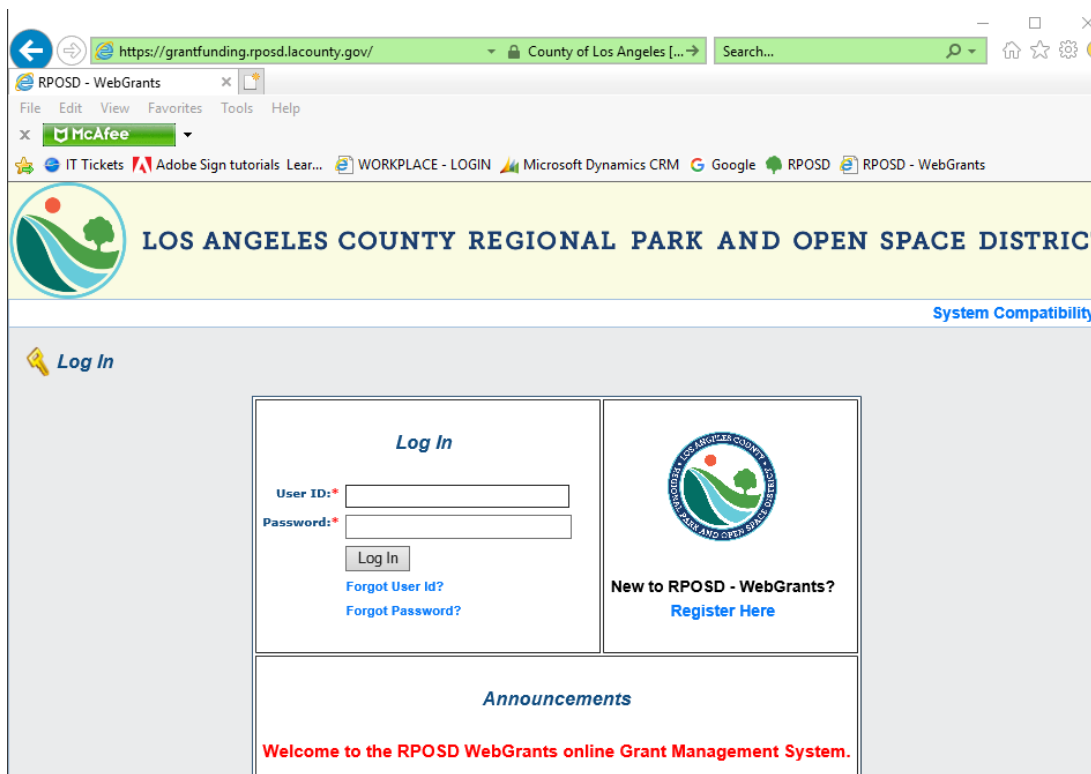


Uploading Documents for Annual Registration Requirements

It is a requirement for agencies to update their organization's information on an annual basis. Failure to update registration information will result in the loss of Good Standing. Organizations not in compliance will not be able to submit requests for payment or apply for Annual Allocations and Competitive Grant Programs until corrected with RPOSD. Please follow these steps to complete your annual registration requirements.

- 1.) Visit the GMS website at <https://grantfunding.rposd.lacounty.gov/> and log in. Helpful guides and links can be found under the Announcement tabs.



2.) Select "My Profile"

LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Welcome Testing Tester

Main Menu
Click Help above to view instructions. Go to "My Profile" to reset password.

- Instructions
- My Profile**
- Funding Opportunities
- My Applications
- My Grants

RPOSD - WebGrants

Dulles Technology Partners Inc.
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3.) Review your contact information. If you need to change your personal information, select "Edit". Once all changes have been completed select "Save".

Menu | Help | Log Out | Back | Print | Add | Delete | **Edit** | Save

My Profile

Alert History | My Alerts | Reset Password

Feel free to edit your profile any time your information changes. Create your own personal alerts using My Alerts. Reset your password under Reset Password.

Salutation: Mr. (Salutation) | Testing (First Name) | (Middle Name) | Tester (Last Name)

Title: What is your role in managing grants with RPOSD? (primary contact, authorized or designated signer, accounting manager, etc.)

Department Name*: Test

Phone*: 213-123-4561 (Phone) | Ext.

Email*: skeating@rposd.lacounty.gov

Address*: 123 Fairlane Ave

* Los Angeles (City) | California (State/Province) | 90012 (Postal Code/Zip)

Last Edited By: Sara Keating,

Associated Organization					
Name	Type	Website	Phone	City	State
Grantee (TEST) Organization	503c	www.grantororg.com	456-538-8700	Leesburg	Alaska
Los Angeles County Regional Park and Open Space District	Public Agency	http://rposd.lacounty.gov/	626-588-5060	Alhambra	California
Test Organization - Application	Other		626-123-4567	Alhambra	California

4.) Scroll to the bottom and select your organization. If there are multiple organizations associated with your profile, select the one that states "Main".

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

My Profile

Alert History | My Alerts | Reset Password

Feel free to edit your profile any time your information changes. Create your own personal alerts using My Alerts. Reset your password under Reset Password.

Salutation Mr. **Testing** **Tester**
Salutation First Name Middle Name Last Name

Title

What is your role in managing grants with RPOSD? (primary contact, authorized or designated signer, accounting manager, etc.)

Department Name* Test

Phone* 213-123-4561 Phone Ext.

Email* skeating@rposd.lacounty.gov

Address* 123 Fairlane Ave

* Los Angeles California 90012
City State/Province Postal Code/Zip

Last Edited By: Sara Keating,

Associated Organization

Name	Type	Website	Phone	City	State
Grantee (TEST) Organization	503c	www.grantororg.com	456-538-8700	Leesburg	Alaska
Los Angeles County Regional Park and Open Space District	Public Agency	http://rposd.lacounty.gov/	626-588-5060	Alhambra	California
Test Organization - Application	Other		626-123-4567	Alhambra	California

5.) Scroll to the bottom towards the "Annual Registration Requirements" Section. Review the requirements before proceeding.

ANNUAL REGISTRATION REQUIREMENTS

Each year, all agencies must update their organizational profile and upload required documents per their organizational type.

To upload the required documents go to the [Organization Attachments](#) section below, write a brief description including date of document, choose Upload File, and Select Attach File. Repeat this process until all required documents are uploaded.

ALL AGENCIES

Identify the date with which you have uploaded the most recent financial audit enter date of upload

If applicable, identify the date with which you have uploaded the most recent Annual Allocation plan: Only for organizations receiving Annual Allocations

NONPROFIT ORGANIZATIONS

This section is for NonProfit Organizations only. Please confirm that your organization's Mission Statement, Articles of Incorporation, and 501(c)3 status have not changed. If any item has changed, please upload in "Organization Attachments" section below. You **MUST** upload a recent IRS form 990.

Has there been a change to the organization Mission Statement, Articles of Incorporation, or 501(c)3 status? If YES, upload the documents to Organization Attachments

CONFIRMATION

Please enter the following information upon completion of all required uploads.

Name of contact who has completed all requirements of the annual registration update type name here

Date annual registration was completed enter date of completion

- 6.) **WARNING:** Right below the Annual Registration Requirements Section you will notice a Registered Users table. This table shows all the registered users associated with your organization. If a person is no longer with your organization please contact your Grants Officer. **WARNING:** Selecting “Remove” may cause the permanent loss of grant information within the system.

Registered Users Add					
<i>The people below also belong to the above organization. If the Add button is available in this section, then you can add people to your organization and bypass the standard registration process.</i>					
Name	Email	Phone	City	State	Remove
Testing Tester	skeating@rposd.lacounty.gov	213-123-4561	Los Angeles	California	Remove

- 7.) Continue scrolling towards the “Organization Attachments” and “Attach File” Sections. You are to upload a document for each requirement in the “Annual Registration Requirements Section”. To upload write a brief description including date of document, choose Upload File, and Select Attach File. Repeat this process until all required documents are uploaded.

Organization Attachments

File Name	Description
No files attached.	

Attach File

Upload File: No file chosen Attach File

- 8.) Return to the top of the screen and select Edit.



LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

[Menu](#) | [Help](#) | [Log Out](#)

[Back](#) | [Print](#) | [Add](#) | [Delete](#) | Edit | [Save](#)

My Profile

Grantee (TEST) Organization
Feel free to edit your profile any time your information changes.

Organization Information

Agency/Organization Name* Grantee (TEST) Organization

Agency/Organization Type

What is your Agency/Organization Type?* 503c

Agency/Organization Contact Information

Agency/Organization Website www.grantororg.com

Agency/Organization Phone* 456-538-8700 555-555-0199
Ext.

- 9.) The information fields of your organization become editable. Take this opportunity to edit your organization’s information if needed. Scroll to the Annual Registration Requirements Section and fill in the date you uploaded the required documents. Type your name and date to identify completion of Annual Registration Requirements. Return to the top and select “Save” to confirm your new information.

My Profile

Grantee (TEST) Organization

Organization Information

Agency/Organization Name* Grantee (TEST) Organization

Agency/Organization Type

What is your Agency/Organization Type?* 503c

Agency/Organization Contact Information

Agency/Organization Website www.grantororg.com

Agency/Organization Phone* 456-538-8700 555-555-0
Ext.

Physical Address
All paper-based grant-related correspondence will be mailed to this address, unless a different address is provided below.

Agency/Organization Physical Address* 817 LARCH VALLEY CT NE

1 Main Street

1 Main Street

* Leesburg Alaska 20176
City State/Province Postal Code/Zip

Is this the same as the Mailing Address?* Yes No

Mailing Address
Skip this if Mailing Address is the same above.

Mailing Address

California


City State/Province Postal Code/Zip

ANNUAL REGISTRATION REQUIREMENTS

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To upload the required documents go to the [Organization Attachments](#) section below, write a brief description including date of document, choose Upload File, and Select Attach File. Repeat this process until all required documents are uploaded.

ALL AGENCIES

Identify the date with which you have uploaded the most recent financial audit 
enter date of upload

If applicable, identify the date with which you have uploaded the most recent Annual Allocation plan: 
Only for organizations receiving Annual Allocations

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This section is for NonProfit Organizations only. Please confirm that your organization's Mission Statement, Articles of Incorporation, and 501(c)3 status have not changed. If any item has changed, please upload in "Organization Attachments" section below. You **MUST** upload a recent IRS form 990.

Has there been a change to the organization Mission Statement, Articles of Incorporation, or 501(c)3 status? Yes No
If YES, upload the documents to Organization Attachments

CONFIRMATION

Please enter the following information upon completion of all required uploads.

Name of contact who has completed all requirements of the annual registration update
type name here

Date annual registration was completed 
enter date of completion

For any questions or additional assistance, please contact us at 626-588-5060 and ask to speak with a grants officer.