New Charter Checklist
LEAs/External Users

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Getting Started

1. Review *Entity Profile Form* Instructions: http://www.azed.gov/finance/entity-profile-form-instructions/ - read ALL instructions before continuing to the *Entity Profile Form* itself.
2. Submit filled out *Entity Profile Form* electronically to School Finance at SFAnalystTeam@azed.gov (if you are a new Charter, you will obtain the *CTDS* number after submitting the form).
3. School Finance will provide you with ADEConnect access after completing the *Entity Profile Form*. If you have any questions or need further assistance with obtaining ADEConnect account, please, reach out to ADESupport at 602-542-7378 or via email at adesupport@azed.gov.

4. Register on www.sam.gov for *CCR* (Central Contractor Registration). Please note that The System for Award Management (SAM) registration is managed by the federal government and there is no cost associated with it.

5.   Reach out to Grants Management at grants@azed.gov to obtain an *Add User Access Administrator Form*. This form is necessary to gain access to Grants Management Enterprise (GME).

6. Fill out your *W9 form* that can be found at http://www.azed.gov/grants-management/gsa/.
   a. This form can be also found in the GME's Grants Management Resource Library in General Statement of Assurances (GSA) folder.

7. Once both forms are completed (*Add User Access Administrator Form* and *W9*), submit to Grants Management at grants@azed.gov to gain access to Grants Management Enterprise (GME) system. Please make sure the person assigned as the LEA User Access Administrator has the Grants Management application in ADEConnect to access GME.
8. Once the Grants Management assigns 1 LEA User Access Administrator, this user is responsible for assigning roles to additional users for that LEA.
9. The LEA User Access Administrator needs to assign (to one or more users) 2 GSA (General Statement of Assurance) roles: *LEA General Statement of Assurances Update* and *LEA Entity Authorized Signer*. Instructions on how to assign roles can be found in Grants Management Resource Library > GME User Resources/Training > User Roles/User Access Administration > User Roles and User Access Administration in GME.
10. Submit your *GSA* in GME system. Please note that you won't be fully approved for any funding until your GSA is in SEA General Statement of Assurance Accepted status.

Checklist

Be sure you have each box checked to ensure you can access and submit your GSA.

☐ Complete and submit the Entity Profile Form to School Finance (sfanalystteam@azed.gov)

☐ Register for *CCR* (Central Contractor Registration) at www.sam.gov.

☐ Once School Finance has given ADEConnect access, determine who will be the Entity Administrator. Once an Entity Administrator is identified, he or she will need to give access to Grants Management to any users that will need access to GME.

☐ Reach out to Grants Management (grants@azed.gov) to obtain an Add User Access Form.

☐ Complete and submit the Add User Access and W9 forms to Grants Management (grants@azed.gov)

☐ Once Grants Management assigns 1 user as LEA User Access Administrator, this user will assign the GSA roles to 1 or 2 users. Note: these users should have the Grants Management link on ADEConnect.

☐ Once the GSA roles are assigned, submit the GSA via GME.

Need Assistance?

Grants Management System (GME)	Passwords/ADEConnect Support
Phone: 602.542.3901	Phone: 602.542.7378
Email: grants@azed.gov	Email: adesupport@azed.gov