How to add multiple users to the grant application in SmartSimple

The Project Director is the only person who has access to the grant application in SmartSimple unless the Project Director adds other users to the grant application. The Authorizing Official also has access to the grant application if they have a SmartSimple login (Authorizing Officials are not required to have a SmartSimple login. Multiple people can be added as a “Contact” to the grant application, but only one person can work on the grant application at a time.

To add multiple individuals to a grant record is a two-step process. The Project Director must be the person to add the “Contacts”. First you will need to add the “Contact” to the Organization Profile then you will add the “Contact” to the grant application. Follow the steps below.

1. The Project Director needs to login to macc.smartsimple.com

2. On the SmartSimple home screen, click on “Organization Profile”.

3. Click “Contacts” on the left side menu
4. Click on the “+” icon below the organization name. If you hover over the “+” icon it says “New Contact”

![Test Organization 1 (non-county and Test Regrantor)](image)

5. Click on the box next to “Grantee” then click “Next”

![New Staff/Contact](image)

6. Enter in the required information for the new contact. Some fields will auto fill from the Organization Profile.

![New Contact](image)
7. Next, click on “Activate User Access” (new user will have access to the grant application only) or “Activate Org Owner Access” (new user will have access to the grant application and the organization profile). Once you click one of the “Activate” buttons SmartSimple will send an email to the new user with login instructions.

8. The first step is complete after you activate the new user. Next, click on “Applications and Grants” in the upper right corner to get to the grant application.

9. Click “Open” on the specific grant application that you want to add the contact

My Applications

Use the tabs below to see your applications and grants in progress. If you have a grant and would like to upload letters to the Governor and your local legislators, click the Acknowledgements tab.

<table>
<thead>
<tr>
<th>#</th>
<th>Organization Name</th>
<th>Grant Number</th>
<th>Project Title</th>
<th>Application Type</th>
<th>Amount Requested</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Test Organization 1 (non-county and Test Regrantor)</td>
<td>23CI639</td>
<td>Capital Improvement</td>
<td>Draft</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Test Organization 1 (non-county and Test Regrantor)</td>
<td>22CI519A</td>
<td>Test CP</td>
<td>Capital Improvement</td>
<td>$20,000</td>
<td>Draft</td>
</tr>
<tr>
<td>3</td>
<td>Test Organization 1 (non-county and Test Regrantor)</td>
<td>220619B</td>
<td>Operational Support</td>
<td>Draft</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. In the grant application click on “Contacts” in the left side menu
11. Under “Find Contact” enter the contacts name (once you start typing it should auto fill) then select the role “Grantee” then click “Add Contact”

12. Now you will see the Authorizing Official and the other individual you added to the grant application under Contacts. Now the other individual you added will be able to login to SmartSimple and work on the grant application.