



ADDING USERS



CHEAT SHEET 01/2023



WHO CAN ADD USERS?

- Agency administrators can add users
- Agency administrators will add users for the signature page or changes in staff

Log into eGOHS




State of Georgia Grant Management System

[System Login](#) [Calendar](#)

Login
Username
Password

[New User](#)
[Forgot Username/Password?](#)



State of Georgia Grant Management System for The Governor's Office of Highway Safety and The Criminal Justice Coordinating Council

Welcome to the State of Georgia Grant Management System for The Governor's Office of Highway Safety and The Criminal Justice Coordinating Council. Please choose from the list of options below:

- [Go to the GOHS home page](#)
 - [Go to the NHTSA home page](#)
- [Go to the CJCC home page](#)

New Users/How to get started:

Because this is a new online management system, all users will need to register with the system.

As a new user:

- The initial registration must be completed by an Agency Administrator of your organization. Once they complete registration, they will receive email notification of access approval. Click the **New User** link above to register.
- Only one Agency Administrator per organization is required to sign on as a new user.
- Once the Agency Administrator receives access, the official can designate access to your organizational account to other staff members as they see appropriate.

This is a government agency grant management system. It is a system that requires authorization for access. If you have any questions or if you need assistance registering, please contact:

- For GOHS - chamilton@gohs.ga.gov or 404-656-6996
- For CJCC - 404-657-1956

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Click on
Organization(s)

GOVERNOR'S OFFICE OF HIGHWAY SAFETY **eGOHS Plus** **GOHS - SHARDDEV**
Electronic Grants For The Office of Highway Safety

[Home](#) [Applications/Grants](#) [Progress Reports](#) [Claims](#) [Final Reports](#) [Travel Requests](#) [Training Materials](#) [Organization\(s\)](#) [Profile](#) [Logout](#) [SHOW HELP](#)

Welcome AgencyAdministrator
Agency Administrator
[Change Picture](#)

Instructions:
Select the [SHOW HELP](#) button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello AgencyAdministrator, please choose an option below.

View Available Proposals
You have 19 opportunities available.
Select the [View Opportunities](#) button below to see what is available to your organization.
[VIEW OPPORTUNITIES](#)

My Inbox
You have 18 new messages.
Select the [Open Inbox](#) button below to open your system message inbox.
[OPEN INBOX](#)

My Tasks
You have 89 new tasks.
You have 24 tasks that are critical.
Select the [Open Tasks](#) button below to view your active tasks.
[OPEN TASKS](#)

[Top of the Page](#)
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Click organization members

The screenshot shows the eGOHS Plus web application interface. At the top is a banner with the Governor's Office of Highway Safety logo, the text "eGOHS Plus", and "GOHS - SHARDDEV". Below the banner is a navigation bar with links: Home, Applications/Grants, Progress Reports, Claims, Final Reports, Travel Requests, Training Materials, Organization(s), Profile, and Logout. There are also buttons for SAVE, ADD AN ADDRESS, and SHOW HELP. The main content area shows a "Back" link and the title "Organization - GOHS Testing Inc". A message states: "If you need to have your Name, Federal Tax ID # or DUNS # updated, please send an email to chamilton@gohs.ga.gov". Below this are four links: Organization Information, Organization Members (highlighted with a red box), Organization Documents, and Organization Details. The Organization Information section contains a form with the following fields: Name (GOHS Testing Inc), Legal Name (GOHS Testing), Federal Tax ID # (98-7654321), DUNS # (02-555-5555), Account Code (707014 - Grants - State Organizations), Vendor Number (14630), Address Code (4), ACH Location Code (000005), Address (555 Test), City (Testing), State (Georgia), Zip code (55555), County (Houston County), Phone ((555) 555-5555), Fax, Email (rhayes@gohs.ga.gov), Website, and Type. At the bottom, there is a section for "Additional Organization Address" with a note: "Select the Add an Address button above to add another address."

GOVERNOR'S OFFICE
OF HIGHWAY SAFETY

eGOHS *Plus*

GOHS - SHARDDEV

Electronic Grants For The Office of Highway Safety

Home Applications/Grants Progress Reports Claims Final Reports Travel Requests

Training Materials Organization(s) Profile Logout

SAVE ADD AN ADDRESS SHOW HELP

Back

Organization - GOHS Testing Inc

If you need to have your Name, Federal Tax ID # or DUNS # updated, please send an email to chamilton@gohs.ga.gov

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Organization Details](#)

Organization Information

Name	GOHS Testing Inc
Legal Name	GOHS Testing
Federal Tax ID #	98-7654321
DUNS #	02-555-5555
Account Code	707014 - Grants - State Organizations
Vendor Number	14630
Address Code	4
ACH Location Code	000005
Address	555 Test
City	Testing
State	Georgia
Zip code	55555
County	Houston County
Phone	(555) 555-5555
Fax	
Email	rhayes@gohs.ga.gov
Website	
Type	

Additional Organization Address

Select the Add an Address button above to add another address.

Click add members



eGOHS *Plus*

GOHS - SHARDDEV

Electronic Grants For The Office of Highway Safety

[Home](#) | [Applications/Grants](#) | [Progress Reports](#) | [Claims](#) | [Final Reports](#) | [Travel Requests](#)

[Training Materials](#) | [Organization\(s\)](#) | [Profile](#) | [Logout](#)

[SAVE](#) [SHOW HELP](#)

[Back](#)

Organization - GOHS Testing Inc

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Organization Details](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

- To add a member to your organization, select the **Add Members** link below.
- If a member has already added his/her information in the system, you can search for the member.
- If you need to add a member's information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

[Current Members](#) [Add Members](#)

Sort By: -----SELECT----- -----SELECT----- Results Per Page 20 [GO](#)

<input type="checkbox"/>	Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input checked="" type="checkbox"/>	GOHSUser_AgencyAdministrator	Agency Administrator	1/6/2016	119	Huff, Sean 1/6/2016	
<input checked="" type="checkbox"/>	GOHSUser_AgencyAuthorizedOfficial	Agency Administrator	1/6/2016	10	Huff, Sean 1/6/2016	GOHSUser_AgencyAdministrator 10/24/2016
<input checked="" type="checkbox"/>	Taylor_Ms_Anne	Agency Administrator	7/13/2016	30	GOHSUser_AgencyAdministrator 7/13/2016	GOHSUser_AgencyAdministrator 12/1/2016
<input checked="" type="checkbox"/>	GOHSUser_AgencyStaff	Agency Staff	1/6/2016	25	Huff, Sean 1/6/2016	
<input checked="" type="checkbox"/>	Hamilton_Ms_Michelle	Agency Staff	12/1/2016	6	GOHSUser_AgencyAdministrator 12/1/2016	
<input checked="" type="checkbox"/>	James_Mr_Thomas	Agency Staff	7/7/2016	11	GOHSUser_AgencyAdministrator 7/7/2016	GOHSUser_AgencyAdministrator 12/1/2016
<input checked="" type="checkbox"/>	GOHSUser_AgencyViewer	Agency Viewer	1/6/2016		Huff, Sean 1/6/2016	
<input checked="" type="checkbox"/>	testing_testsw	Agency Viewer	10/13/2016		GOHSUser_AgencyAdministrator 10/13/2016	GOHSUser_AgencyAdministrator 12/1/2016

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Click New Member



eGOHS *Plus* GOHS - SHARDDEV

Electronic Grants For The Office of Highway Safety

[Home](#) | [Applications/Grants](#) | [Progress Reports](#) | [Claims](#) | [Final Reports](#) | [Travel Requests](#)

[Training Materials](#) | [Organization\(s\)](#) | [Profile](#) | [Logout](#)

[SAVE](#) [SHOW HELP](#)

[Back](#)

Organization - GOHS Testing Inc

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Organization Details](#)

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- To add a member to your organization, select the **Add Members** link below.
- If a member has already added his/her information in the system, you can search for the member.
- If you need to add a member's information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Person Search

[SEARCH](#)

[NEW MEMBER](#)

[Top of the Page](#)

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NEW MEMBER PASSWORD

- The agency administrator will create the password for the new member.
- This information will need to be sent to the new member by the agency administrator.
- The new member can change the password at anytime.
- Password criteria: Must contain at least 1 uppercase letter, 1 lowercase letter and 1 number. Password must be at least 7 characters.
- Example of a good password: Password01

NEW MEMBER USERNAME

- The agency administrator will create the username for the new member.
- This information will need to be sent to the new member by the agency administrator.
- The new member cannot change the username.
- Username criteria: Must contain all letters and numbers (no special characters). Must be between 5-20 characters in length.
- Example of a good username: 1st initial and last name (bjones)

➤ Complete all required fields (red asterisks denote required fields).

➤ Select appropriate role

- **Authorized Official** - Highest ranking official
- **Agency Administrator** - Main contact and manages the project.
- **Agency Staff** - Financial Contact and may process claims
- **Agency Viewer** - Can only view the grant and cannot change any fields. **Does not sign signature page.**

The screenshot shows the eGOHS Plus web application interface. At the top, there is a header with the Governor's Office of Highway Safety logo, the text "eGOHS Plus", and "GOHS - SHARDDEV". Below this is a navigation bar with links: Home, Applications/Grants, Progress Reports, Claims, Final Reports, Travel Requests, Training Materials, Organization(s), Profile, and Logout. There are also buttons for "SAVE & ADD TO ORGANIZATION" and "SHOW HELP".

The main content area is titled "Organization - GOHS Testing Inc" and includes a "Back" link. Below this, there are links for "Organization Information", "Organization Members", "Organization Documents", and "Organization Details".

The "Add/Edit Members" section contains instructions for administrators and a form to add or edit members. The form includes fields for Name (Prefix, First, Middle, Last, Suffix), Title, Email, Username, Password, Confirm Password, Date Active, Date Inactive, and Role. A dropdown menu for the Role field is open, showing options: "Agency Authorized Official", "Agency Administrator", "Agency Staff", and "Agency Viewer".

Below the form, there is a section for Address, City, County, Phone #1, Phone #2, Fax, Cell Phone, and Website. The City field is set to "Georgia" and the Zip code is "55555".

At the bottom, there is a "Top of the Page" link and a copyright notice: "© Copyright 2000-2019 Agate Software, Inc." and "Powered by IntelliGrants ©".

After completing all required fields, click save and add to organization.

The screenshot displays the eGOHS Plus web application interface. At the top, there is a header with the 'GOVERNOR'S OFFICE OF HIGHWAY SAFETY' logo, the 'eGOHS Plus' title, and the text 'GOHS - SHARDDEV'. Below the header is a navigation bar with links: Home, Applications/Grants, Progress Reports, Claims, Final Reports, Travel Requests, Training Materials, Organization(s), Profile, and Logout. A red box highlights the 'SAVE & ADD TO ORGANIZATION' button in the top right corner. A red arrow points from the text 'After completing all required fields, click save and add to organization.' to this button.

The main content area shows the 'Organization - GOHS Testing Inc' page. It includes a 'Back' link and instructions for adding/removing/modifying organization members. Below this, there are links for 'Organization Information', 'Organization Members', 'Organization Documents', and 'Organization Details'.

The 'Add/Edit Members' section contains a form for adding a new user. The form fields are as follows:

	Prefix	First	Middle	Last	Suffix
Name	Mr.	New		User	Jr.
Title	New User				
Email	newuser@gmail.com				
Username	newuser				
Password	*****				
Date Active	12/11/2019				
Role	Agency Viewer				
Confirm Password	*****				
Date Inactive					

Below the form, there is a section for organization information with the following fields:

Address		123 new user place	
City	new user	State	Georgia
County	Fulton County	Zip code	30335
Phone #1	(404) 123-1234	Phone #2	(770) 987-6543
Fax	(678) 456-7890	Cell Phone	(229) 012-3789
Website	www.newuser.org		

At the bottom of the page, there is a 'Top of the Page' link and a copyright notice: '© Copyright 2000-2019 Agate Software, Inc.'

[Back](#)

Organization - GOHS Testing Inc

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#)[Organization Members](#)[Organization Documents](#)[Organization Details](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

- To add a member to your organization, select the **Add Members** link below.
- If a member has already added his/her information in the system, you can search for the member.
- If you need to add a member's information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

[Current Members](#)[Add Members](#)

<input type="checkbox"/>	Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input checked="" type="checkbox"/>	GOHSUser_AgencyAdministrator	Agency Administrator	1/6/2016	119	Huff, Sean 1/6/2016	
<input checked="" type="checkbox"/>	GOHSUser_AgencyAuthorizedOfficial	Agency Administrator	1/6/2016	10	Huff, Sean 1/6/2016	GOHSUser, AgencyAdministrator 10/24/2016
<input checked="" type="checkbox"/>	Taylor, Ms. Anne	Agency Administrator	7/13/2016	30	GOHSUser, AgencyAdministrator 7/13/2016	GOHSUser, AgencyAdministrator 12/1/2016
<input checked="" type="checkbox"/>	GOHSUser_AgencyStaff	Agency Staff	1/6/2016	25	Huff, Sean 1/6/2016	
<input checked="" type="checkbox"/>	Hamilton, Ms. Michelle	Agency Staff	12/1/2016	6	GOHSUser, AgencyAdministrator 12/1/2016	
<input checked="" type="checkbox"/>	James, Mr. Thomas	Agency Staff	7/7/2016	11	GOHSUser, AgencyAdministrator 7/7/2016	GOHSUser, AgencyAdministrator 12/1/2016
<input checked="" type="checkbox"/>	GOHSUser_AgencyViewer	Agency Viewer	1/6/2016		Huff, Sean 1/6/2016	
<input checked="" type="checkbox"/>	testing, testsw	Agency Viewer	10/13/2016		GOHSUser, AgencyAdministrator 10/13/2016	GOHSUser, AgencyAdministrator 12/1/2016
<input checked="" type="checkbox"/>	User Jr., Mr. New	Agency Viewer	12/11/2019		GOHSUser, AgencyAdministrator 12/11/2019	

Click a box to the left of the new user's name to put a check mark to the left of the user name

And select a date in the upper box to the right of the name

Now you have to add them to the application:

➤ Click on Organization Documents



GOVERNOR'S OFFICE OF HIGHWAY SAFETY **eGOHS Plus** **GOHS - SHARDDEV**
Electronic Grants For The Office of Highway Safety

Home Applications/Grants Progress Reports Claims Final Reports Travel Requests
Training Materials Organization(s) Profile Logout
SAVE SHOW HELP

Back
Organization - GOHS Testing Inc
Follow the instructions listed below to add/remove/modify organization members.
[Organization Information](#) | [Organization Members](#) | **Organization Documents** | [Organization Details](#)

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[Current Members](#) | [Add Members](#)

Sort By: -----SELECT----- Results Per Page 20 GO

Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input checked="" type="checkbox"/> GOHSUser_AgencyAdministrator	Agency Administrator	1/6/2016	119	Huff, Sean 1/6/2016	
<input checked="" type="checkbox"/> GOHSUser_AgencyAuthorizedOfficial	Agency Administrator	1/6/2016	10	Huff, Sean 1/6/2016	GOHSUser_AgencyAdministrator 10/24/2016
<input checked="" type="checkbox"/> Taylor_Ms_Anne	Agency Administrator	7/13/2016	30	GOHSUser_AgencyAdministrator 7/13/2016	GOHSUser_AgencyAdministrator 12/1/2016
<input checked="" type="checkbox"/> GOHSUser_AgencyStaff	Agency Staff	1/6/2016	25	Huff, Sean 1/6/2016	
<input checked="" type="checkbox"/> Hamilton_Ms_Michelle	Agency Staff	12/1/2016	6	GOHSUser_AgencyAdministrator 12/1/2016	
<input checked="" type="checkbox"/> James_Mr_Thomas	Agency Staff	7/7/2016	11	GOHSUser_AgencyAdministrator 7/7/2016	GOHSUser_AgencyAdministrator 12/1/2016
<input checked="" type="checkbox"/> GOHSUser_AgencyViewer	Agency Viewer	1/6/2016		Huff, Sean 1/6/2016	
<input checked="" type="checkbox"/> testing_testsw	Agency Viewer	10/13/2016		GOHSUser_AgencyAdministrator 10/13/2016	GOHSUser_AgencyAdministrator 12/1/2016
<input checked="" type="checkbox"/> User Jr_Mr_New	Agency Viewer	12/11/2019		GOHSUser_AgencyAdministrator	

Select the appropriate document that the person needs to be added to



eGOHS *Plus*

GOHS - SHARDDEV

Electronic Grants For The Office of Highway Safety

[Home](#) | [Applications/Grants](#) | [Progress Reports](#) | [Claims](#) | [Final Reports](#) | [Travel Requests](#)

[Training Materials](#) | [Organization\(s\)](#) | [Profile](#) | [Logout](#)

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Organization - GOHS Testing Inc

Click on the name to view a specific document.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Organization Details](#)

Organization Documents

Export Results to Sort documents by:

Document Type	Name	Current Status	Year
General Application 2017	GA-2017-GOHS Testi-00021	Application Cancelled	2017
Young Adults 2017	YA-2017-GOHS Testing-00007	Application Cancelled	2017
General Application 2017	GA-2017-GOHS Testing-00003	Application Funding Required	2017
General Application 2017	GA-2017-GOHS Testing-00011	Application Funding Required	2017
General Application 2018	GA-2018-GOHS Testi-00006-C	Application Funding Required	2018
Driver Education 2017	DE-2017-GOHS Testing-00021	Application in Process	2017
Driver Education 2017	DE-2017-GOHS Testing-00026	Application in Process	2017
General Application 2017	GA-2017-GOHS Testi-00016	Application in Process	2017
General Application 2017	GA-2017-GOHS Testi-00017	Application in Process	2017
General Application 2017	GA-2017-GOHS Testing-00005	Application in Process	2017
General Application 2017	GA-2017-GOHS Testing-00006	Application in Process	2017
General Application 2017	GA-2017-GOHS Testing-00010	Application in Process	2017
General Application 2017	GA-2017-GOHS Testing-00012	Application in Process	2017
General Application 2018	GA-2018-GOHS Testi-00001	Application in Process	2018
General Application 2019	GA-2019-GOHS Testi-00004	Application in Process	2019
General Application 2021	GA-2021-GOHS Testi-00002	Application in Process	2021

➤ Hover over management tools

➤ Click on Add/Edit People

GOVERNOR'S OFFICE OF HIGHWAY SAFETY **eGOHS Plus** **GOHS - SHARDDEV**

Electronic Grants For The Office of Highway Safety

[Home](#) [Applications/Grants](#) [Progress Reports](#) [Claims](#) [Final Reports](#) [Travel Requests](#) [Training Materials](#) | [Organization\(s\)](#) | [Profile](#) | [Logout](#) [SHOW HELP](#)

[Menu](#) [Forms Menu](#) [Status Changes](#) [Management Tools](#) [Related Documents and Messages](#)

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General Application 2021
Please complete all required forms below.
Document Information: [GA-2021-GOHS](#)
[Details](#)

Info	Document Type	Org
	General Application 2021	GOHS

Forms

Status	Page Name	By	Last Modified By
Application Forms			
	Application Project Information		
	General Additional Information		
	Problem Identification		
	Documentation Attachment		
	Program Assessment		
	Program Assessment Chart	AgencyAdministrator GOHSUser 11/26/2019 1:10:48 PM	
	Project Objectives		
	Project Activities Evaluations		
	Media Plan		
	Resource Requirements		
	Self-Sufficiency		
Budget Forms			
	Personal Service Details - Position	AgencyAdministrator GOHSUser	AgencyAdministrator GOHSUser

- Locate the new user that was added
- Click to check the box to the left of the person's name

[Back](#)

General Application 2021 Menu - People

The functionality on this page will allow you add, delete or edit people on this document.
Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results.
Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people.
After you perform your modifications, remember to select the **SAVE** button to save your changes.

Document Information: [GA-2021-GOHS Testi-00002](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	General Application 2021	GOHS Testing Inc	Agency Administrator	Application in Process	10/01/2020 - 09/30/2021 N/A

Person Search

Enter a name or partial name:

Current People Assigned

<input type="checkbox"/>	Person	Organization(s)	Role	Active Dates	Assigned By
<input checked="" type="checkbox"/>	AgencyAdministrator GOHSUser Email	GOHS Testing Inc (Agency Administrator)	Agency Administrator	11/26/2019	Grant System
<input checked="" type="checkbox"/>	AgencyAuthorizedOfficial GOHSUser Email	GOHS Testing Inc (Agency Administrator)	<input type="text" value="Agency Administrator"/>	11/26/2019	Grant System
<input checked="" type="checkbox"/>	Ms. Anne Taylor Email	GOHS Testing Inc (Agency Administrator)	<input type="text" value="Agency Administrator"/>	11/26/2019	Grant System
<input type="checkbox"/>	AgencyStaff GOHSUser Email	GOHS Testing Inc (Agency Staff)	<input type="text" value="Agency Staff"/>		
<input type="checkbox"/>	Mr. Thomas James Email	GOHS Testing Inc (Agency Staff)	<input type="text" value="Agency Staff"/>		
<input type="checkbox"/>	Ms. Michelle Hamilton Email	GOHS Testing Inc (Agency Staff)	<input type="text" value="Agency Staff"/>		
<input type="checkbox"/>	AgencyViewer GOHSUser Email	GOHS Testing Inc (Agency Viewer)	<input type="text" value="Agency Viewer"/>		
<input type="checkbox"/>	Mr. New User Jr. Email	GOHS Testing Inc (Agency Viewer)	<input type="text" value="Agency Viewer"/>		
<input type="checkbox"/>	testsw testing Email	GOHS Testing Inc (Agency Viewer)	<input type="text" value="Agency Viewer"/>		

- Select or enter a date in the upper box under Active Dates to the right of the person's name.

- Click Save

SAVE

SHOW HELP

Back

General Application 2021 Menu - People

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Document Information: [GA-2021-GOHS Testi-00002](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	General Application 2021	GOHS Testing Inc	Agency Administrator	Application in Process	10/01/2020 - 09/30/2021 N/A

Person Search

Enter a name or partial name:

SEARCH

Current People Assigned

<input type="checkbox"/> Person	Organization(s)	Role	Active Dates	Assigned By
<input checked="" type="checkbox"/> Agency Administrator GOHSUser Email	GOHS Testing Inc (Agency Administrator)	Agency Administrator	11/26/2019	Grant System
<input checked="" type="checkbox"/> AgencyAuthorizedOfficial GOHSUser Email	GOHS Testing Inc (Agency Administrator)	<div>Agency Administrator</div>	11/26/2019	Grant System
<input checked="" type="checkbox"/> Ms. Anne Taylor Email	GOHS Testing Inc (Agency Administrator)	<div>Agency Administrator</div>	11/26/2019	Grant System
<input type="checkbox"/> AgencyStaff GOHSUser Email	GOHS Testing Inc (Agency Staff)	<div>Agency Staff</div>		
<input type="checkbox"/> Mr. Thomas James Email	GOHS Testing Inc (Agency Staff)	<div>Agency Staff</div>		
<input type="checkbox"/> Ms. Michelle Hamilton Email	GOHS Testing Inc (Agency Staff)	<div>Agency Staff</div>		
<input type="checkbox"/> AgencyViewer GOHSUser Email	GOHS Testing Inc (Agency Viewer)	<div>Agency Viewer</div>		
<input checked="" type="checkbox"/> Mr. New User Jr. Email	GOHS Testing Inc (Agency Viewer)	<div>Agency Viewer</div>	12/11/2019	
<input type="checkbox"/> testsw testing Email	GOHS Testing Inc (Agency Viewer)	<div>Agency Viewer</div>		

December, 2019

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

ADDING NEW USERS TO OTHER DOCUMENTS

- The new user can be added to a progress report, claim or travel request. Follow the steps on slides 11-15.
- Remember to use your "Save" button.
- If you are changing your signature page please see the "Adding/Changing Signature Page" cheat sheet



GEORGIA GOVERNOR'S OFFICE OF HIGHWAY SAFETY

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Atlanta, Georgia 30334

WWW.GAHIGHWAYSAFETY.ORG