GETTING STARTED IN eGOHS

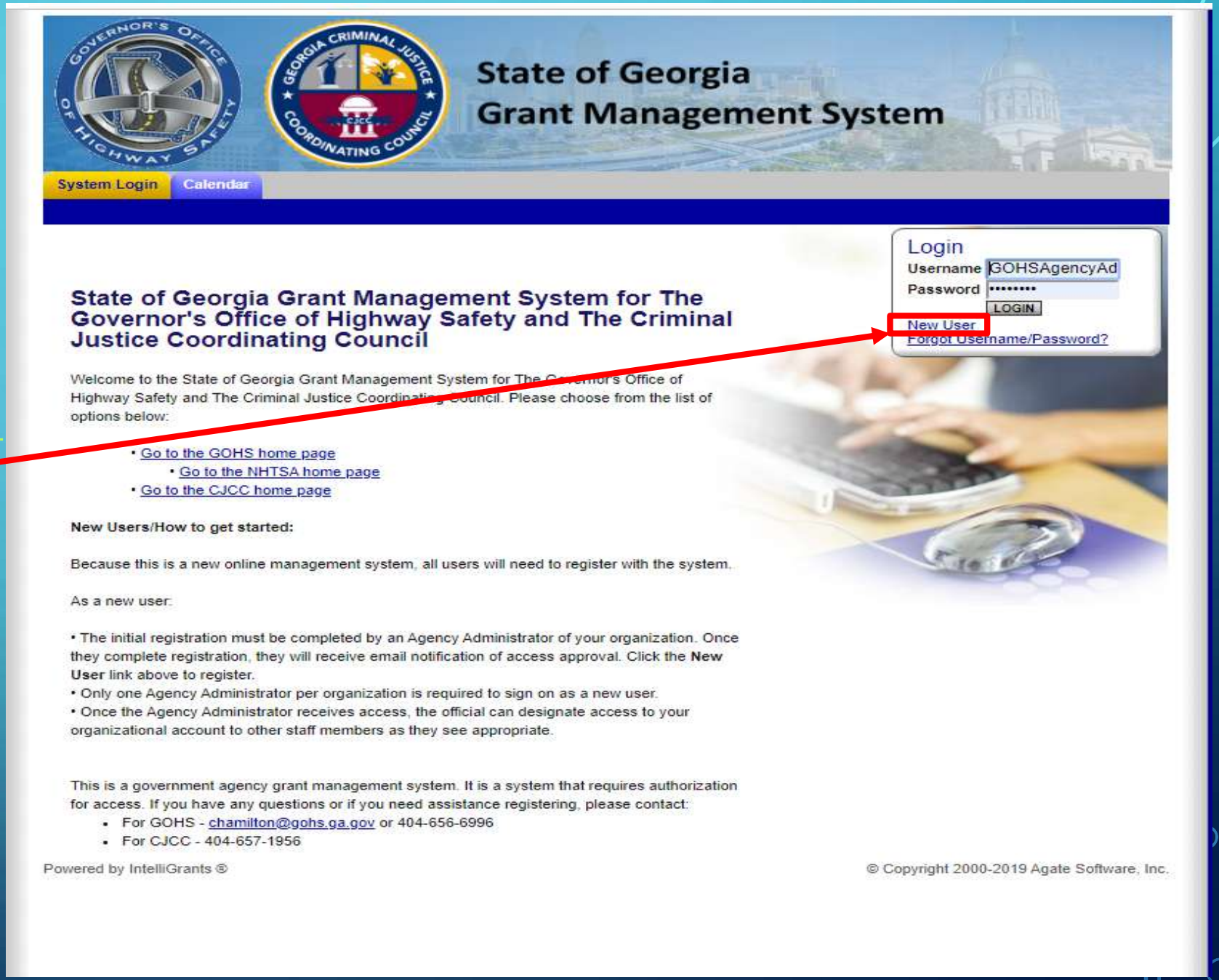
CHEAT SHEET 01/2020

WHAT IS eGOHS?

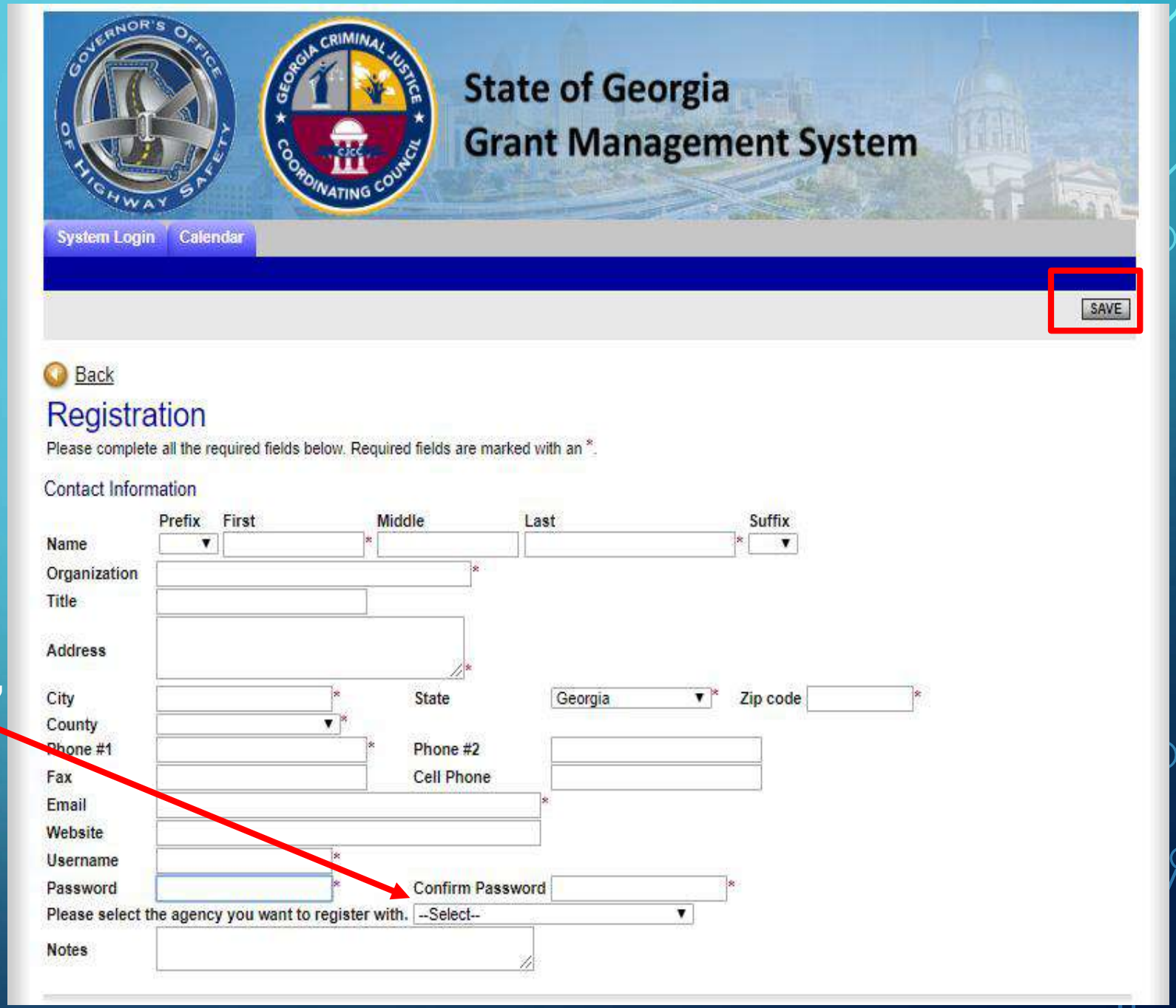
- eGOHS - **E**lectronic **G**rants for the **O**ffice of **H**ighway **S**afety
- eGOHS is the Governor's Office of Highway Safety grants management database
  - An agency will apply for a grant in eGOHS
  - Grants are managed in eGOHS
  - Progress reports are created and submitted using eGOHS
  - Claims are created and submitted in eGOHS

From your browser:

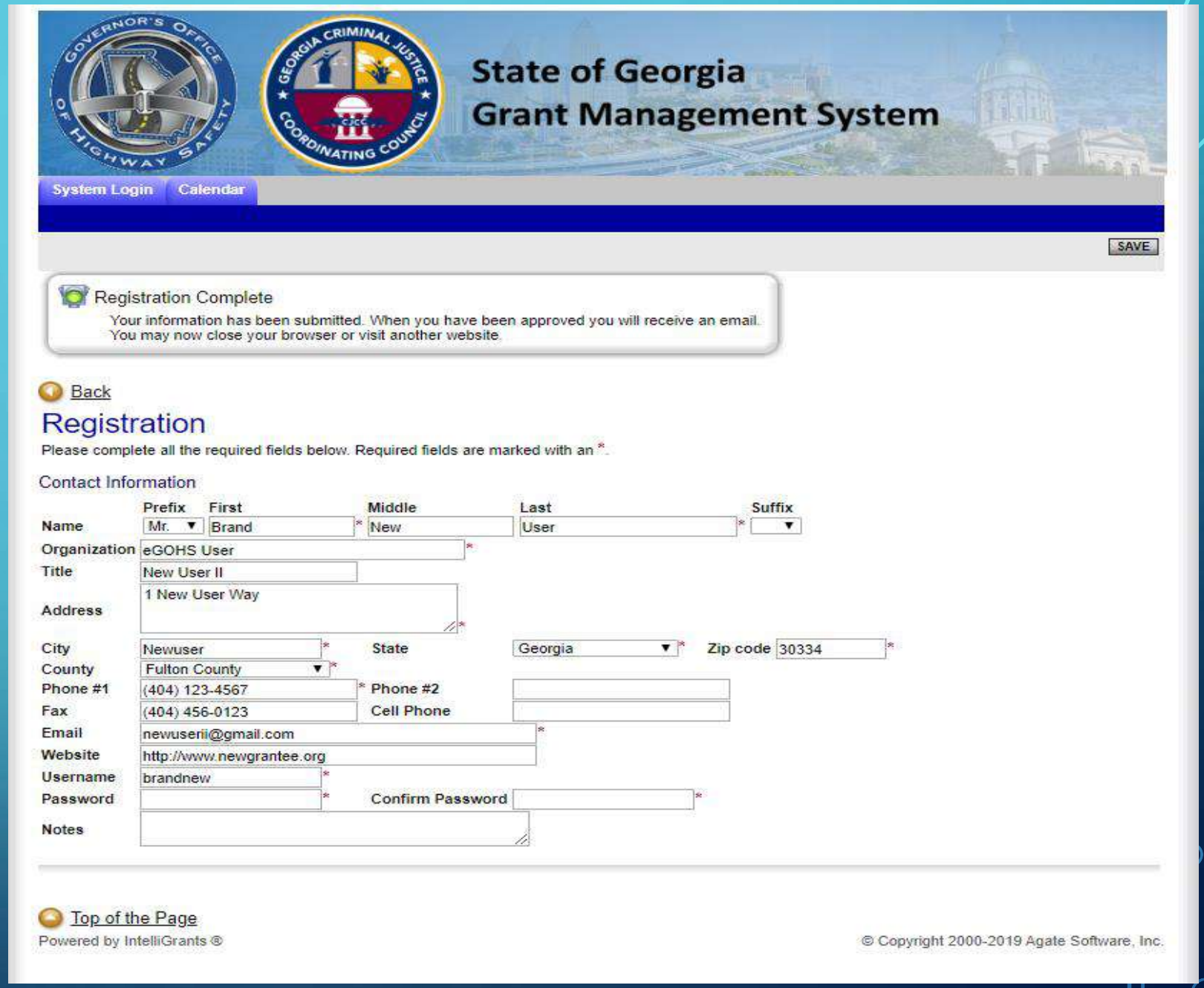
- Go to: https://georgia.intelligrants.com
- Click on New User



- Complete all fields that have a red asterisk (*)
  - Password must be at least 7 characters long and contain a lowercase letter, uppercase letter and a number
  - Must select “Governor’s Office of Highway Safety”
- Click Save



- Registration is now complete.
- GOHS System Administrator should approve or deny the request by the next business day.
- Email will be sent once the request has been approved and your access level has been assigned.



- Log into eGOHS with the username and password you created.
- To start your application click on View Opportunities

Select the appropriate opportunity by clicking Apply Now

Available Opportunities include:

- General Application 2021 – Bicycle, Pedestrian, Occupant Protection, etc.
- Students Against Destructive Decisions 2021 – High Schools Only
- Traffic Enforcement Networks 2021 – Requires special approval
- Young Adults 2021 – Colleges Only

Begin your application by selecting the first form, Application Project Information

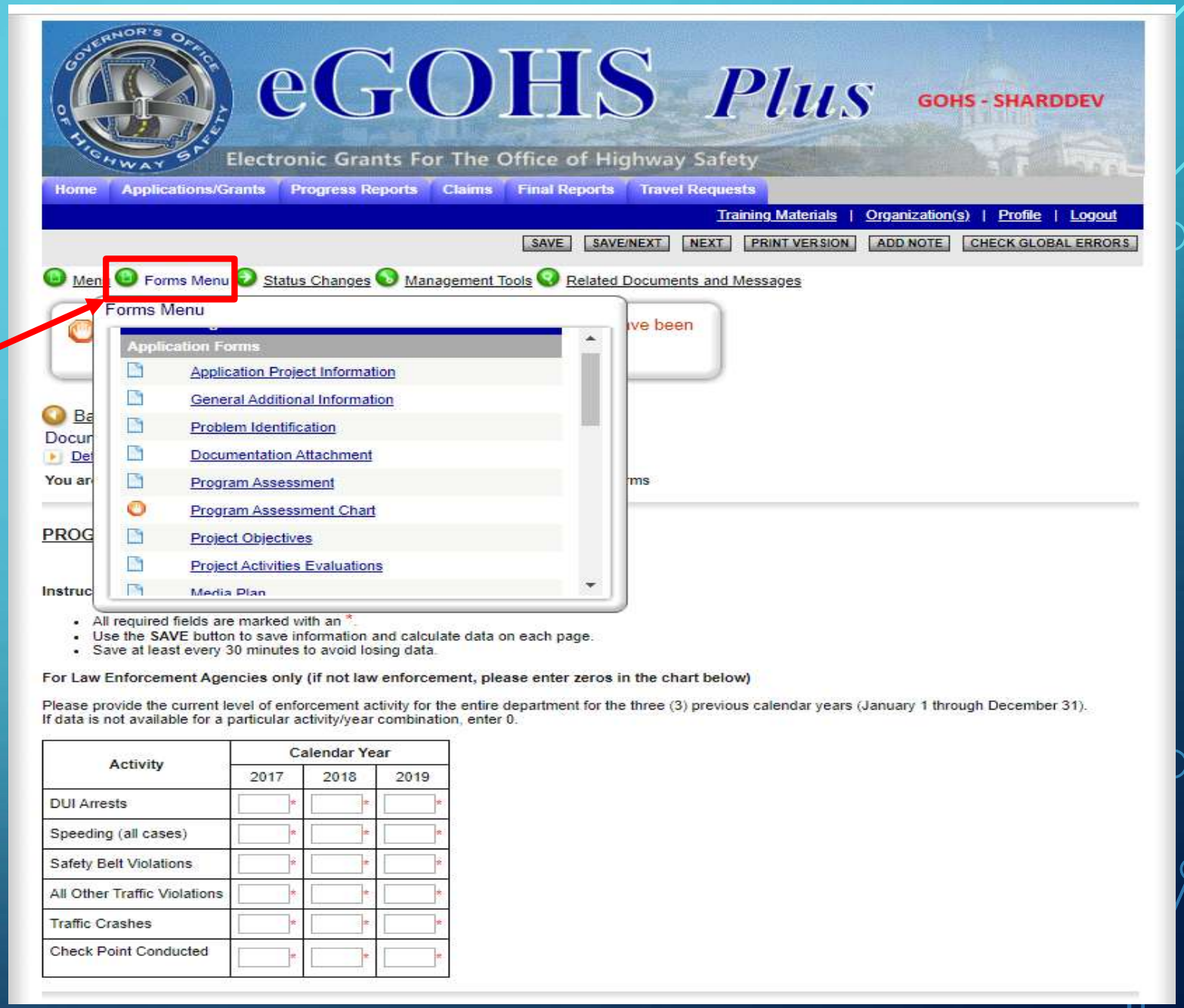
- Complete each field that has a red asterisk (*)
- Click save/next
- Continue through the entire application until all forms have been completed.

- Do NOT create multiple applications for the same project.
- To return to the application after exiting: Click Open Tasks

Find and select the appropriate document type under the "Name" column

- Select the form(s) that needs to be completed.
- Notice that there is a date and time listed under Created By. This can help determine who created a page and on what date and time it was created.

If a different form needs to be selected, hover over or click “Forms Menu” at the top of page to select the correct form that needs to be completed.



WHAT'S NEXT?

- Application forms are now complete.
- Complete the budget forms.
- See the "Budget Forms" cheat sheet.

GEORGIA GOVERNOR'S OFFICE OF HIGHWAY SAFETY

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