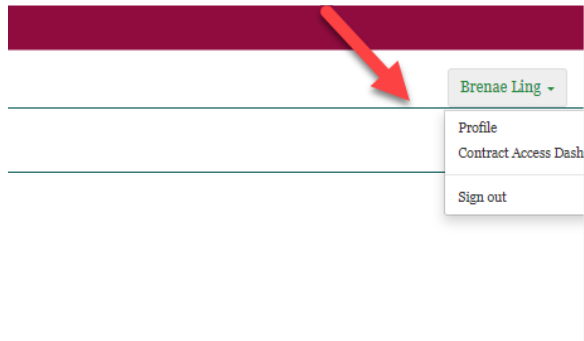


Contract Access Web Portal Training

This guide is intended for subrecipients who access the TIGR web portal. A web portal user who is a provider of grant administration services is often contracted to perform work on the behalf of several different subrecipients at once. This enhancement allows for those vendors to be related to multiple secondary organizations concurrently and facilitates access to the records for each. Vendors will no longer be allowed to manually switch their related organizations in the web portal. Subrecipients will submit request forms to have their contracted vendors granted access to their contracts. Selected Subrecipient users will be granted a new web role, Contract Access Coordinator (CAC), which enables them to add or restrict access to specific contracts.

Restricting Contract Access Via CAC Dashboard *for CAC only*

- Log into the TIGR Portal Environment
- Click on your name to the top right corner
- Select Contract Access Dashboard

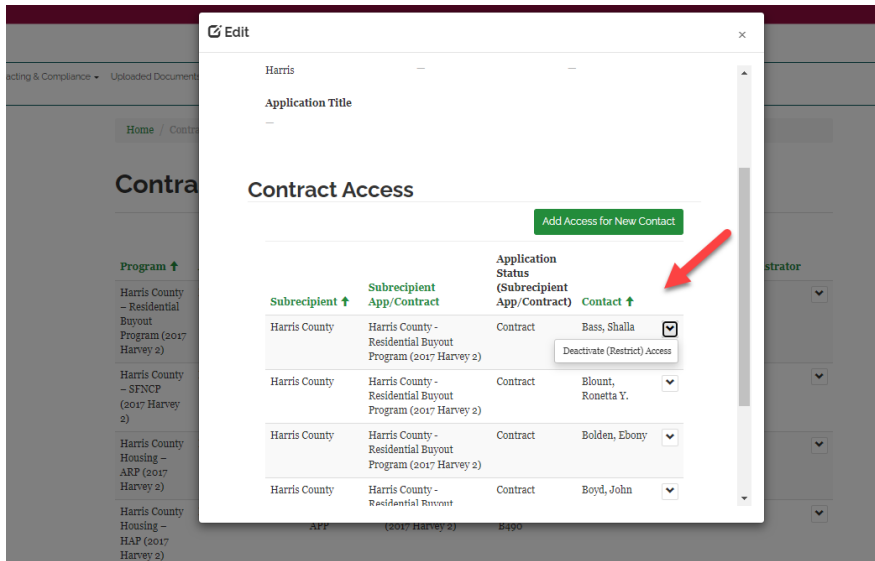


Contract Access Dashboard

Program ↑	Applicant ↑	App #	Application Title	Contract Number	Contract Period Begin Date	Contract Period End Date	Grant Administrator
Harris County - Residential Buyout Program (2017 Harvey 2)	Harris County	CDR17-0426-APP	Harris County - Residential Buyout Program (2017 Harvey 2)	19-147-002-E490	2/11/2019	8/16/2024	<input checked="" type="checkbox"/>
Harris County - SFNCP (2017 Harvey 2)	Harris County	CDR17-0428-APP	Harris County - Single Family New Construction Program (2017 Harvey 2)	19-147-002-E490	2/11/2019	8/16/2024	▼
Harris County Housing - ARP (2017 Harvey 2)	Harris County	CDR17-0423-APP	Harris County - ARP (2017 Harvey 2)	19-147-002-E490	2/11/2019	8/16/2024	▼
Harris County Housing - HAP (2017 Harvey 2)	Harris County	CDR17-0422-APP	Harris County - HAP (2017 Harvey 2)	19-147-002-E490	2/11/2019	8/16/2024	▼
Harris County Housing - HRP (2017 Harvey 2)	Harris County	CDR17-0425-APP	Harris County - HRP (2017 Harvey 2)	19-147-002-E490	2/11/2019	8/16/2024	▼
Harris County Housing - SFAHPP (2017 Harvey 2)	Harris County	CDR17-0424-APP	Harris County - Single Family Affordable Housing Preservation Program (2017 Harvey 2)	19-147-002-E490	2/11/2019	8/16/2024	▼
Harris County Housing Administration (2017 Harvey 2)	Harris County	CDR17-0431-APP	Harris County - Administration	19-147-002-E490	2/11/2019	8/16/2024	▼

The table displays a list of contracts with columns for Program, Applicant, App #, Application Title, Contract Number, Contract Period Begin Date, Contract Period End Date, and Grant Administrator. Each row has a downward arrow in the Grant Administrator column. A red arrow points to the top right corner of the dashboard area.

- Once you select Contract Access Dashboard, a dashboard will appear listing all the contracts for your Subrecipient
- Click on the downward arrow on the row of the contract for which you want to manage access and select View Access Details
- A popup is displayed with all users that currently have access to the contract.
- To deactivate contract access for a specific user, click the down arrow next to their name and select Deactivate (Restrict) Access.
- System Administrators are also able to perform this task in the main TIGR application. Forms and documentation will be required.



Adding Contract Access Via CAC Dashboard *for CAC only*

Contract Access Dashboard - Edit

General

State Infrastructure and ER - LIP: CBCOG - HUD MID (2017 Harvey 2)

Applicant

Aransas County

Contact

Mills, Burt

County

Aransas

Application Type

-

Grant Administrator

Alexander, Robin J.

Application *

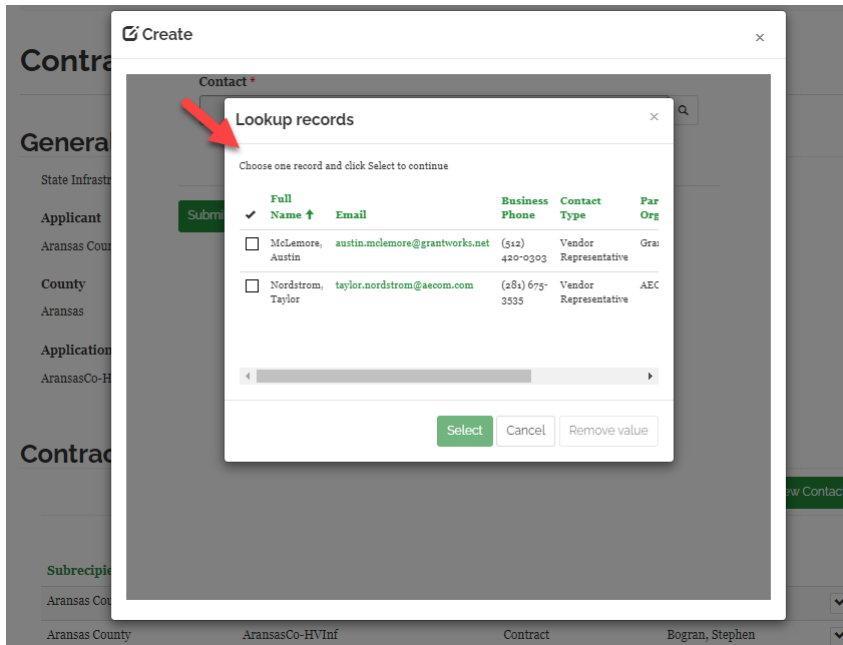
AransasCo-HVInf

Contract Access

[Add Access for New Contact](#)

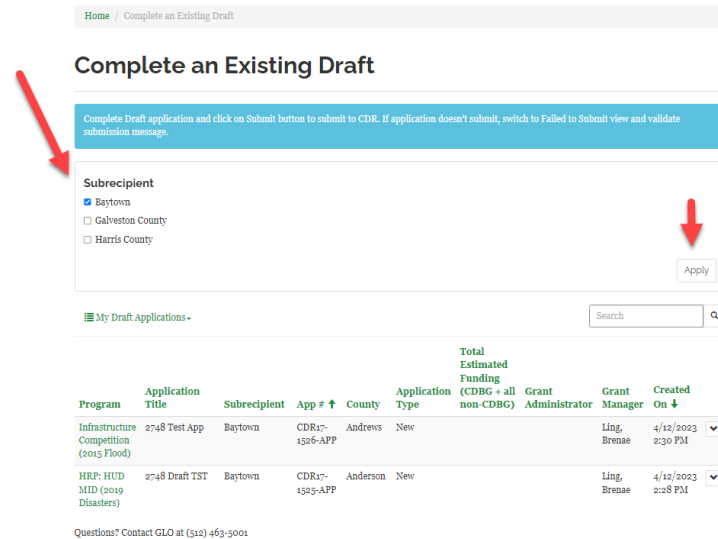
Application Status

- Click the green **Add Access for New Contact** button
- A pop-up window will open



- Click the checkbox next to the desired contact name
- Click the green Select button at the bottom of the window

Utilizing subrecipient filter for portal records *all users*



- Subrecipients will most likely not have more than one organization, this screenshot is an example of what your vendors would see
- By default, you will see all the records for your respective organizations unless you utilize the filtering options at the top of the page.
- To filter, select one or more of the listed organizations and click apply button
- Other portal tabs function in the same way