
The Project Director for each agency is responsible for maintaining the contact list for their agency. Maintaining a current list is helpful for processing payments and communicating with DCVAG. Contacts are: Project Director, Official Authorized to Sign, and Financial Officer, anyone funded by the grant or volunteers.

There can only be one Project Director, one Official Authorized to Sign and one Financial Officer per grant.

Keeping your contacts current will allow the DCVAG staff to work your requests more expeditiously.

When a contact needs to be added, the Project Director is responsible for adding the new user in the AGO portal.

Instructions:

1. Log into the AGO portal. <https://agogrants.scag.gov/>
2. To create "Agency Contacts" click Create.

3. To change "Agency Contact Role"
Click the looking glass under Contact Role*

Select the Contact Role.

4. If an individual has separated from the agency or their role has changed you must change the Web Role (do not deactivate the contact):
5. C

6. S

Your Project Director has added you as a contact, you will need to register on the AGO portal, see link below.

<https://agogrants.scag.gov/>

Click the blue button:

Click the Register Tab and complete all the fields then click Register.

Sign-In/Register

**Password Requirements

Once you have registered your user name and password you will receive an email from the DCVAG staff with an invitation code. Allow 72 hours for the email response.

When you receive the email return to the AGO p