

How to Add and Activate a Contact – Video Tutorial Transcript

Hi, in this video we are going to go over how to add and activate a contact in an organization. To start off you should be logged into the Toronto Grants, Rebates and Incentives Portal or (TGRIP) page.

On your home page click the Organization Profile button on the top blue ribbon. Now go to the left hand blue ribbon and click the contacts button. The contacts window will appear.

To set up a new contact click the blue new button below the City of Toronto branding and click contact. Select the role of your new contact and click the blue next button. Now you must enter the contact information of the new user. Once all the mandatory information is provided click the update account button.

To activate the account you must go back in the Organization Profile. Go back to the contacts on the left hand blue ribbon. You will now notice that the new contact has been added. Click into this new contact to open up their individual profile. Click the option bar drop down and click roles and access. Click the enable user access button and click save. Finally click the send password button. Login details will now be emailed to the new user.