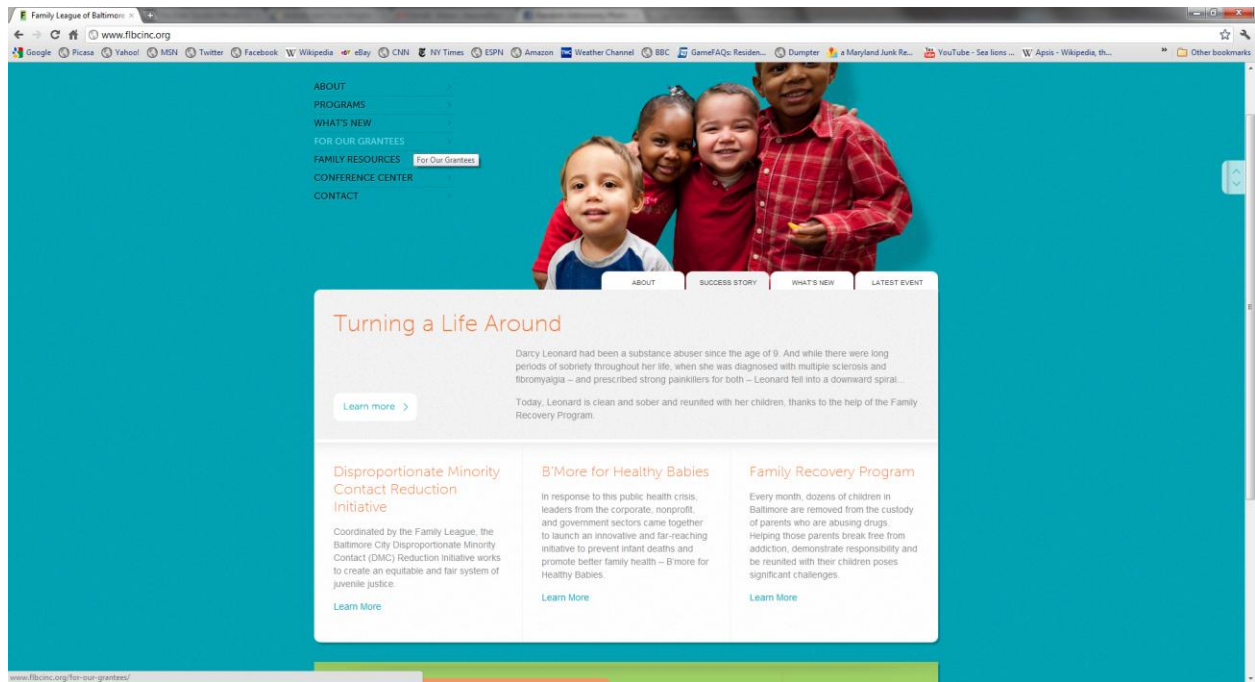


# Creating an Account for The Family League Grant Management System

## STEP 1: The Family League Webpage

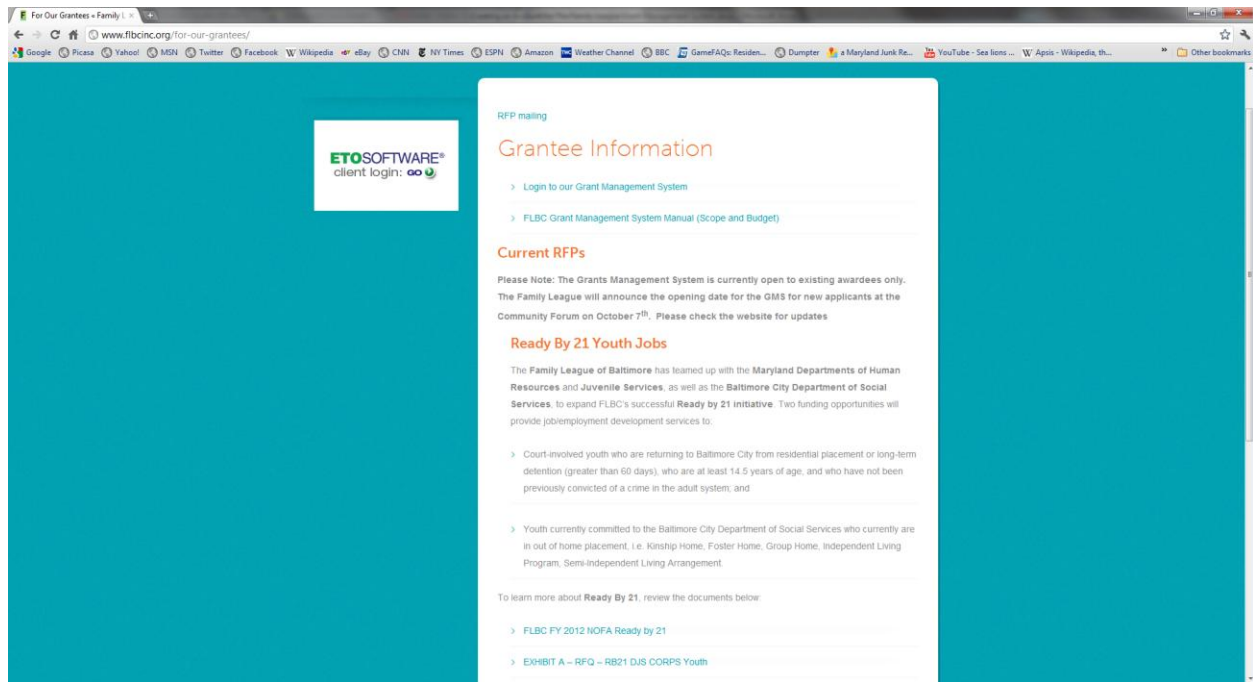
Link to the Home Page of the Family League Website:

<http://www.flbcinc.org>



## STEP 2: Link to the GMS Online Application Tool

From the FLB Website Home Page, Navigate to the “For Our Grantees” Page.



Click on the “Login to our Grant Management System” Link

**IMPORTANT:**

**Support Contact Information provided on this Web Page**

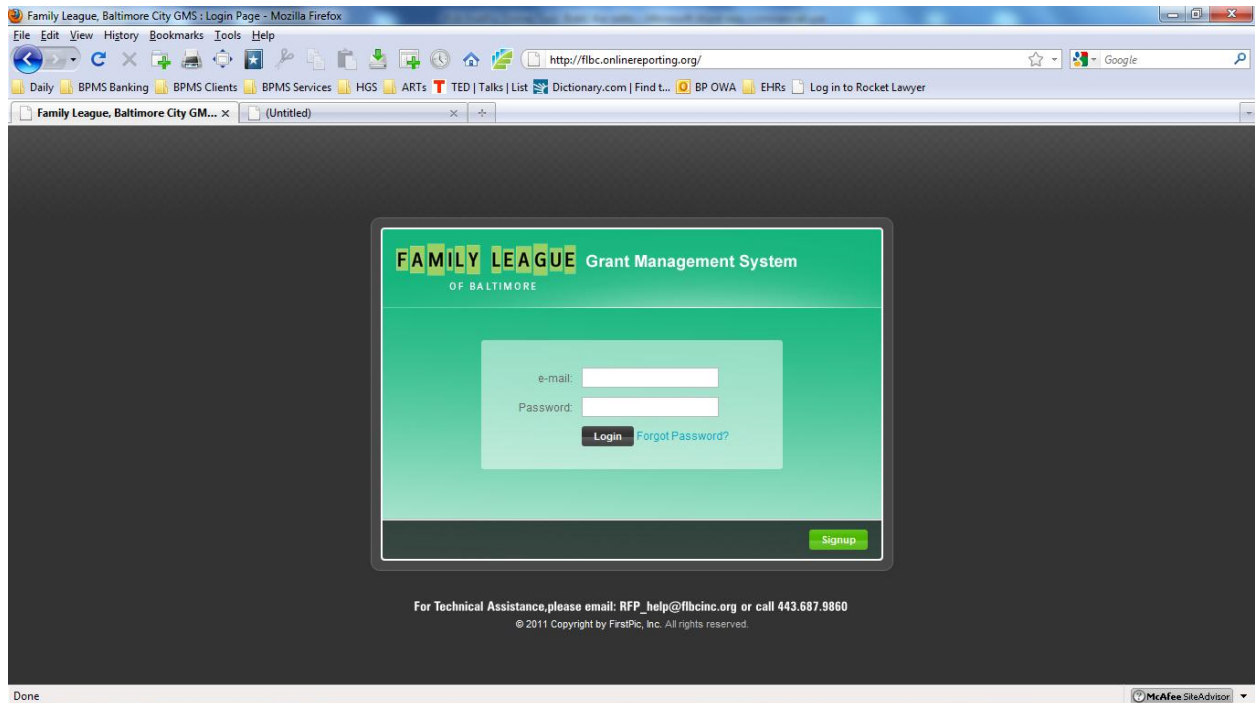
**Online Application Technical Help and Support**

Email: [Technical Help \(RFP\\_help@flbcinc.org\)](mailto:Technical Help (RFP_help@flbcinc.org))

Phone: (443) 687-9860

### STEP 3: Sign-Up Button – Register Your Account

From the GMS Login Screen Press the “Sign Up button” in the bottom right corner of the login window.



You will be delivered to the “Create Account” page.

**IMPORTANT:**

**Support Contact Information provided on this Web Page**

**Online Application Technical Help and Support**

Email: [Technical Help \(RFP\\_help@flbcinc.org\)](mailto:Technical Help (RFP_help@flbcinc.org))

Phone: (443) 687-9860

## STEP 4: Create Account Page

### Fill out the Create Account Sign up Form

The screenshot shows a web form titled "Create Account" with three main sections:

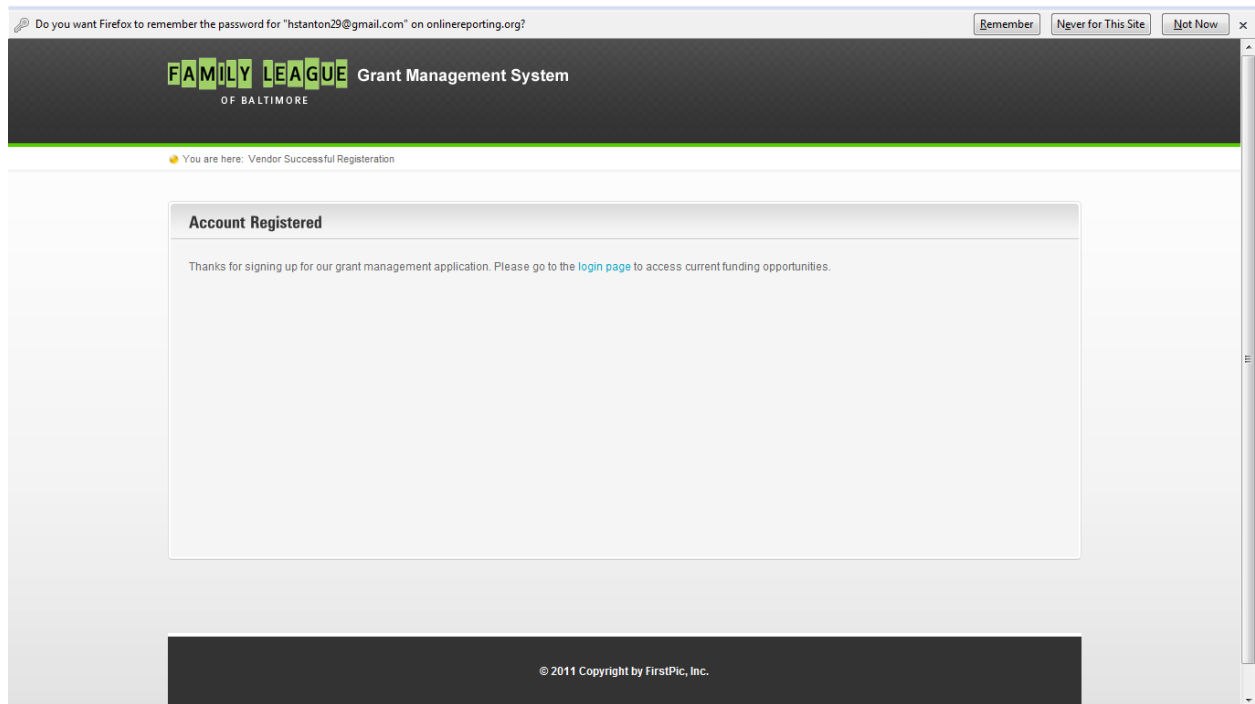
- Organizational Details:** Fields for Organization (with a note "(As Listed With Md Dept Of Taxation)"), Federal ID, Address 1, Address 2, City, State, and Zip.
- CEO/Director:** Fields for First Name (with a note "(This must be a person who will sign the contract)"), Last Name, Email, Phone, and Fax.
- Primary Contact:** Fields for First Name, Last Name, Email Address, Password, Physical Address 1, Physical Address 2, City, State, and Zip.

### IMPORTANT:

- Any field with a Red Asterisk is a required entry
- Even if the CEO/Director and the Primary Contact are the same, all entries need to be filled in manually.
- The CEO/Director field MUST be completed with the official signator of the applicant organization (the person who will be signing the contract)
- Pick your own password – one that you will remember
- All of the zip code numbers need to be provided including the 2<sup>nd</sup> set of 4. If you do not know these numbers use 4 zeros – 0000.
- Press the Browse Button, navigate to your required documents, click on the documents and press the "Open" button to upload
  - Certificate of Good Standing MD Office of Assessments & Taxation
  - Audited Financial Statements
  - Annual Budget

**VERY IMPORTANT – Click the Update Account button. If you do not click the Update Account button, your entry will not be recorded.**

## STEP 5: Account Registered Page



**This page notifies you that your Account has been successfully registered.**

**You are ready for the next phase in the application process.**

**Click on the blue login page link as directed above. You will also receive a confirmation email that you registration was successful.**