



GETTING STARTED IN eGOHS

CHEAT SHEET 01/2020

WHAT IS eGOHS?

- eGOHS - Electronic Grants for the Office of Highway Safety
- 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



State of Georgia Grant Management System

System Login

Calendar

Login

Username

Password

[Forgot Username/Password?](#)

From your browser:

- Go to:

<https://georgia.intelligrants.com>

- Click on New User

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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- 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



[Back](#)

Registration

Please complete all the required fields below. Required fields are marked with an *.

Contact Information

Name	Prefix	First	Middle	Last	Suffix
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Organization	<input type="text"/>				
Title	<input type="text"/>				
Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text" value="Georgia"/>	Zip code	<input type="text"/>
County	<input type="text"/>				
Phone #1	<input type="text"/>	Phone #2	<input type="text"/>		
Fax	<input type="text"/>	Cell Phone	<input type="text"/>		
Email	<input type="text"/>				
Website	<input type="text"/>				
Username	<input type="text"/>				
Password	<input type="text"/>	Confirm Password	<input type="text"/>		
Please select the agency you want to register with. <input type="text" value="--Select--"/>					
Notes	<input type="text"/>				

- 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.

SAVE

 **Registration Complete**
Your information has been submitted. When you have been approved you will receive an email. You may now close your browser or visit another website.

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Registration

Please complete all the required fields below. Required fields are marked with an *.

Contact Information

Name	Prefix	First	Middle	Last	Suffix
	Mr. ▼	Brand *	New *	User *	▼
Organization	eGOHS User *				
Title	New User II				
Address	1 New User Way *				
City	Newuser *	State	Georgia ▼ *	Zip code	30334 *
County	Fulton County ▼ *				
Phone #1	(404) 123-4567 *	Phone #2			
Fax	(404) 456-0123 *	Cell Phone			
Email	newuserii@gmail.com *				
Website	http://www.newgrantee.org				
Username	brandnew *				
Password	*	Confirm Password	*		
Notes					

[Top of the Page](#)

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

The screenshot shows the eGOHS Plus web application interface. At the top, there is a header with the logo of the Governor's Office of Highway Safety, the text "eGOHS Plus", and "GOHS - SHARDDEV". Below the header is a navigation menu with buttons for "Home", "Applications/Grants", "Progress Reports", "Claims", "Final Reports", and "Travel Requests". A secondary navigation bar includes "Training Materials", "Organization(s)", "Profile", "Logout", and a "SHOW HELP" button.

The main content area is titled "Welcome AgencyAdministrator" and includes a "Change Picture" link. To the right, there are "Instructions" for the user, such as "Select the SHOW HELP button above for detailed instructions on the following" and a list of tasks like "Applying for an Opportunity", "Using System Messages", "Understanding your Tasks", and "Managing your awarded grant".

Below the welcome message, it says "Hello AgencyAdministrator, please choose an option below." There are three main sections:

- View Available Proposals:** This section is highlighted with a red box. It features a yellow circle icon, the title "View Available Proposals", and the text "You have 19 opportunities available. Select the View Opportunities button below to see what is available to your organization." Below this text is a button labeled "VIEW OPPORTUNITIES".
- My Inbox:** This section has a yellow envelope icon, the title "My Inbox", and the text "You have 18 new messages. Select the Open Inbox button below to open your system message inbox." Below this text is a button labeled "OPEN INBOX".
- My Tasks:** This section has a yellow checkmark icon, the title "My Tasks", and the text "You have 89 new tasks. You have 24 tasks that are critical. Select the Open Tasks button below to view your active tasks." Below this text is a button labeled "OPEN TASKS".

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**

GOVERNOR'S OFFICE OF HIGHWAY SAFETY **eGOHS Plus**
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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Opportunities

To apply for an item listed below, select the **Apply Now** button below each description.

RESET OPPORTUNITIES

Provider:

Document Instance:

Due Date (From - To): -

FILTER

General Application 2021 for GAGOHS - Grantee
Offered By:
Governor's Office of Highway Safety

Application Availability Dates:
12/09/2019-01/31/2020

Application Period:
10/01/2020-09/30/2021

Application Due Date:
01/31/2020

Description:
GA (General Application) - Any agency seeing funding for general highway safety initiatives should apply for a GA grant. This may include government agencies, public safety, non-profits, and organizations.

APPLY NOW **NOT INTERESTED**

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

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

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SHOW HELP

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

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General Application 2021 Menu - Forms
Please complete all required forms below.
Document Information: [GA-2021-GOHS Testi-00003](#)
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

Forms

Status	Page Name	Note	Created By	Last Modified By
Application Forms				
	Application Project Information			
	General Additional Information			
	Problem Identification			
	Documentation Attachment			
	Program Assessment			
	Program Assessment Chart		AgencyAdministrator GOHSUser 12/11/2019 1:45:46 PM	
	Project Objectives			
	Project Activities Evaluations			
	Media Plan			
	Resource Requirements			
	Self-Sufficiency			
Budget Forms				
	Personnel Service Details - Position			

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

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

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SAVE SAVE/NEXT NEXT CHECK GLOBAL ERRORS

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Document Information: [GA-2021-GOHS Test1-00004](#)

[Details](#)

You are here: > [General Application 2021 Menu](#) > [Forms Menu](#)

APPLICATION PROJECT INFORMATION

Instructions:

- All required fields are marked with an *
- Use the **SAVE** button to save information and calculate data on each page.
- Save at least every 30 minutes to avoid losing data.

Project Title: *

Project Summary:

0 of 500

- Do NOT create multiple applications for the same project.

- To return to the application after exiting: Click Open Tasks

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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 25 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 91 new tasks.
You have 24 tasks that are critical.
Select the Open Tasks button below to view your active tasks.
OPEN TASKS

Find and select the appropriate document type under the “Name” column

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Electronic Grants For The Office of Highway Safety

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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 25 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
Export Results to Sort by:

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	General Application 2017	GOHS Testing Inc	GA-2017-GOHS Testi-00016	Application in Process	3/8/2016	
	General Application 2017	GOHS Testing Inc	GA-2017-GOHS Testi-00017	Application in Process	3/24/2016	
	General Application 2018	GOHS Testing Inc	GA-2018-GOHS Testi-00001	Application in Process	2/15/2017	
	General Application 2019	GOHS Testing Inc	GA-2019-GOHS Testi-00004	Application in Process	11/21/2018	
	General Application 2021	GOHS Testing Inc	GA-2021-GOHS Testi-00000	Application in Process	11/26/2019	

[CLOSE TASKS](#)

- 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.

GOVERNOR'S OFFICE OF HIGHWAY SAFETY **eGOHS Plus** GOHS - SHARDDEV
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General Application 2021 Menu - Forms
 Please complete all required forms below.

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

Forms

Status	Page Name	Note	Created By	Last Modified By
	Application Project Information		AgencyAdministrator GOHSUser 12/11/2019 2:23:00 PM	
	General Additional Information		AgencyAdministrator GOHSUser 12/11/2019 2:23:20 PM	
	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		AgencyAdministrator GOHSUser 12/11/2019 2:23:50 PM	

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.

GOVERNOR'S OFFICE OF HIGHWAY SAFETY

eGOHS Plus

GOHS - SHARDDEV

Electronic Grants For The Office of Highway Safety

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SAVE SAVE/NEXT NEXT PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

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Forms Menu

- Application Forms
 - Application Project Information
 - General Additional Information
 - Problem Identification
 - Documentation Attachment
 - Program Assessment
 - Program Assessment Chart
 - Project Objectives
 - Project Activities Evaluations
 - Media Plan

- All required fields are marked with an *.
- Use the **SAVE** button to save information and calculate data on each page.
- Save at least every 30 minutes to avoid losing data.

For Law Enforcement Agencies only (if not law enforcement, please enter zeros in the chart below)

Please provide the current level of enforcement activity for the entire department for the three (3) previous calendar years (January 1 through December 31). If data is not available for a particular activity/year combination, enter 0.

Activity	Calendar Year		
	2017	2018	2019
DUI Arrests	<input type="text"/>	<input type="text"/>	<input type="text"/>
Speeding (all cases)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Safety Belt Violations	<input type="text"/>	<input type="text"/>	<input type="text"/>
All Other Traffic Violations	<input type="text"/>	<input type="text"/>	<input type="text"/>
Traffic Crashes	<input type="text"/>	<input type="text"/>	<input type="text"/>
Check Point Conducted	<input type="text"/>	<input type="text"/>	<input type="text"/>

WHAT'S NEXT?

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



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