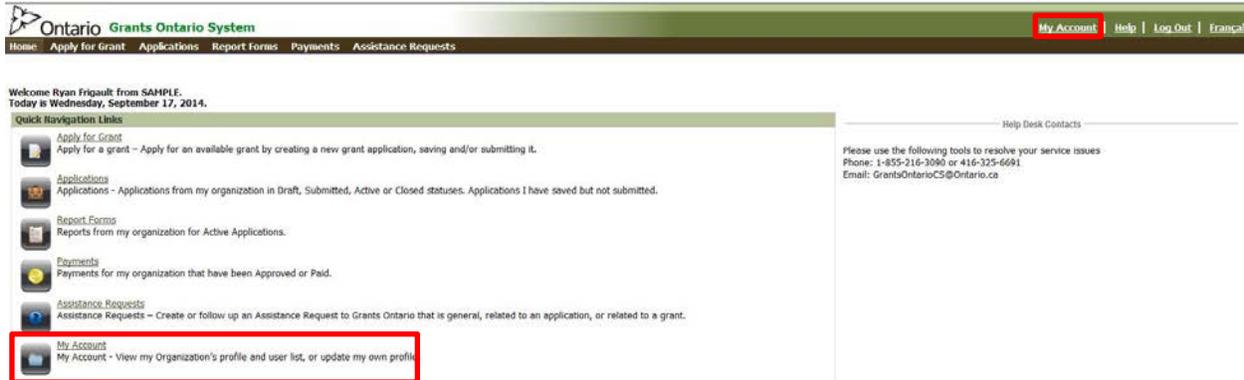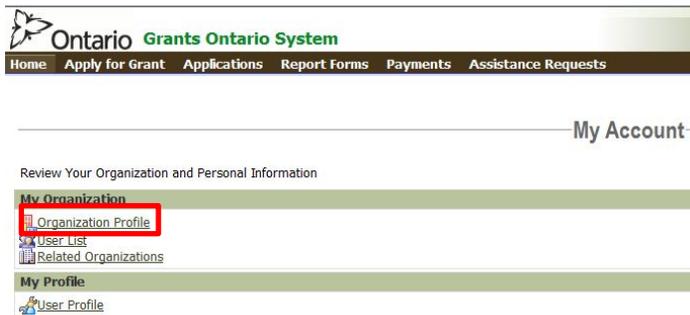Grants Ontario System users now have the ability to update their Organization's list of contacts within their Organization's Profile.

Simply log into the Grants Ontario System (GOS) using your One-Key ID and Password.

From the home screen, click "My Account" found either as an icon under the "Quick Navigation Links" or at the top right of the screen as shown below.

At the next screen, click **Organization Profile** from the list of options available under the "My Organization" header.

This screen provides an overview of the information currently on file for your organization. Note that the contact information is found at the bottom of the screen.

Focussing only on the Organization Contact Info section of the Organization Profile page, you'll notice that you can create a new contact or edit an existing contact. In the next image we'll go through the process of creating a new contact.

CREATING A NEW CONTACT

Click the "New" button.

After clicking New you'll be able to enter contact information into the form view as shown below. Note that all fields marked with an asterisk "*" are mandatory.

When selecting "Contact Type," the following options are available to you: Most Senior Official, Organization Contact, Other Contact 1, Other Contact 2, and Other Senior Staff. Please note that you may *only* have one of each of the contact types listed below active at any time. You can toggle a contact's status between Inactive and Active by using the drop down list available next to the **Status** option in the Organization Contact Info screen. This field is mandatory.

Most Senior Official

This is the most senior elected or appointed official with whom a Minister of the Crown would correspond with (i.e. Mayor, Board Chair, Reeve, Chief, CEO).

Other Senior Staff

This is the most senior member of the organization aside from the person listed as Most Senior Official (i.e. CEO, Executive Director).

Organization Contact

General contact for the organization. The person who should receive general information from the Ministry including notification of grant opportunities, deadlines and news releases.

Other Contact 1 & 2

Any other person with whom the Ministry might wish to contact or additional signing authorities e.g. Treasurer, CFO or Vice Chair.

Note the error message in the screen below when attempting to select a Contact Type for which another contact has been associated:

Once you've completed entering all fields, click "Save." Doing so will bring you back to the Organization Profile page.

Looking just at the Organization Contact Info section of the Organization Profile page we can see that the highlighted row contains the new contact we just added.

EDITING AN EXISTING CONTACT

To edit an existing contact, select the contact record by clicking the box on the far right of the row as shown below. In this instance we want to edit Mr. Jean Valjean, so we put a checkmark in the box at the end of the row.

Next, review the contact info and make the necessary edits to the contact record. In this instance we are going to change the Contact Type from Organization Contact to Most Senior Official. When completed, be sure to click "Save." Doing so will bring you back to the Organization Profile page.

Organization Contact Info

Save | Cancel

*Last Name: Valjean		Work Phone # (e.g. 8881231234): (416) 123-4567	
*First Name: Jean		Mobile #: (647) 123-4567	
*Mr/Ms: Mr.		Main Fax #:	
*Contact Type: Organization Contact		Email (e.g. me@ontario.ca): jean.valjean@gmail.com	
Signing Officer: ✔		End Date:	
Job Title: CEO		*Status: Active	
		Last Updated: 9/15/2014	
		Updated by: FRIGAURY	

Looking just at the Organization Contact Info section of the Organization Profile page we can see that the highlighted row contains the updated information with the Contact Type now showing "Most Senior Official."

Organization Contact Info

New | Query | Edit
1 - 3 of 3

*Contact Type	*Mr/Ms	*First Name	*Last Name	Job Title	Signing Officer	End Date	*Status	Work Phone # (e.g. 8881231234)	Mobile #	Main Fax #	Email (e.g. me@ontario.ca)	Last Updated	Updated by	
	Mrs.	KristineProxy	Abejuela	Helpdesk Support 1			Active	(416) 325-6088			kristine.abejuela@ontario.ca	9/15/2014	GABEJUEKR	☐
Other Contact 1	Mr.	Robin	Hood	Admin			Active	(416) 555-5555	(416) 555-7777	(416) 555-6666	robin.hood@sample.ca		GFRIGAURY	☐
Most Senior Official	Mr.	Jean	Valjean	CEO	✔		Active	(416) 123-4567	(647) 123-4567		jean.valjean@gmail.com	9/15/2014	FRIGAURY	☑

Note that you cannot delete a contact; you can only create a new contact, or edit an existing one. If you need to deactivate a contact, either submit an Assistance Request or send an e-mail to Grants Ontario Customer Service (GrantsOntarioCS@ontario.ca).