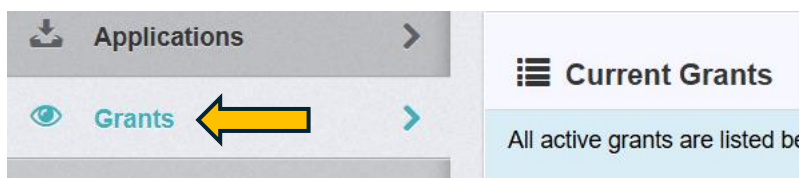
Giving an organization contact access to edit grants in WebGrants

Tier 2 – Organization Contact with WebGrants editing access

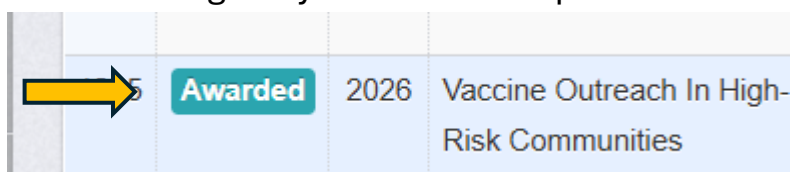
Tier 2 organization contacts will receive grant newsletters and other updates; have access to grant information and reporting; and grant editing privileges.

Important Note: This step allows the contact to view all grant components and make edits.

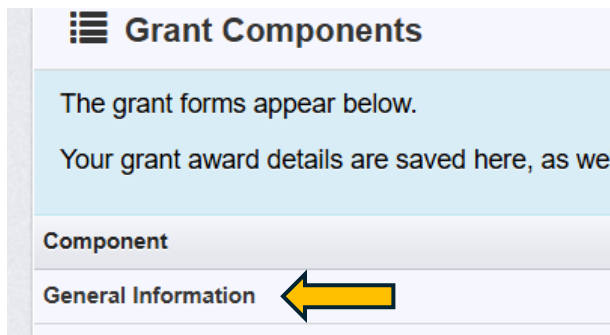
1. Go to the **Grants** tab.



2. Click on the grant you will link the person to.



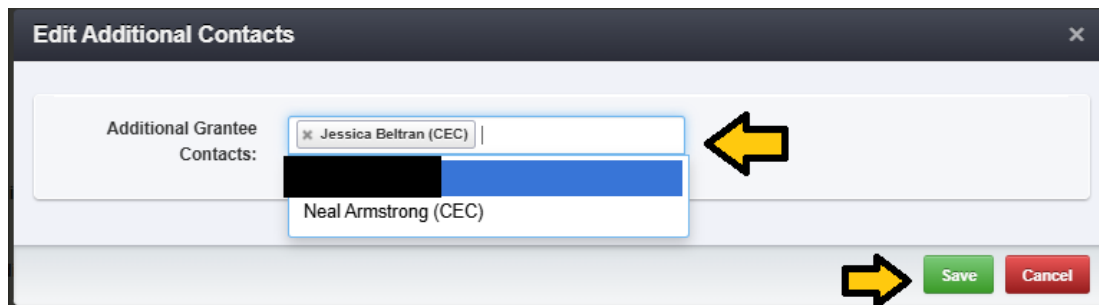
3. Under Grant Components, select **General Information**.



4. Select **Edit Additional Contacts**.



5. A pop-up box will appear. Click into the “Additional Grantee Contacts:” box, scroll and select additional contact you are adding, click save.



For questions, please contact
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