How to Update the Mayor or Authorized Officer

Launch TDA-GO and Login

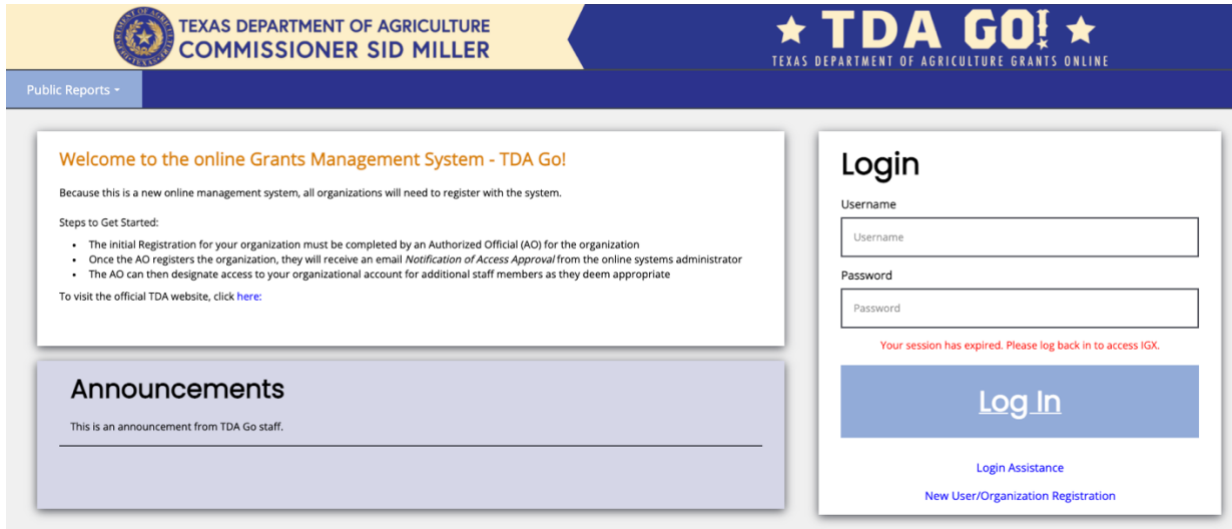Launch https://tda-go.intelligrants.com/IGXLogin. Login with your username and password.

Figure 1. Launch TDA-GO and login

Create New Person Account

Navigate to the **Profile** option located below your name.
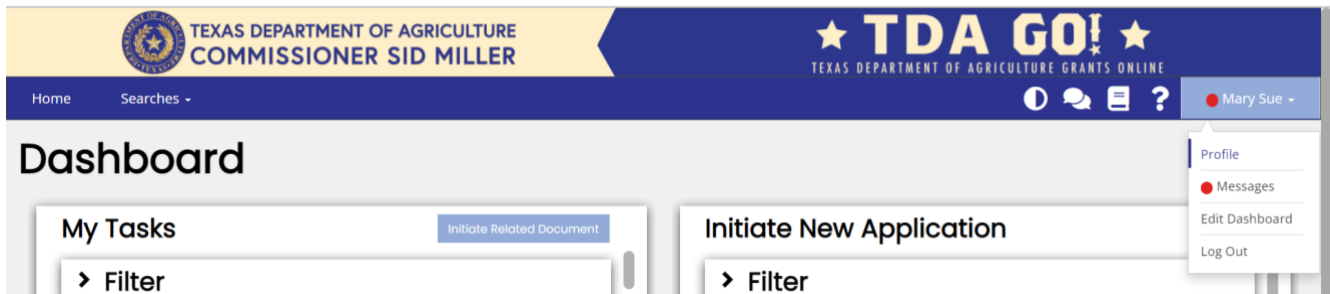

Figure 2. Select Profile

Select the **Organization Members** tab in the navigation menu on the left side of the page, then find the **+** button to the right.

Figure 3. Select the + button on Organization Members page

Complete the form with the new user's name and contact information.
- Assign a unique username, such as the person's business email address.
- Set a password that you will provide to the person.
- Assign an appropriate role.
- **Save** the form.

Figure 4. Complete the Add Person form and Save

To assign a second role to the same user, click the pencil icon for the user, then select the **+**. Select the additional role and **Save** the form.

Figure 5. The new user can have more than one role

NOTE: You may only create a new Authorized Official account or assign an existing user to the Authorized Official role if you currently hold the Authorized Official role. A Project Director (local staff member) may create new users and assign the roles of Project Director, Payment Processor, or Viewer.

Assign Person to Application / Grant

Once the user profile has been created, either an Authorized Official or Project Director may assign the user to specific documents. This allows the user to view the document and/or take appropriate actions.

Use the **Search** function to open the relevant Application / Grant and select **Add / Edit People** in the navigation menu at the left of the page.
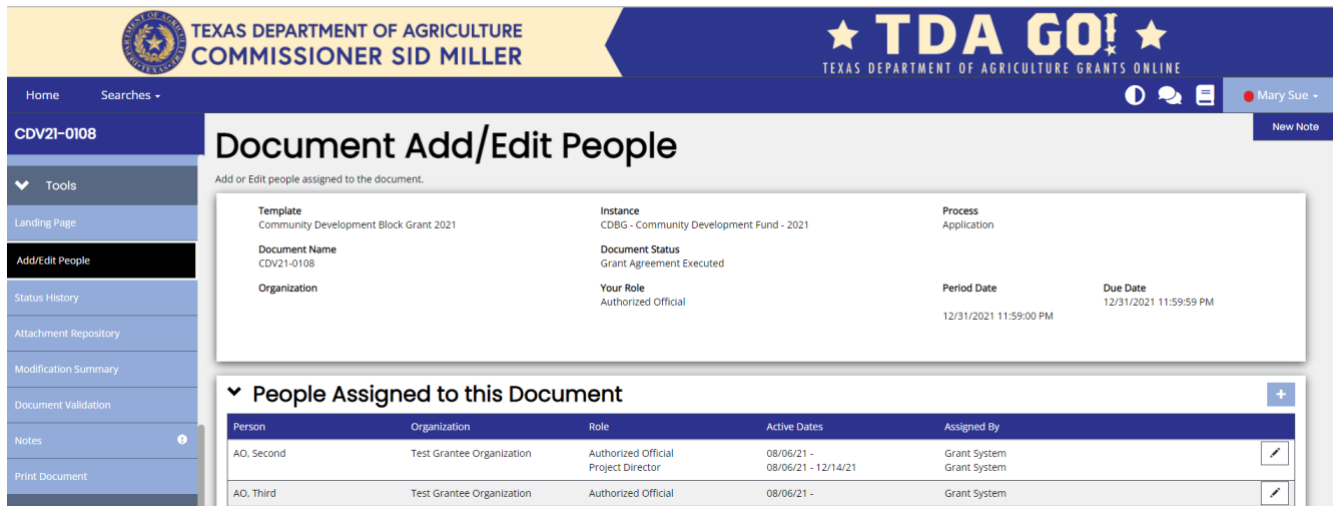

Figure 6. The Authorized Official or Project Director may assign users to specific documents

Click the **+** sign, enter any search criteria, and click **Search** to bring up members of your organization that meet those criteria. Select the appropriate role for each user to be added to the document and **Save** the form.
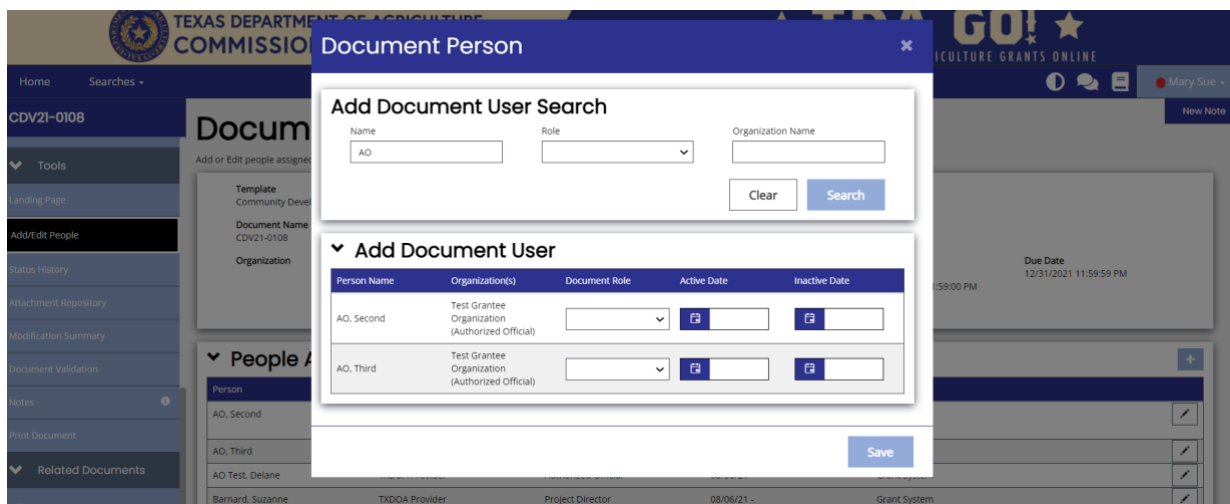

Figure 7. Save the new user assignments

Update the Application Contact Information

Each TDA-GO Application / Grant includes a page titled **Applicant Contact Information**. The **Applicant Contact Information** page can be updated at any time during the grant process. This page does not enable any user roles or responsibilities, and rather identifies key personnel for reports and communication related to a specific application or grant.

Figure 8. Select Applicant Contact Information; next select New Mayor from the drop-down menu

Continue down the page and fill in each field.

Select **Next Form** to save your changes.

Figure 9. Select Next Form to save your new entries and move ahead