

## New User Registration

### Get Started as a New External User (First Time Accessing the GFMS iPortal)

This user guide will be applicable to the “**New**” External users only. External User Registration process consists of following steps:

#### Step 1: Navigate to GFMS link

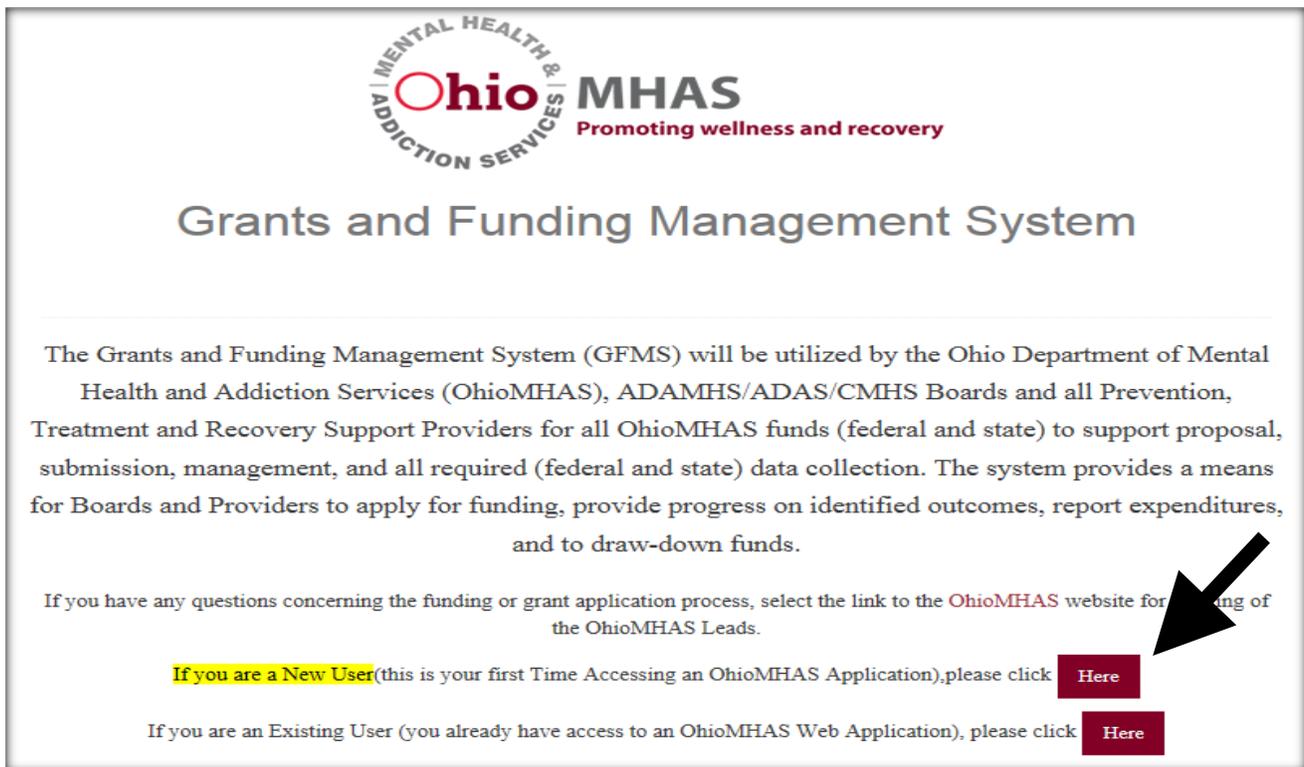
**Open** your browser and **Go** to <https://apps.mha.ohio.gov/GFMSWelcome/Welcome.html>>>Welcome Page will be displayed.

There may be some compatibility issues with Internet Explorer, so we suggest using Google Chrome or Firefox to access this application.

#### Step 2: Welcome Screen

When the user navigates to the “**Welcome**” screen, they will be provided two options: New User (first time accessing GFMS I-Portal) OR Existing User (you already have a user name and have accessed GFMS iPortal):

1. To create a User ID, please click on the “**Here**” button for a “**New User**”, displayed on the “Welcome” Screen, as highlighted below in the snapshot:



**OHIO MENTAL HEALTH & ADDICTION SERVICES**  
**Ohio MHAS**  
Promoting wellness and recovery

## Grants and Funding Management System

The Grants and Funding Management System (GFMS) will be utilized by the Ohio Department of Mental Health and Addiction Services (OhioMHAS), ADAMHS/ADAS/CMHS Boards and all Prevention, Treatment and Recovery Support Providers for all OhioMHAS funds (federal and state) to support proposal, submission, management, and all required (federal and state) data collection. The system provides a means for Boards and Providers to apply for funding, provide progress on identified outcomes, report expenditures, and to draw-down funds.

If you have any questions concerning the funding or grant application process, select the link to the OhioMHAS website for more information of the OhioMHAS Leads.

**If you are a New User**(this is your first Time Accessing an OhioMHAS Application),please click [Here](#)

If you are an Existing User (you already have access to an OhioMHAS Web Application), please click [Here](#)

 **Please Note: The person registering as the “New User” should be the Family and Children First (FCFC) Administrative Agent (AA) OR a representative authorized to act on behalf of the AA. The user will be responsible for reviewing and agreeing to the OhioMHAS Assurances and for the management of the funds. We encourage you to work in cooperation with your FCFC Council Coordinator/Director to submit this application.**

### Step 3: New User Registration

Select and enter the information as indicated per each field as displayed on the “External User Registration” screen, as highlighted below in the snapshot. Make sure you select the preloaded organization from the dropdown list in the “Organization Name” field (**DO NOT “CREATE ORGANIZATION”**). Complete the steps below to select and register with the correct Organization.

1. Enter your profile information (Fields with red asterisk \* are required fields)
2. Select your organization under the “**Organization Name**” dropdown
3. Click on the “**Submit**” button.



**Please Note: The Organization Name should be preloaded into the grant system and will be “your county name + FCFC” (i.e., ADAMS COUNTY FCFC, etc.). If your county FCFC opted to change AAs during the OFCF annual AA designation process, the user will see multiple listings for the county FCFC. The newly added organization will appear with a cap for the first letter of the county name and lower case for the remaining characters and the old organization will appear in all CAPS. Please make sure you select the organization (County FCFC) that list the AAs address that coincide with the fiscal year for which you are applying. The organization information should be listed with the legal address on file with Ohio Shared Services (OSS). If you do not find your county FCFC listed under the “Organizational Name” dropdown list, then please contact Tammy Payton at [tammy.payton@mha.ohio.gov](mailto:tammy.payton@mha.ohio.gov) or call 614-752-4044.**

External User Registration > Mental Health and Addiction Services iPortal

Salutation:

Title: \*

First Name: \*

Last Name: \*

Middle Name:

Email: \*

Phone (Office): \*

Phone (Office) Ext:

Phone (Mobile):

Organization Name: \*

If your Organization is not in the list please check the box and Add your Organization

### Step 4: Successfully Registered Screen

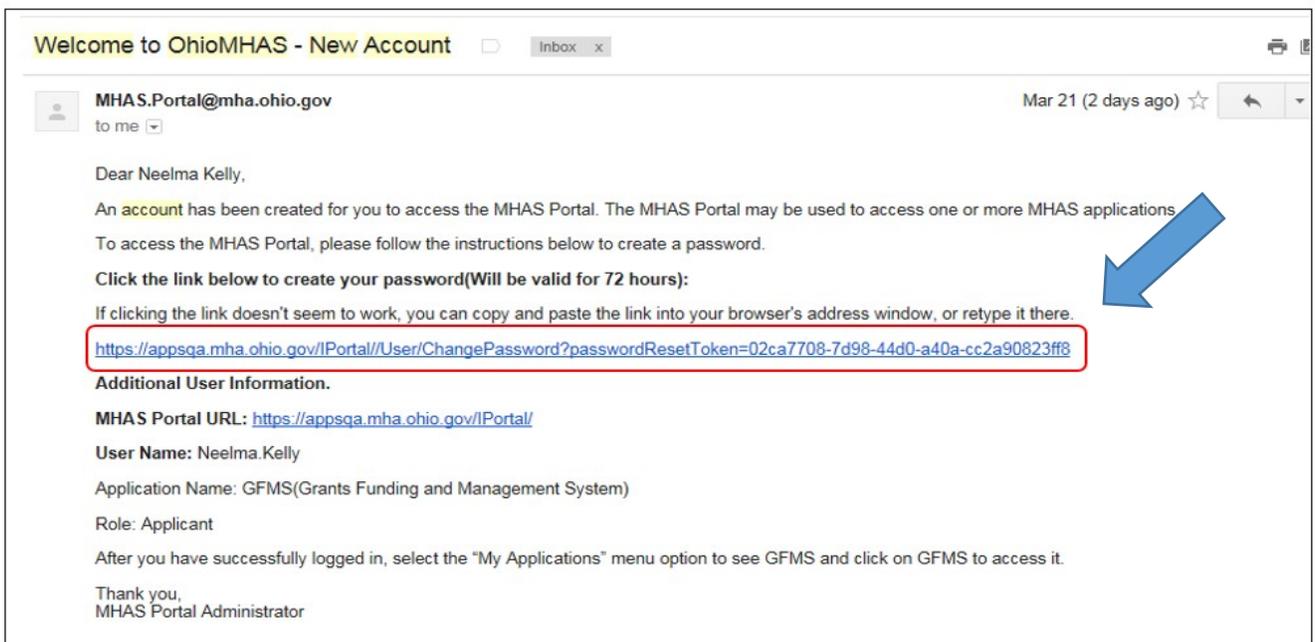
Clicking on the “**Submit**” button displayed on “External User Registration” screen, navigates you to “Successfully Registered” screen where you can view a message “Successfully Completed Registration” and informs you that you will be receiving a Welcome email from OhioMHAS, providing a link to create your password, as highlighted below in the snapshot:



### Step 5: Welcome to OhioMHAS New Account Email Notification- Navigate to Create a Password

The New External User will receive a welcome email notification from the GFMS Administrator indicating that an account has been created to access the MHAS Portal and will provide you with a User Name, as highlighted below in the snapshot.

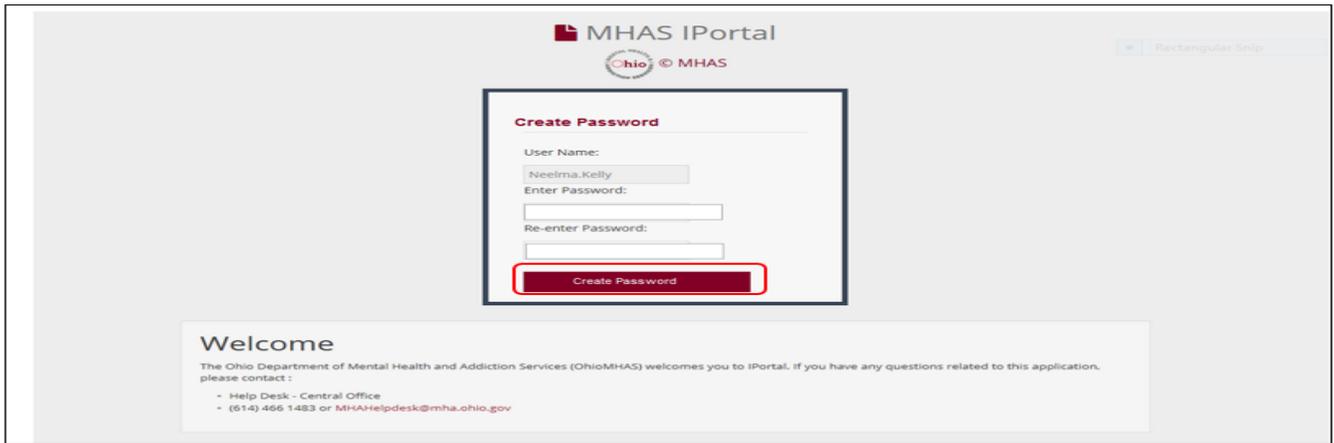
Click on the link provided in the email notification and you will be navigated to a screen that will prompt you to create a password.



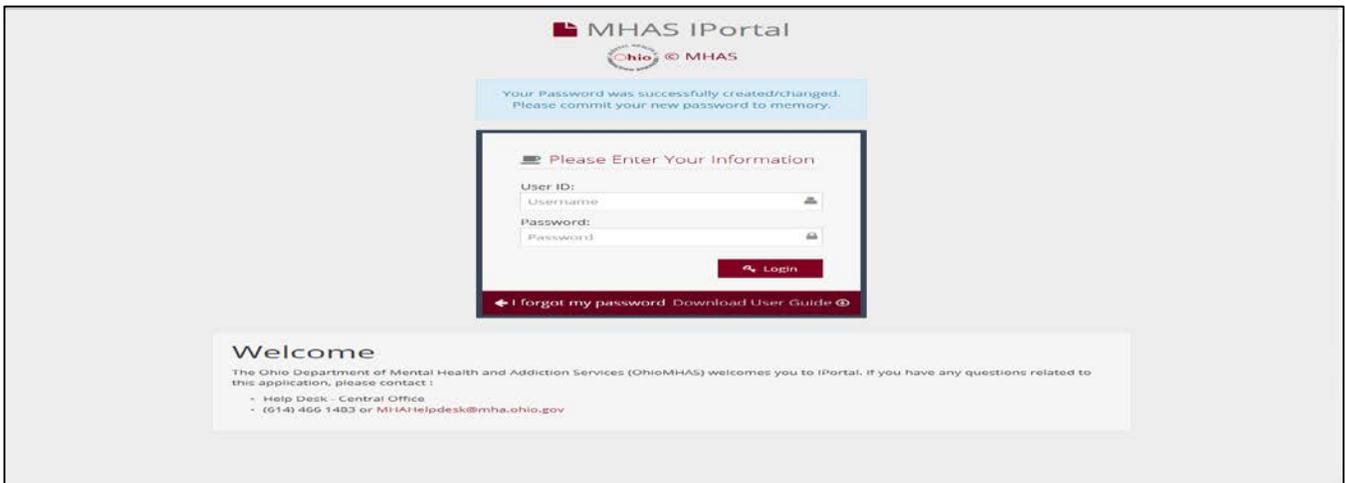
### Step 6: Create your Password

New External User will receive a welcome email notification from the GFMS Administrator indicating that an account has been created to access the GFMS iPortal. A link will be provided in the email to create a password, as highlighted below in the snapshot.

1. Enter your password on the basis of following defined Standard Password Requirements:
  - Password must be 8-20 characters' long
  - Password must contain at least one character from each of the following categories:
    - English letter (Aa-Zz)
    - Digits (0-9)
    - Special symbols (!#\$%\_)
2. Click on "**Create Password**"



4. An information message “**Your password is successfully created**” will be displayed and the user will be given the option to login to the GFMS iPortal as highlighted in the snapshot below:



5. Enter your login credentials and click on the “**Login**” button to move forward to the GFMS iPortal.