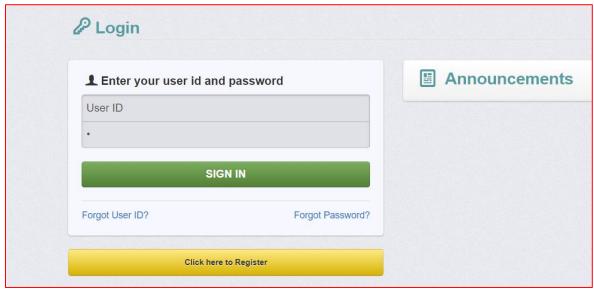# Instructions for Applying for Funding

LOGGING INTO OGMS

Sign into OGMS   **https://ogms.dcjs.virginia.gov**

- On the **Login** Page
    - o Click on **User ID** on the left side of your page under Login
    - o Enter your User ID
    - o Enter your **Password**
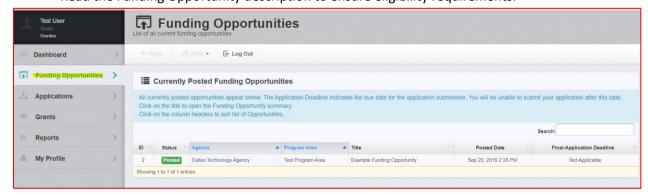   - o Click on **Sign In**

Note: Use the OGMS Menu, not the Browser Menu.

OGMS is compatible with many different browsers; please feel free to use the browser of your choice. Read the Instructions on the screen for navigating in the system.
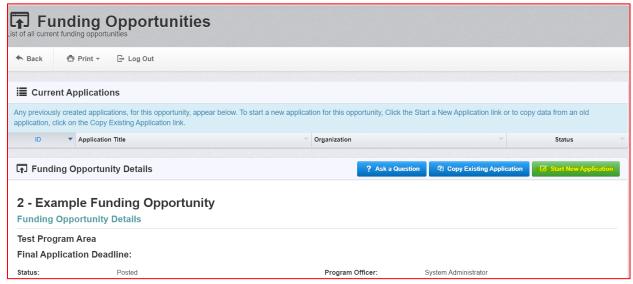
CREATING AN APPLICATION

- From the Side Menu: Click on **Funding Opportunities**.
- Select the **Opportunity Title** you are applying for.
- Read the Funding Opportunity description to ensure eligibility requirements.
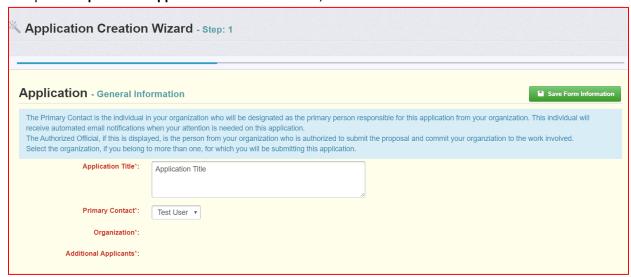
Click on **Start A New Application**.

Note: At any time you may click on **Ask a Question** and submit a question into the system. When the Program Officer answers your response, you will receive an email alert from the OGMS system.
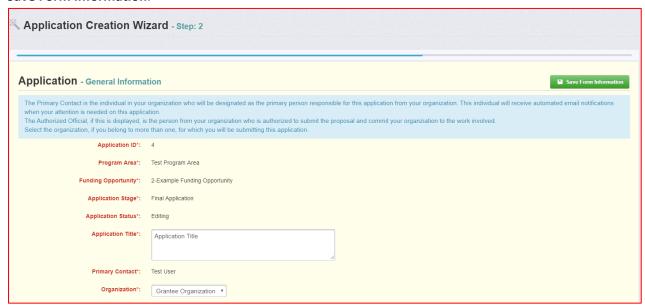
GENERAL INFORMATION PAGE

This is a system page that pulls from the **People and Organization** database. The system identifies the User and the association with their Organization. This is identified when a user registers for access to OGMS.

Complete **Step 1 in the Application Creation Wizard**, then click **Save Form Information**.
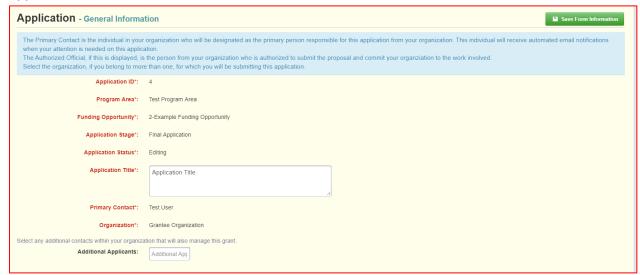
Choose your Organization from the drop-down in **Step 2 of the Application Creation Wizard**. Then click **Save Form Information**.

If you would like to add any **Additional Applicants** from your Organization, you can add them in **Step 3 of the Application Creation Wizard**. Then click **Save Form Information**.

Note: The system has created and assigned an automatic application # when you clicked **Save**. If you log out of the system at this point or any future point: **DO NOT CLICK ON START A NEW APPLICATION.**
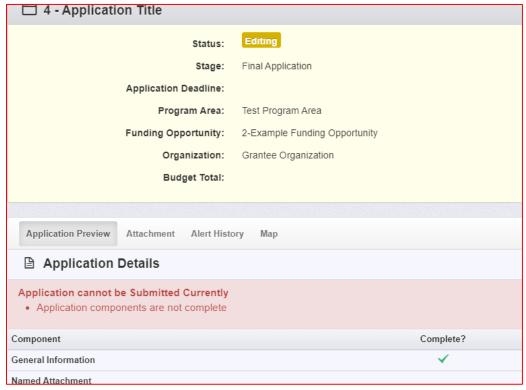
You can click on **Applications** from the Side Menu or click on **Funding Opportunities** and you will see your application in the top section.

The person listed as the **Primary Contact** is the only person that can edit the **General Information** after it has been saved.
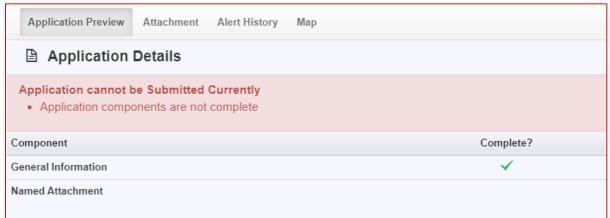
COMPLETING AN APPLICATION

Once you have completed the General Information, you will be returned to the **Application Details**.

> **Note:** The Applications Details page will show a header in pink letting you know that you are required to mark all the forms complete or the application cannot be submitted.

The system will show a complete listing of all application forms that are to be completed by the applicant to apply for funding in OGMS. Click on the next form listed underneath the **General Information** which you just completed.

You will continue to click on each form in the **Application Details** listing.

NAVIGATING IN OGMS

Most forms are editable by clicking **Edit** at the top part of the section of the form. However, multi-list sections are editable by clicking **Add** on the section. If you are completing a multi-list section, you can create as many rows necessary to complete the section. If you want to delete a row, you will click on the row and click **Delete**.

All information must be saved by clicking **Save** on the forms. If you do not click **Save** and you back out of the form or section of the form, your information will be lost.

> **Reminder:** If you log out of the system at this point or any future point,
>
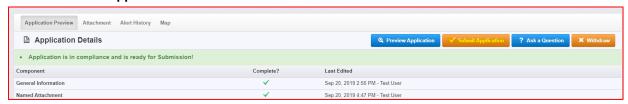> **DO NOT CLICK ON START A NEW APPLICATION.**

You can click on **Applications** from the Side Menu *or* click on **Funding Opportunities** and you will see your application in the top section.

Once you have completed the entire application and marked all forms complete, your application is ready to submit. You will notice that your header has turned green.
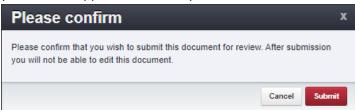

SUBMITTING THE COMPLETED APPLICATION
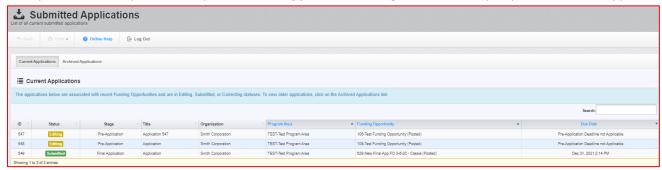
Click the **Submit Application** button.

You will receive a pop-up confirmation informing you that once you click **Submit** the system will no longer let you edit the application. If ready, click **Submit.**

The system will take you back to your **Current Applications** listing and will show you your submitted application.

PRINTING THE SUBMITTED APPLICATION

- Click on your application in **Submitted** status.
- Click **Print** on your top menu and select **Send to Printer**.
- When finished, click on **Log Out**.

For technical assistance contact ogmssupport@dcjs.virginia.gov