

# 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.

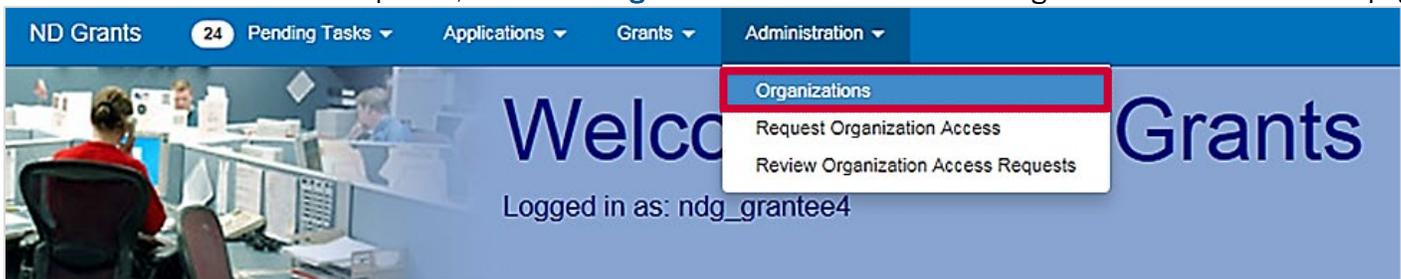


Figure 1. Open the Administration dropdown from the ND Grants homepage



## 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

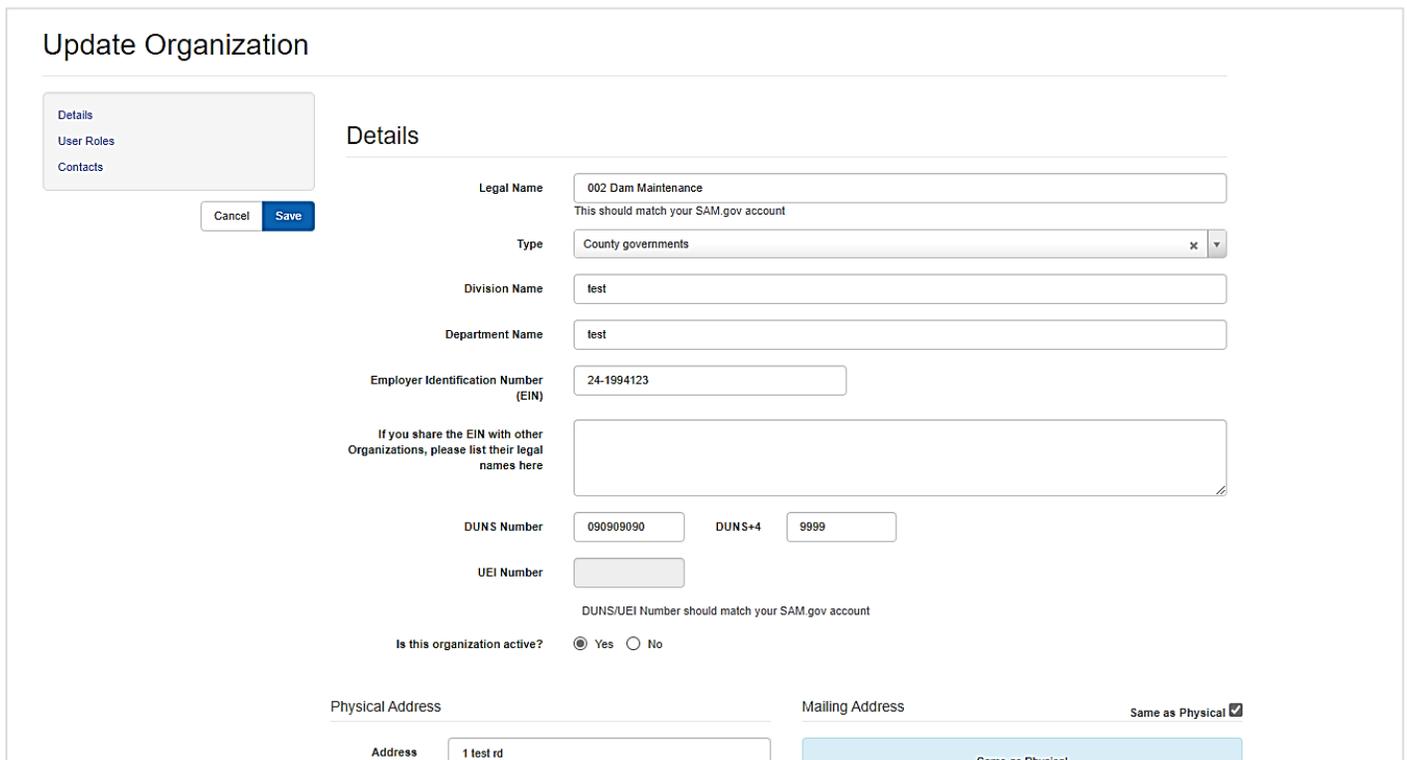


Figure 3. Review organization details from the *Update Organization* page

### 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	 

[Create Contact](#)

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 with the following fields and options:

- Navigation:** A sidebar on the left contains 'Details' (selected), 'User Roles', and 'Contacts'. Below it are 'Cancel' and 'Save' buttons.
- Section Header:** 'Details'
- Legal Name:** Text input field containing '002 Dam Maintenance'. A note below reads: 'This should match your SAM.gov account'.
- Type:** Dropdown menu showing 'County governments'.
- Division Name:** Text input field containing 'test'.
- Department Name:** Text input field containing 'test'.
- Employer Identification Number (EIN):** Text input field containing '24-1994123'.
- Shared EIN:** A note asks: 'If you share the EIN with other Organizations, please list their legal names here' followed by a large empty text area.
- DUNS Number:** Text input field containing '090909090'.
- DUNS+4:** Text input field containing '9999'.
- UEI Number:** Empty text input field.
- Match SAM.gov:** A note below the DUNS/UEI fields reads: 'DUNS/UEI Number should match your SAM.gov account'.
- Active Status:** Radio buttons for 'Is this organization active?' with 'Yes' selected.
- Address Section:**
  - Physical Address:** Text input field containing '1 test rd'.
  - Mailing Address:** Text input field containing 'Same as Physical'.
  - Checkbox:** 'Same as Physical' checkbox is checked.

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 Program Manager or Grants Specialist.

Monday – Friday | 9:00 a.m. – 6:00 p.m. EDT | 1-800-865-4076 | [NDGrants@fema.dhs.gov](mailto:NDGrants@fema.dhs.gov)