



External

# GRANTS – LMIG for External Users

Manual

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## About this Manual

This manual discusses the GDOT GRANTS-LMIG (Local Maintenance and Improvement Grant) system, which state and local agencies and governments use to submit grant requests. This manual introduces the following topics:

- ✓ Introduction
- ✓ Register/Create a GRANTS Account
- ✓ Logging in to GRANTS
- ✓ Creating/Submitting a Grant Application
- ✓ Managing Grant Applications
- ✓ Managing Your Profile
- ✓ FAQs
- ✓ Help

## How to Use this Manual

Throughout the manual, you will see callouts that contain notes, pro tips, and important information to help you use GPAS efficiently and boost productivity. Look out for these callouts to quickly become a super user!



These callouts contain supplementary notes that will help you choose the appropriate settings and provide background info.

**Note**



These callouts contain tech tips, productivity tips, and other useful nuggets of information that will make you more efficient.

**Pro Tip**



These callouts contain information that will prevent errors from occurring and help you troubleshoot issues.

**Important**

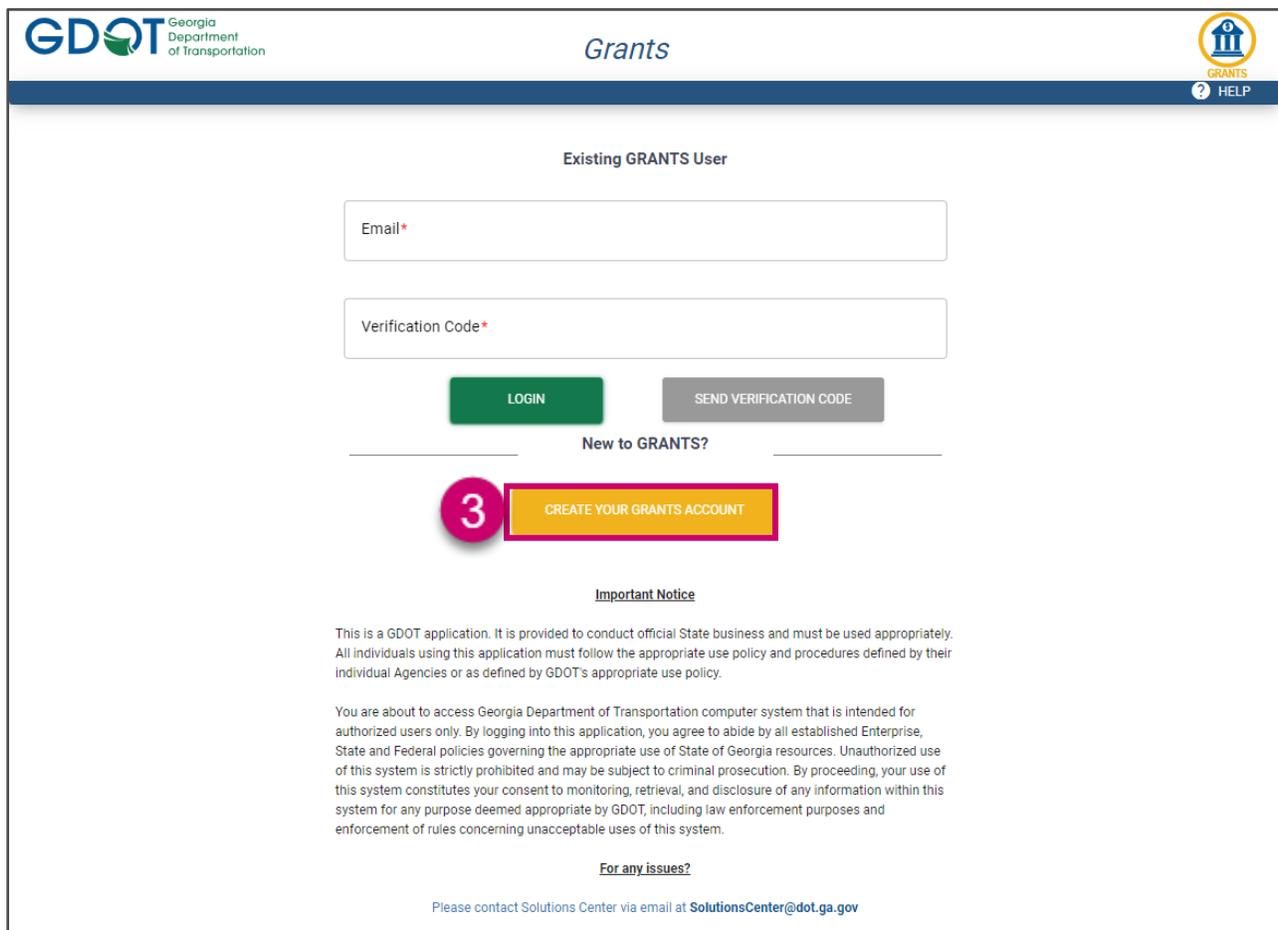
### Overview

GDOT has moved the application process for GDOT-supported grants from a paper system to a new electronic application referred to as the GRANTS application. The GDOT Local Maintenance Improvement Grant (LMIG), which supports our local governments in their effort to maintain the state’s roadway network, is the first grant application for the new electronic System.

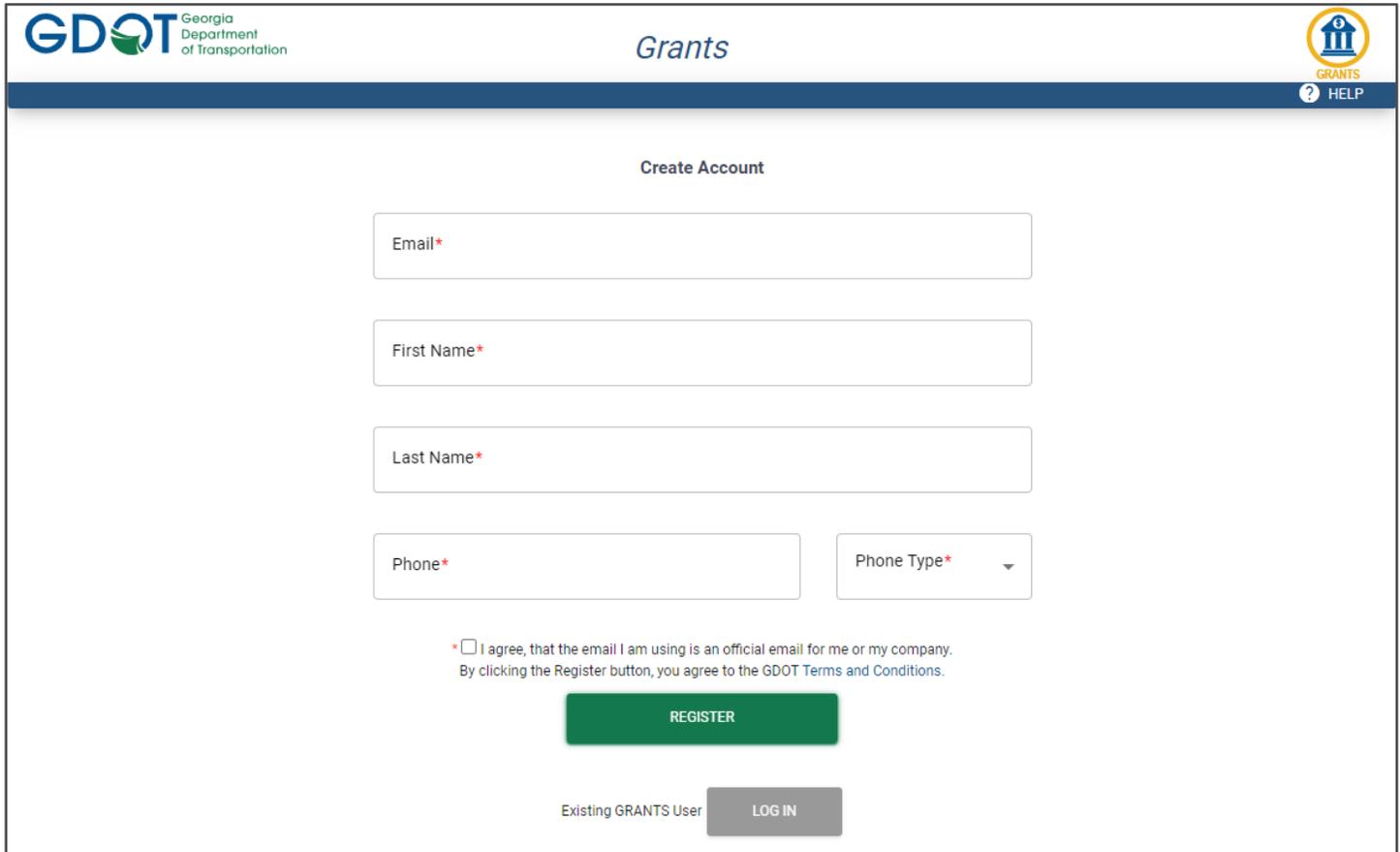
Local government users can now create their own accounts using the Grants application. The GRANTS application allows them to draft, submit, and track LMIG applications as GDOT processes them.

### Creating a GRANTS Account

1. Launch your Chrome or Microsoft Edge web browser.
2. Enter the following URL, <https://grants.dot.ga.gov>, in the web browser’s address bar. The GRANTS Login Page displays.



3. Select **CREATE YOUR GRANTS ACCOUNT**.



**GDOT** Georgia Department of Transportation

*Grants*



### Create Account

Email\*

First Name\*

Last Name\*

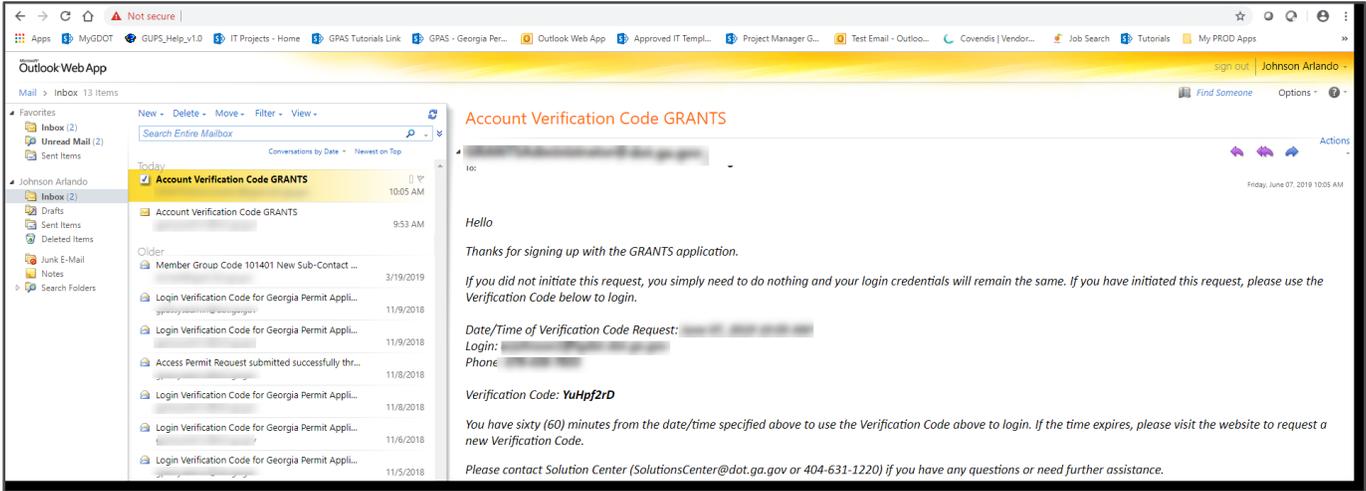
Phone\* Phone Type\*

I agree, that the email I am using is an official email for me or my company.  
By clicking the Register button, you agree to the GDOT Terms and Conditions.

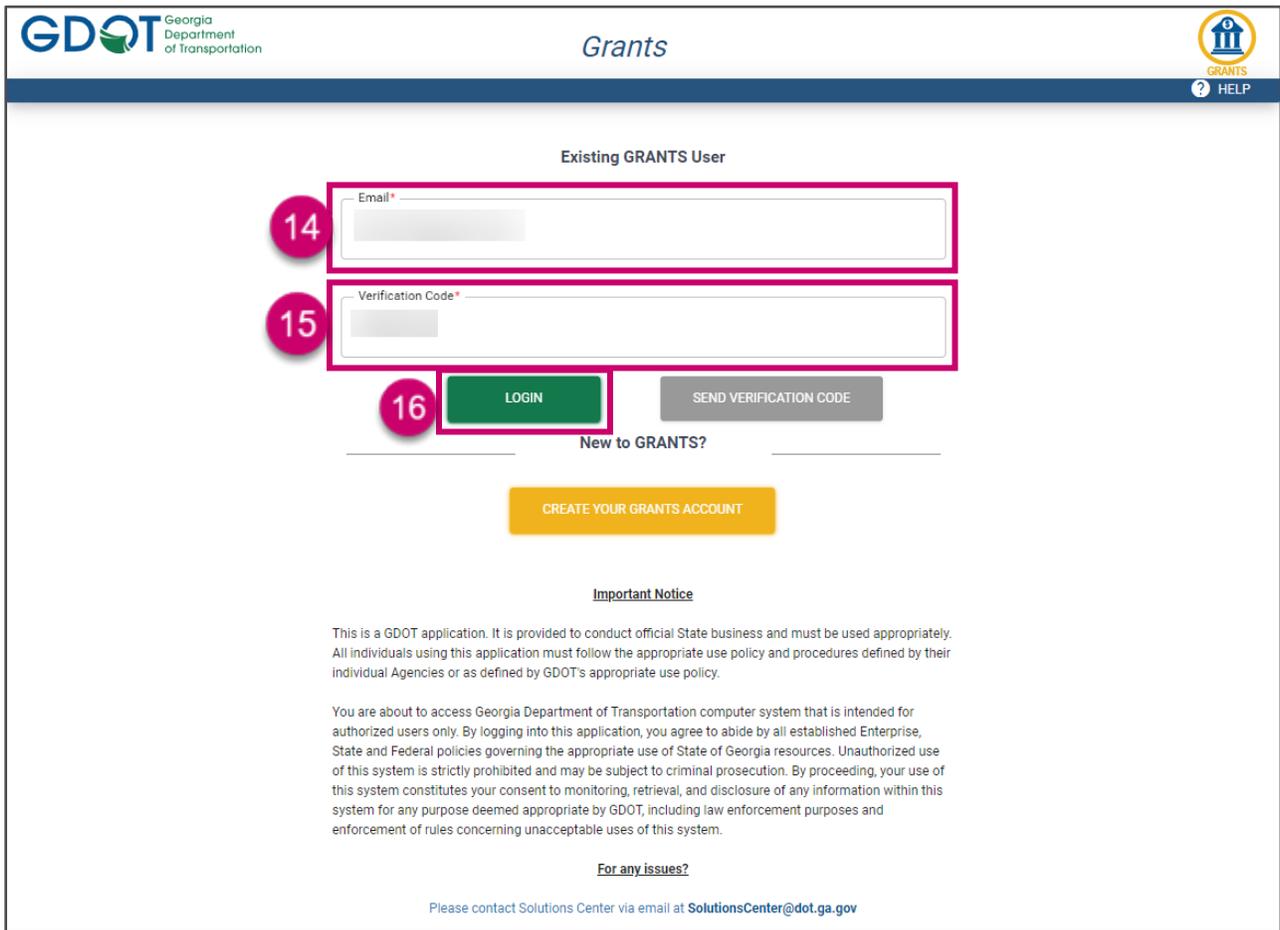
**REGISTER**

Existing GRANTS User **LOG IN**

4. Enter your **Email** address.
5. Enter your **First Name**.
6. Enter your **Last Name**.
7. Enter a valid **Phone** number.
8. Select **Mobile** from the Phone Type drop-down list.
9. Select the **Send verification code via mobile texts** option to authorize GDOT to send a verification code via text message to the mobile number provided.
10. Select the check box that you agree that the email address you entered is an official email for yourself or for your company.
11. Select **REGISTER**.
12. A verification code is sent to the email address you entered.



13. Once the verification code is received, return to the GRANTS Login Page.



14. Enter the registered email address.

15. Enter the verification code.



The verification code is active for 60 minutes. If the verification expires, select Send Verification Code and a new verification code will be emailed to the registered email address

**Note**

16. Select **LOGON**.

17. An Update Manage Profile Details alert appears, indicating the user needs to update his profile.

Update Manage Profile Details

To submit a Grant request, please update your Profile with a Local Government. Click the OK button to proceed to the Manage Profile section.

18. Select **OK**.

19. The Manage Profile page displays.

**GDOT** Georgia  
Department  
of Transportation

Grants

HOME
GRANTS
MANAGE PROFILE

Welcome: Joe Smith
LOGOUT
HELP

### Manage Profile

Update User Profile Information Here

First Name\*

Last Name\*

Title

Local Government\*

Email\*

Phone Number\*

Phone Type

Send verification code via mobile texts  
By checking the above checkbox, you expressly authorize GDOT to send your verification code via text message at the mobile number listed above. Carrier message and data rates may apply.

UPDATE

**MANAGE ADDRESSES**

+ Add New Address

Address Type	Address Line 1	Address Line 2	City	State	Zip Code	Active
No items to display						

◀
◁
0
▶
▶▶

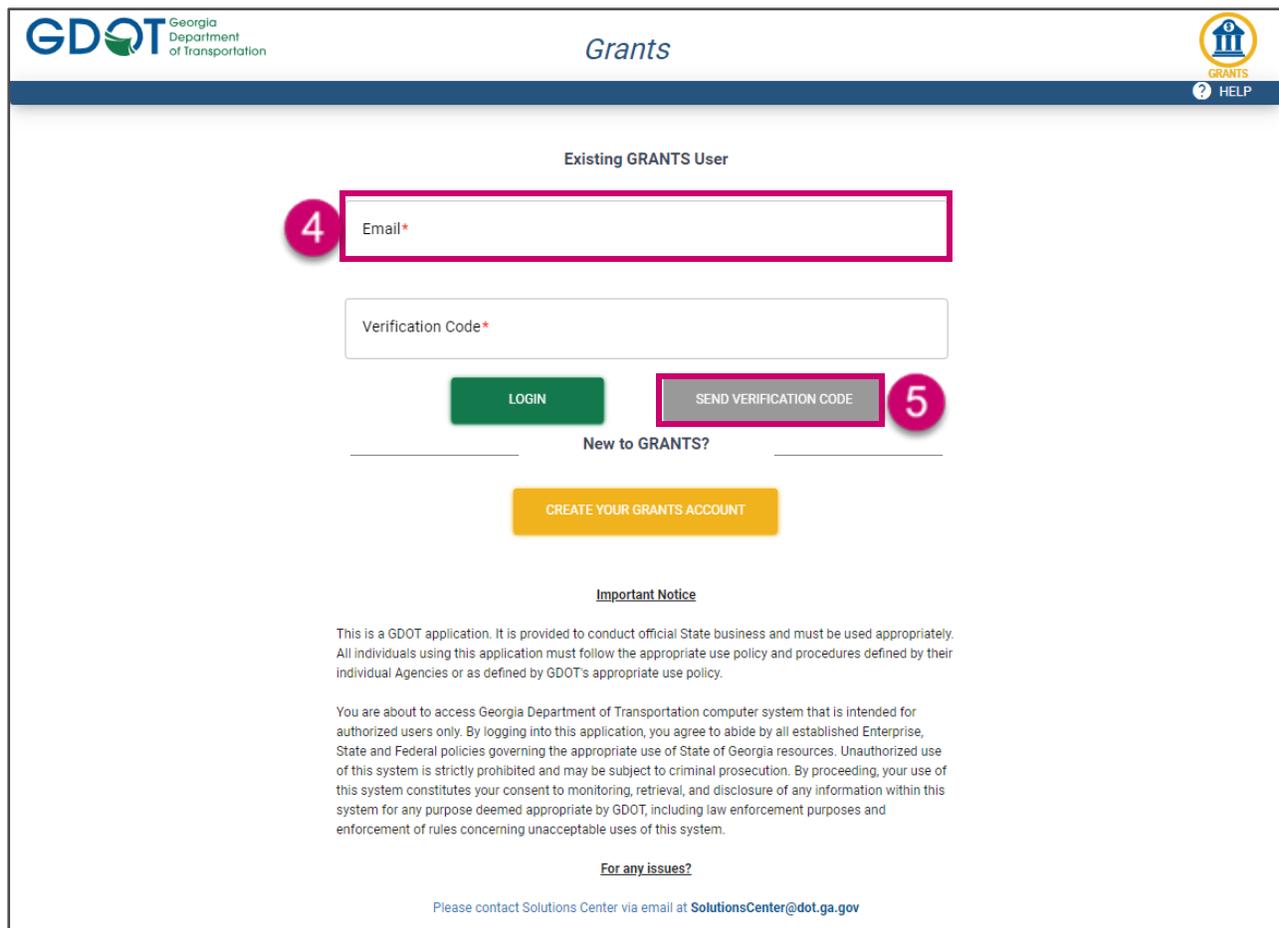
10 items per page

20. Enter the required information.
21. Select **UPDATE**.
22. You have successfully registered in the GDOT Grants Application.

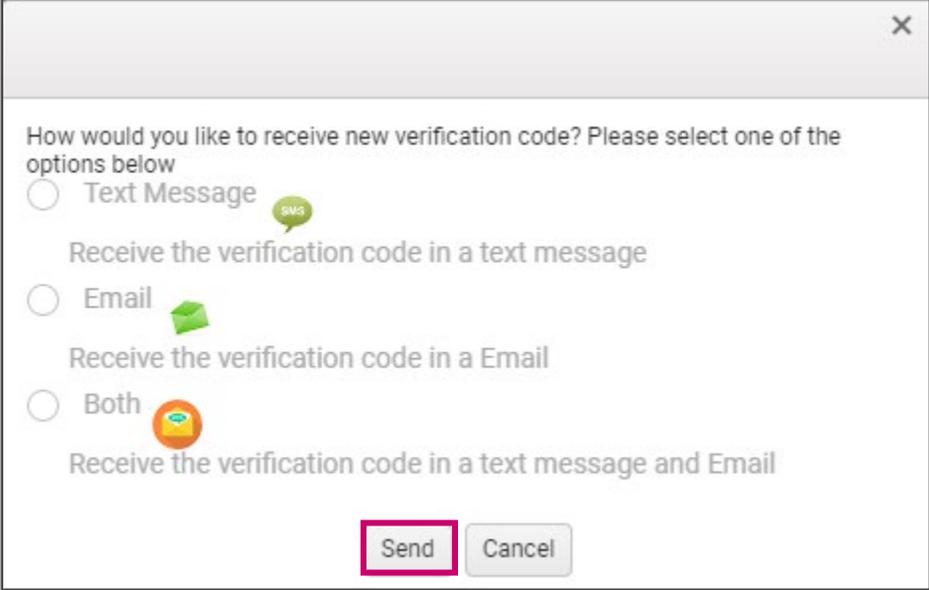
## Logging in to GRANTS

Once you have registered, follow the steps below for subsequent logins:

1. Launch your Chrome or Microsoft Edge browser.
2. Enter the following URL in the web browser's address bar <https://grants.dot.ga.gov>.
3. Select **Enter**. The GRANTS Login Page appears.



4. Enter your registered GRANTS email address.
5. Select **SEND VERIFICATION CODE**.
6. The system displays an alert message to allow you to select how you would like to receive the verification code.



How would you like to receive new verification code? Please select one of the options below

Text Message   
Receive the verification code in a text message

Email   
Receive the verification code in a Email

Both   
Receive the verification code in a text message and Email

7. Select the desired option.
8. Select **Send**.

**GDOT** Georgia Department of Transportation

*Grants*

GRANTS HELP

Existing GRANTS User

Email\*

Verification Code\*

9

10 LOGIN SEND VERIFICATION CODE

New to GRANTS?

CREATE YOUR GRANTS ACCOUNT

Important Notice

This is a GDOT application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by GDOT's appropriate use policy.

You are about to access Georgia Department of Transportation computer system that is intended for authorized users only. By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. By proceeding, your use of this system constitutes your consent to monitoring, retrieval, and disclosure of any information within this system for any purpose deemed appropriate by GDOT, including law enforcement purposes and enforcement of rules concerning unacceptable uses of this system.

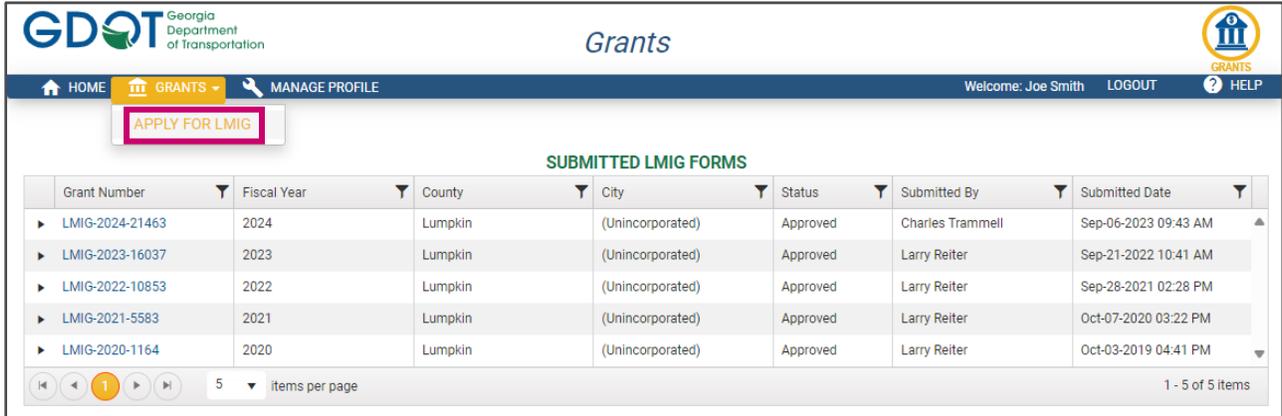
For any issues?

Please contact Solutions Center via email at [SolutionsCenter@dot.ga.gov](mailto:SolutionsCenter@dot.ga.gov)

9. Enter the verification code.
10. Select **LOGIN**.
11. The system will open the GRANTS application Home Page.

## Creating and Submitting Grant Applications

1. Select **APPLY FOR LMIG** from the Grants menu.



The screenshot shows the GDOT Grants application interface. At the top, there is a navigation bar with 'HOME', 'GRANTS', and 'MANAGE PROFILE' options. A 'GRANTS' dropdown menu is open, highlighting the 'APPLY FOR LMIG' option. Below the navigation bar, the page title is 'Grants'. A table titled 'SUBMITTED LMIG FORMS' displays a list of submitted applications. The table has columns for Grant Number, Fiscal Year, County, City, Status, Submitted By, and Submitted Date. The data shows five entries, all with a status of 'Approved' and submitted by 'Larry Reiter' or 'Charles Trammell'. At the bottom of the table, there are pagination controls showing '5 items per page' and '1 - 5 of 5 items'.

Grant Number	Fiscal Year	County	City	Status	Submitted By	Submitted Date
▶ LMIG-2024-21463	2024	Lumpkin	(Unincorporated)	Approved	Charles Trammell	Sep-06-2023 09:43 AM
▶ LMIG-2023-16037	2023	Lumpkin	(Unincorporated)	Approved	Larry Reiter	Sep-21-2022 10:41 AM
▶ LMIG-2022-10853	2022	Lumpkin	(Unincorporated)	Approved	Larry Reiter	Sep-28-2021 02:28 PM
▶ LMIG-2021-5583	2021	Lumpkin	(Unincorporated)	Approved	Larry Reiter	Oct-07-2020 03:22 PM
▶ LMIG-2020-1164	2020	Lumpkin	(Unincorporated)	Approved	Larry Reiter	Oct-03-2019 04:41 PM

2. The Main Information page displays. The Main Information section is populated based on your profile.

3. Enter the full Federal Employer Identification Number (FEIN)
4. Select the search icon.

**Supplemental Grants:** In the event that supplemental funds are available for the current fiscal year, they will be listed in the **Select Fiscal Year** field. If available, select the **Supplemental** option from this

Note

5. The system displays a Vendor’s Information popup.

Vendor's Information				
Vendor ID	Vendor Name	Alternate Vendor Name	Address1	Address2
LG99999999	LOCAL GOVERNMENT	GA LOCAL GOVERNMENT	100 MAIN STREET	SUITE 1A
LG99999999	LOCAL GOVERNMENT	GA LOCAL GOVERNMENT	200 MAIN STREET	SUITE 2A
LG99999999	LOCAL GOVERNMENT	GA LOCAL GOVERNMENT	300 MAIN STREET	SUITE 3A
LG99999999	LOCAL GOVERNMENT	GA LOCAL GOVERNMENT	400 MAIN STREET	SUITE 4A

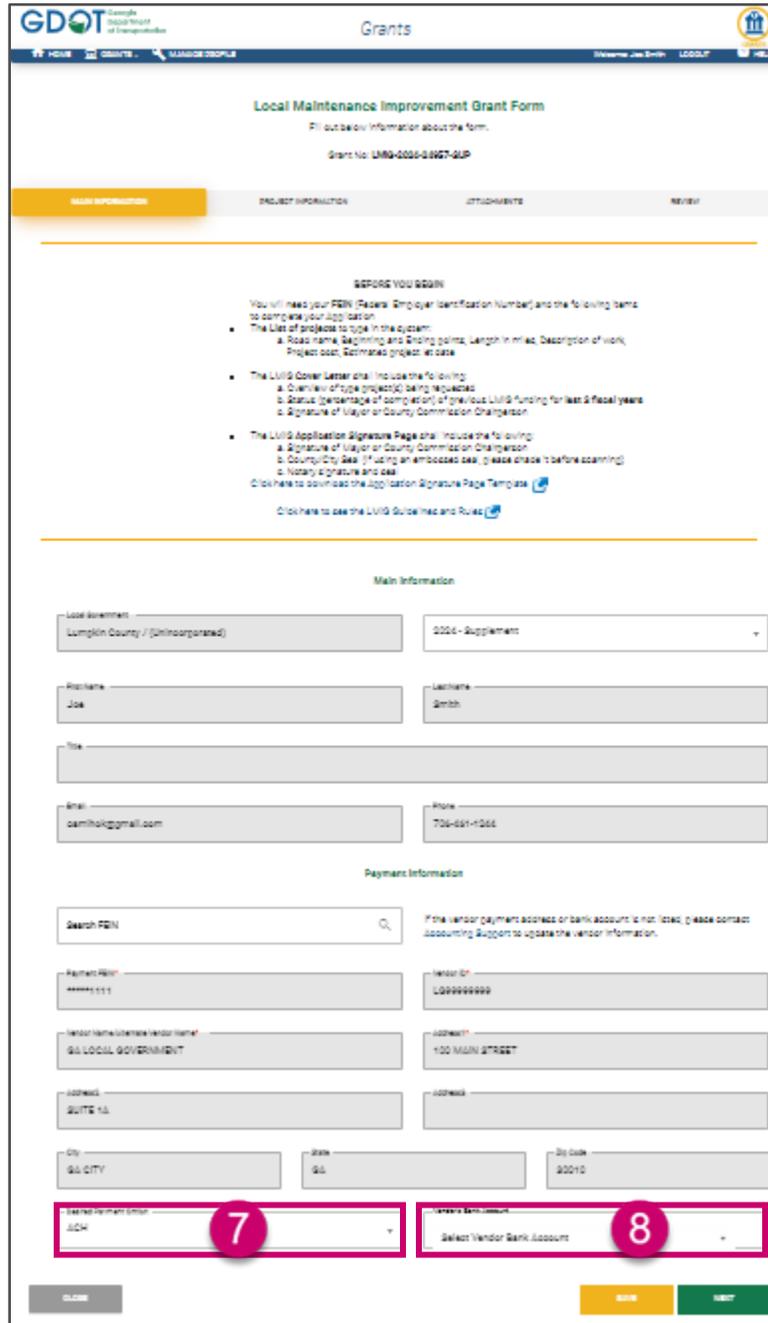
◀ ▶ 🔍 10 items per page 1 - 4 of 4 items



Vendor ID, Vendor Name, Alternate Vendor Name, Address1, and Address2 will be populated from State of Georgia PeopleSoft for the entered FEIN.

Note

6. Select the desired local government record.
7. Select the desired payment option (Check or ACH) from the Desired Payment Option drop-down list.
  - a. Selecting **Check** will display the address selected. The check will be mailed to this address.
  - b. Selecting **ACH**, as displayed below, requires the Vendor’s bank account information.



**GDOT** Georgia Department of Transportation

Grants

Local Maintenance Improvement Grant Form

Please provide information about the form.

Grant No: LMIG-2020-01927-SUP

MAIN INFORMATION    PROJECT INFORMATION    ATTACHMENTS    REVIEW

**BEFORE YOU BEGIN**

You will need your FEIN (Federal Employer Identification Number) and the following items to complete your application:

- The List of projects to type in the system:
  - Road name, beginning and ending points, length in miles, Description of work, Project cost, Estimated project start date
- The LMIG Cover Letter shall include the following:
  - Number of type projects being requested
  - Status (percentage of completion) of previous LMIG funding for last 3 fiscal years
  - Signature of Mayor or County Commission Chairperson
- The LMIG Application Signature Page shall include the following:
  - Signature of Mayor or County Commission Chairperson
  - County/City Seal (if using an embossed seal, please check it before scanning)
  - Notary signature and seal

Click here to download the application Signature Page Template

Click here to see the LMIG Guidelines and Rules

**Main Information**

Local Government: Lumpkin County / (Unincorporated)    2020 - Supplement

First Name: Joe    Last Name: Smith

Title:

Email: joe.smith@gmail.com    Phone: 706-691-1000

**Payment Information**

Search FEIN:    If the vendor payment address or bank account is not listed, please contact Accounting Support to update the vendor information.

Payment FEIN: 44444444    Vendor ID: 00000000

Vendor Name (use exact Vendor Name): GA LOCAL GOVERNMENT    Address: 100 MAIN STREET

Address: SUITE 1A    Address:

City: GA CITY    State: GA    Zip Code: 30010

Select Vendor Error: GA    Vendor's Bank Account: Select Vendor Bank Account

Close    Save    Submit

8. Select the desired Vendor's bank account number from the **Vendor's Bank Account** drop-down list.

Email  
camihok@gmail.com

Phone  
706-461-1244

**Payment Information**

Search FEIN

If the vendor payment address or bank account is not listed, please contact Accounting Support to update the vendor information.

Payment FEIN\*  
\*\*\*\*\*1111

Vendor ID\*  
LG99999999

Vendor Name/Alternate Vendor Name\*  
GA LOCAL GOVERNMENT

Address1\*  
100 MAIN STREET

Address2  
SUITE 1A

Address3

City  
GA CITY

State  
GA

Zip Code  
30010

Desired Payment Option  
ACH

Vendor's Bank Account  
Select Vendor Bank Account  
Select Vendor Bank Account  
\*\*\*\*\*1111

The vendor's bank account number will be masked to display only the last 4 digits.

Note

9. Select **Next**.
10. The Project Information page displays.

11. Select **Add Project**.

12. The system displays an Add/Edit Project popup window.

- 13. Enter the required information.
- 14. Select **Update**.

Repeat Steps 11 – 14 to add additional projects.

Note

- 15. The Project Information page displays the projects you've added.

Grants

HOME GRANTS MANAGE PROFILE
Welcome: Joe Smith LOGOUT HELP

### Local Maintenance Improvement Grant Form

Fill out below information about the form.

Grant No: **LMIG-2024-24957-SUP**

MAIN INFORMATION
PROJECT INFORMATION
ATTACHMENTS
REVIEW

#### Project Information

Current FY LMIG Formula Amount: \$651,138.44
Current FY Required LMIG Match: 0%
Current FY Project Minimum Amount: \$651,138.44

+ Add Project

Road Name	Beginning	Ending	Length (Miles)	Description Of Work	Project Cost	Project Let Date	
Fastbender Road	Smith Street	Jones Street	8.00	Grade and pave	\$1,400,000.00	05/20/2024	<span style="border: 1px solid #ccc; padding: 2px 5px;">Edit</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-left: 5px;">Delete</span>

10 Items per page
1 - 1 of 1 items

Total Project Cost: \$1,400,000.00

PREVIOUS
CLOSE

SAVE
NEXT

- 16. Select **NEXT**.
- 17. The Attachments page displays.

The screenshot shows the 'Local Maintenance Improvement Grant Form' interface. At the top, there are navigation links for HOME, GRANTS, and MANAGE PROFILE, along with a user welcome message 'Welcome: Joe Smith' and LOGOUT. The main content area is titled 'Local Maintenance Improvement Grant Form' and includes a 'Grant No: LMIG-2024-24957-SUP'. Below this is a tabbed interface with 'ATTACHMENTS' selected. The 'GDOT LMIG Application Checklist' section contains two main bullet points with sub-points. A link to download the 'Application Signature Page Template' is highlighted with a red box and a red circle containing the number 18. Below the checklist is an 'Attachments' table with columns for Document Type, Document Name, Date Uploaded, and Uploaded By. The table lists 'Application Signature Page\*', 'Cover Letter\*', and 'Miscellaneous'. To the right of the table, there are three upload buttons, with the middle one highlighted by a red box and a red circle containing the number 20. At the bottom of the form, there are 'PREVIOUS', 'CLOSE', 'SAVE', and 'NEXT' buttons. The 'NEXT' button is highlighted with a red box and a red circle containing the number 21.

18. Select the link **Click here to download the Application Signature Page Template.**

19. Complete the form, notarize it, and upload it.

20. Attach the other required documents using the upload button to the right of the document type.

21. Select **NEXT**.

22. The Review page displays.

**GDOT** Georgia Department of Transportation | Grants | Welcome: Joe Smith | LOGOUT | HELP

**Local Maintenance Improvement Grant Form**  
Fill out below information about the form.  
Grant No: LMIG-2024-24957-SUP

MAIN INFORMATION | PROJECT INFORMATION | ATTACHMENTS | **REVIEW**

Review LMIG Form Information

**Main Information**

Local Government: Lumpkin County / (Unincorporated) | Fiscal Year: 2024 - Supplement

First Name: Joe | Last Name: Smith

Title: [Empty]

Email: camihok@gmail.com | Phone: 706-461-1244

**Payment Information**

FEIN #: xxxxxx1111 | Vendor ID: LG99999999

Vendor Name/Alternate Vendor Name: GA LOCAL GOVERNMENT | Address1: 100 MAIN STREET

Address2: SUITE 1A | Address3: [Empty]

City: GA CITY | State: GA | Zip Code: 30010

Desired Payment Option: ACH | Vendor's Bank Account: xxxxxx1111

**Project Information**

Current FY LMIG Formula Amount: \$651,138.44 | Current FY Required LMIG Match: 0% | Current FY Project Minimum Amount: \$651,138.44

Road Name	Beginning	Ending	Length (Miles)	Description Of Work	Project Cost	Project Let Date
Restonator Road	Smith Street	Jones Street	0.00	Grass and pave	\$1,400,000.00	08/20/2024

Total Project Cost: \$1,400,000.00

**Attachments**

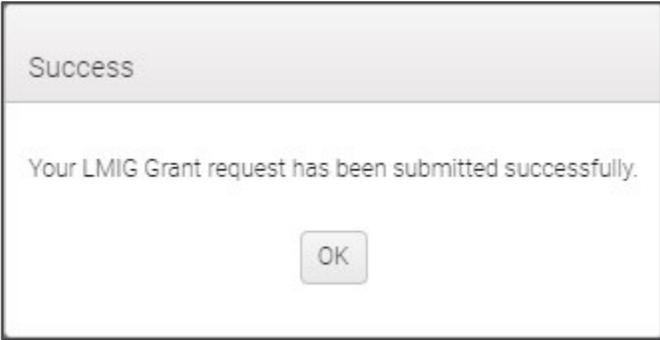
Document Type	Document Name	Date Uploaded	Uploaded By
Cover Letter	WFL_002826_080226.PDF	May 08 2024 12:00 AM	Joe Smith
Miscellaneous			
Application Signature Page	WFL_002826_080226.PDF	May 08 2024 12:00 AM	Joe Smith

PREVIOUS | CLOSE | SAVE | **FINISH**

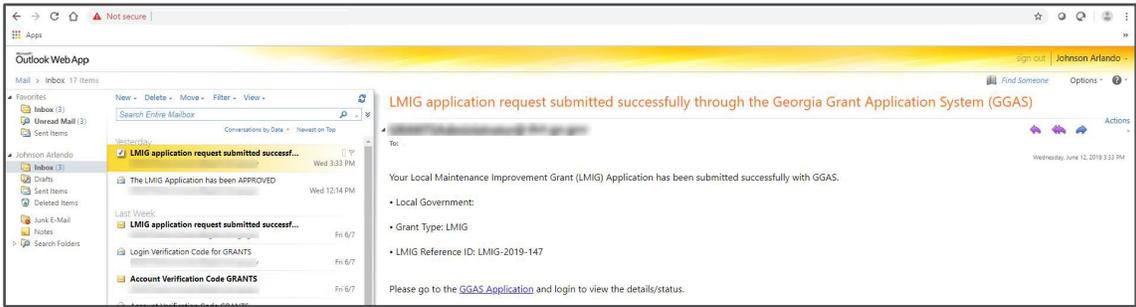
23. Review the information you've entered. Select **FINISH**.

24. A dialogue box displays, confirming that the grant application was submitted successfully.

# GRANTS – LMIG - External



25. Select **OK**. An email notification is sent to the submitter, and the district reviewer relays that the application was submitted.



The system then displays the home page, where Submitted applications can be edited/deleted.

Grants 


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HOME GRANTS MANAGE PROFILE
Welcome: Joe Smith LOGOUT HELP

**SUBMITTED LMIG FORMS**

Grant Number	Fiscal Year	County	City	Status	Submitted By	Submitted Date
▶ LMIG-2024-24957-SUP	2024	Lumpkin	(Unincorporated)	Processing	Joe Smith	May-08-2024 03:43 PM
▶ LMIG-2024-21463	2024	Lumpkin	(Unincorporated)	Approved	Charles Trammell	Sep-06-2023 09:43 AM
▶ LMIG-2023-16037	2023	Lumpkin	(Unincorporated)	Approved	Larry Reiter	Sep-21-2022 10:41 AM
▶ LMIG-2022-10853	2022	Lumpkin	(Unincorporated)	Approved	Larry Reiter	Sep-28-2021 02:28 PM
▶ LMIG-2021-5583	2021	Lumpkin	(Unincorporated)	Approved	Larry Reiter	Oct-07-2020 03:22 PM

5 items per page
1 - 5 of 6 items

The Submitted grid only displays if you have a saved Grant application form or one has been Sent for Correction during review.

**Note**

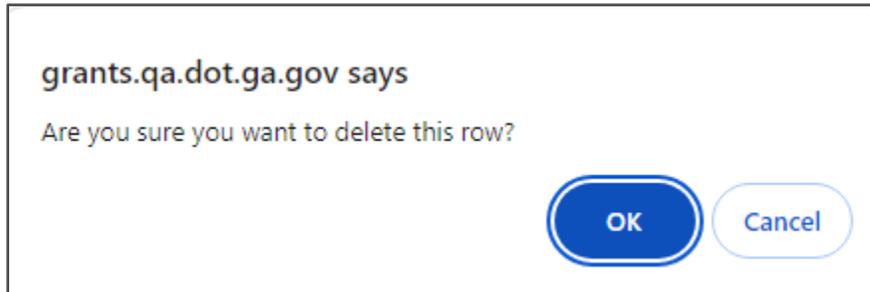
## Deleting a Draft Application

1. Select **Delete** to the right of the draft request you want to remove.



The screenshot shows the 'Grants' application interface. At the top, there is a navigation bar with 'HOME', 'GRANTS', and 'MANAGE PROFILE'. The user is logged in as 'Joe Smith'. Below the navigation bar, there are two tables: 'DRAFT LMIG FORMS' and 'SUBMITTED LMIG FORMS'. The 'DRAFT LMIG FORMS' table has columns for Grant Number, Fiscal Year, County, City, Status, Created By, and Created Date. The first row in this table is highlighted, and a red box highlights the 'Delete' button in the rightmost column of that row. The 'SUBMITTED LMIG FORMS' table has columns for Grant Number, Fiscal Year, County, City, Status, Submitted By, and Submitted Date. The first row in this table is also highlighted.

2. A message displays asking if you're sure you want to delete the request.



The dialog box contains the text: 'grants.qa.dot.ga.gov says' followed by 'Are you sure you want to delete this row?'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

3. Select **OK** to delete the draft application.

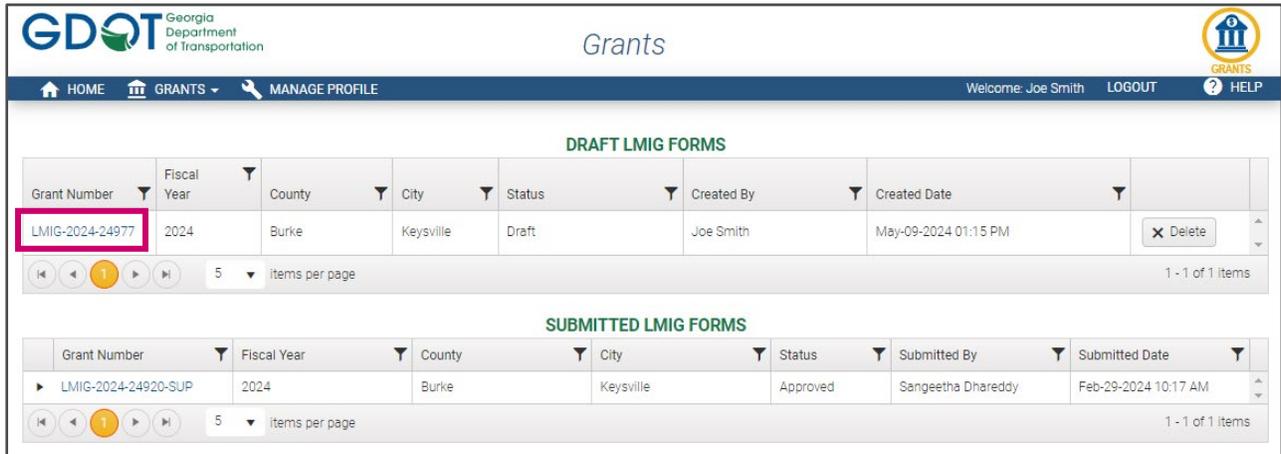


Draft applications can only be deleted prior to the application being submitted. If an application does not have a delete button then it has been Sent for Correction.

### Note

## Editing a Draft Application

1. Select the **Grant Number** link contained within the Draft LMIG Forms grid.



2. The system prompts you to enter the Local Government’s FEIN as a precautionary security check.



3. If the FEIN number passes the validation check, the system displays the application pages so that you can edit the grant application.



Draft applications can only be edited prior to the application being submitted.

Note

## Managing Submitted Applications

From the GRANTS homepage, you can view:

- Submitted applications.
- The workflow history for submitted applications.



Grant Number	Fiscal Year	County	City	Status	Submitted By	Submitted Date
▶ LMIG-2024-24957-SUP	2024	Lumpkin	(Unincorporated)	Processing	Joe Smith	May-08-2024 03:43 PM
▶ LMIG-2024-21463	2024	Lumpkin	(Unincorporated)	Approved	Charles Trammell	Sep-06-2023 09:43 AM
▶ LMIG-2023-16037	2023	Lumpkin	(Unincorporated)	Approved	Larry Reiter	Sep-21-2022 10:41 AM
▶ LMIG-2022-10853	2022	Lumpkin	(Unincorporated)	Approved	Larry Reiter	Sep-28-2021 02:28 PM
▶ LMIG-2021-5583	2021	Lumpkin	(Unincorporated)	Approved	Larry Reiter	Oct-07-2020 03:22 PM

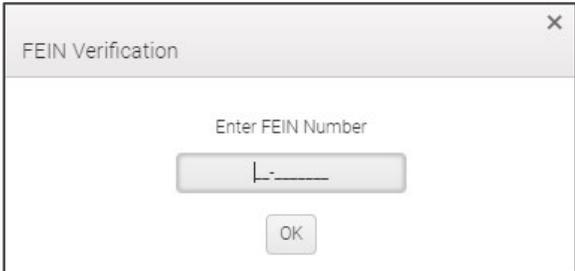


The Submitted form grids will only display if the user has submitted an application request.

Note

### Viewing Submitted Grant Applications

1. Select the **Grant Number** link contained within the Submitted LMIG Forms grid.
2. As a precaution, the system prompts you to enter the Local Government’s FEIN.



FEIN Verification ✕

Enter FEIN Number

3. If the FEIN number passes the validation check, the system displays the application pages in read-only mode.

Georgia  
Department  
of Transportation

Grants

GRANTS

HOME
GRANTS -
MANAGE PROFILE
Welcome: Joe Smith
LOGOUT
HELP

## Local Maintenance Improvement Grant Form

Grant No: **LMIG-2024-24920-SUP**

MAIN INFORMATION

PROJECT INFORMATION

ATTACHMENTS

### Review LMIG Form Information

**Main Information**

Local Government

Fiscal Year

First Name

Last Name

Title

Email

Phone

**Payment Information**

FEIN #

Vendor ID

Vendor Name/Alternate Vendor Name

Address1

Address2

Address3

City

State

Zip Code

Desired Payment Option

Vendor's Address For Check

SUITE 1A  
GA CITY, GA 30010

CLOSE

NEXT

## Viewing Submitted Grant Applications - History

1. Select the **expand button** for the Grant Number link displayed in the Submitted LMIG Forms grid.


Grants


HOME GRANTS MANAGE PROFILE
Welcome: Joe Smith LOGOUT HELP

**DRAFT LMIG FORMS**

Grant Number	Fiscal Year	County	City	Status	Created By	Created Date	
LMIG-2024-24977	2024	Burke	Keyville	Draft	Joe Smith	May-09-2024 01:15 PM	Delete

5 Items per page
1 - 1 of 1 items

**SUBMITTED LMIG FORMS**

Grant Number	Fiscal Year	County	City	Status	Submitted By	Submitted Date	
LMIG-2024-24920-SUP	2024	Burke	Keyville	Approved	Sangeetha Dhareddy	Feb-29-2024 10:17 AM	^

Group Name	Assigned Date	Assigned To	Status	Status Date	Last Updated User
Monitor Group	Feb-29-2024 10:32 AM	Charity L. Belford	Claimed	Feb-29-2024 10:32 AM	
Monitor Group	Feb-29-2024 10:29 AM		Group Assigned	Feb-29-2024 10:29 AM	
Payables Group	Feb-29-2024 10:29 AM	Kirkley Braswell Renwick	Approved	Feb-29-2024 10:29 AM	Kirkley Braswell Renwick
Payables Group	Feb-29-2024 10:29 AM	Kirkley Braswell Renwick	Claimed	Feb-29-2024 10:29 AM	
Payables Group	Feb-29-2024 10:27 AM		Group Assigned	Feb-29-2024 10:27 AM	
Local Grants Office Administration	Feb-29-2024 10:26 AM	William Kenrick Wright Jr	Approved	Feb-29-2024 10:27 AM	William Kenrick Wright Jr
Local Grants Office Staff	Feb-29-2024 10:25 AM	Charity L. Belford	Approved	Feb-29-2024 10:26 AM	Charity L. Belford
Local Grants Office Staff	Feb-29-2024 10:25 AM	Charity L. Belford	Claimed	Feb-29-2024 10:25 AM	
Local Grants Office Staff	Feb-29-2024 10:24 AM		Group Assigned	Feb-29-2024 10:24 AM	
District State Aid Coordinator D2	Feb-29-2024 10:17 AM	Matthew S. Sammons	Approved	Feb-29-2024 10:24 AM	Matthew S. Sammons

5 Items per page
1 - 10 of 11 items

5 Items per page
1 - 1 of 1 items

2. The system displays the workflow history of the submitted grant application request.

## Managing Your Profile

Once you have logged in, the system displays the home page.

1. Select Manage Profile.



**DRAFT LMIG FORMS**

Grant Number	Fiscal Year	County	City	Status	Created By	Created Date	
LMIG-2024-24977	2024	Burke	Keysville	Draft	Joe Smith	May-09-2024 01:15 PM	<a href="#">Delete</a>

**SUBMITTED LMIG FORMS**

Grant Number	Fiscal Year	County	City	Status	Submitted By	Submitted Date	
LMIG-2024-24920-SUP	2024	Burke	Keysville	Approved	Sangeetha Dhareddy	Feb-29-2024 10:17 AM	

2. The **My Profile** screen displays.

The screenshot shows the 'Manage Profile' page in the Grants system. The page header includes the GDOT logo, the word 'Grants', and a 'GRANTS' icon. The navigation bar contains 'HOME', 'GRANTS', and 'MANAGE PROFILE'. The user is logged in as 'Joe Smith' and can click 'LOGOUT' or 'HELP'. The main heading is 'Manage Profile' with the sub-heading 'Update User Profile Information Here'. The form contains several input fields: 'First Name\*' (Joe), 'Last Name\*' (Smith), 'Title', 'Local Government\*' (Burke County / Keysville), 'Email\*' (camihok@gmail.com), and 'Phone Number\*' (706-461-1244). There is a 'Phone Type' dropdown menu set to 'Mobile'. A checkbox is checked for 'Send verification code via mobile texts', with a note below it: 'By checking the above checkbox, you expressly authorize GDOT to send your verification code via text message at the mobile number listed above. Carrier message and data rates may apply.' A green 'UPDATE' button is highlighted with a red box. Below the form is a section titled 'MANAGE ADDRESSES' with a table header for 'Address Type', 'Address Line 1', 'Address Line 2', 'City', 'State', 'Zip Code', and 'Active'. The table is currently empty, and the page shows '0' items per page and 'No items to display'.

1. Enter the required information.
2. Select **UPDATE**.

## Access Help

Besides this manual, there are many resources available to you for this application.



If the answers to your questions are not in this manual or if you experience any problems with this application, please contact the Solutions Center at 404-631-1220 or [solutionscenter@dot.ga.gov](mailto:solutionscenter@dot.ga.gov).

### Note