

Updating 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 update contacts in an ND Grants organization.

Introduction

An organization serves as 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 updating organization contacts, please note that:

- The *Organization Administration* page lists organizations you belong to
- If you are the Organization Administrator, you can update 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 QRG for additional information.

Prerequisites

To update organizational contacts:

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

Step 1

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

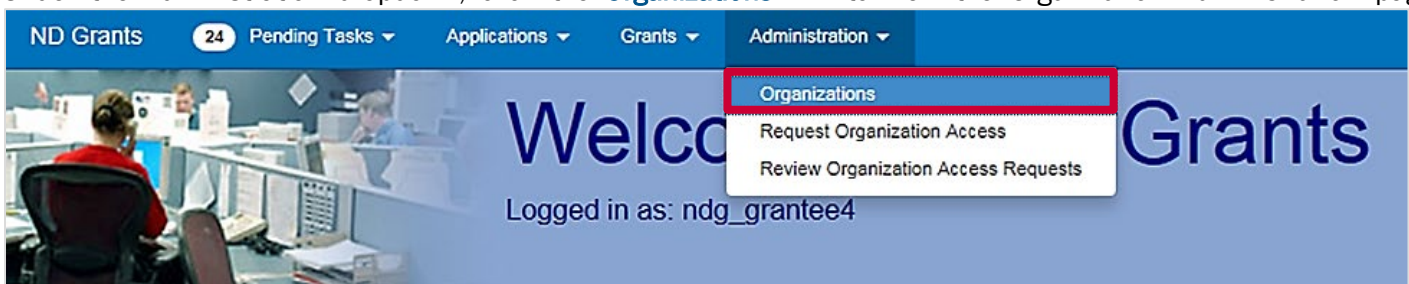


Figure 1. Open the Administration dropdown from the ND Grants homepage



FEMA

Step 2

Search for the organization in the search box, then click the **Update Organization** icon in the Action column. This will open the *Update Organization* detail page.

The screenshot shows the 'Organization Administration' interface. At the top right is a 'Create Organization' button. Below the header, there is a search box containing 'Maintenance|'. The table below has columns for 'Legal Name', 'Address', 'Status', and 'Action'. One row is visible with the following data:

Legal Name	Address	Status	Action
002 Dam Maintenance	1 test rd , testville, Maryland, 20735	Active	

At the bottom right of the table area, there is a blue box with the number '1'.

Figure 2. Click the **Update Organization** icon to open 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, navigate to the Contacts section and click the **Update Contact** button in the Action column. Edit the contact as necessary and click the **Ok** button.



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

Figure 3. Click the **Update Contact** button to edit a contact

Country	UNITED STATES x v		
ZIP	20735	Zip-4	9999
			<input type="button" value="Cancel"/> <input type="button" value="Ok"/>

Figure 4. Click the **Ok** button to save the changes to the contact

Note

- The system will show an error prompt if information is missing. If a field has “this field is required” in red, further information must be added

Step 4

The *Update Organization* page will include the new contact. Click the [Save](#) button to complete the update.

Contact	Email	Primary Phone Number	Action
Training, ND Grants	training@1234.com	123-456-1234	
Trainee, ND Grants	trainee@1234.com	555-666-7777	

[Create Contact](#)

Figure 5. The new contact will appear in the *Contacts* section of the *Update Organization* page

Organization successfully saved ×

Update Organization

- Details
- User Roles
- Contacts

[Cancel](#) [Save](#)

Details

Figure 6. Click the [Save](#) button to save the changes to the organization

Step 5

To delete a contact, from the *Update Organization* page, click the [Trash](#) icon.

Contact	Email	Primary Phone Number	Action
Training, ND Grants	training@1234.com	123-456-1234	
Trainee, ND Grants	trainee@1234.com	555-666-7777	

[Create Contact](#)

Figure 7. To remove a contact, select the [Trash](#) icon

Step 6

The *Update Organization* page will no longer include the deleted contact. Click the **Save** button to complete the update.

Contact	Email	Primary Phone Number	Action
Training, ND Grants	training@1234.com	123-456-1234	<input type="checkbox"/> <input type="checkbox"/>

Figure 8. Confirm that the contact no longer appears on the *Update Organization* page

Organization successfully saved

Details

User Roles

Contacts

Cancel Save

Figure 9. Click the **Save** button to save the changes to the organization

Questions?

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