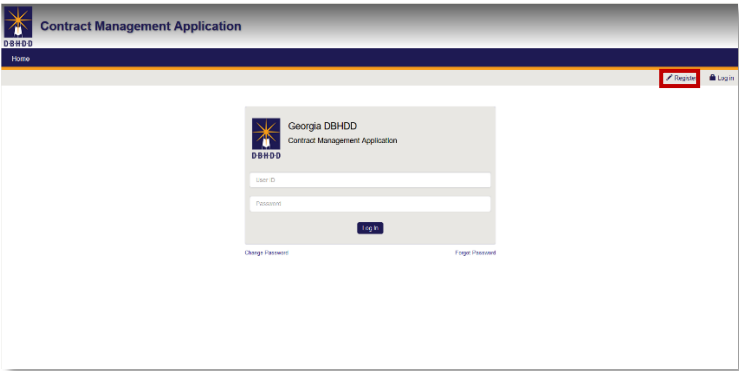

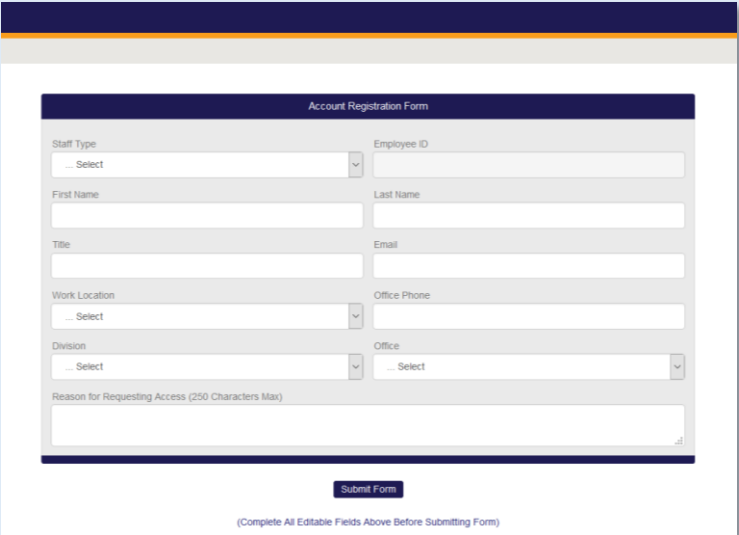


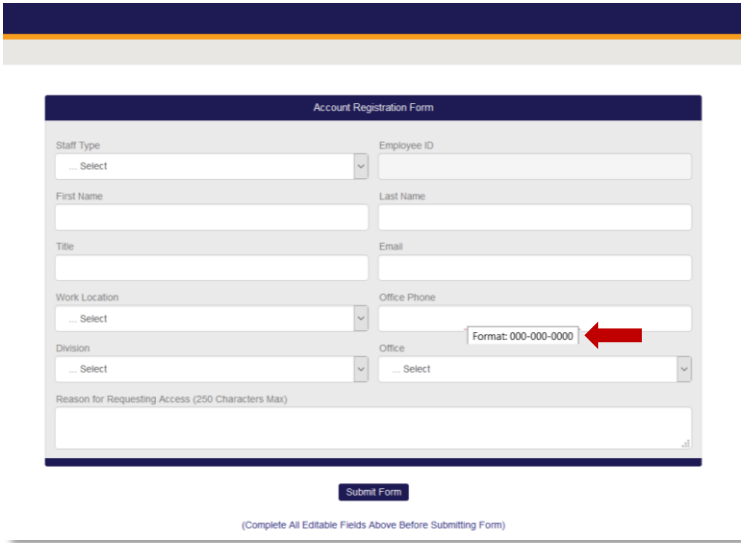
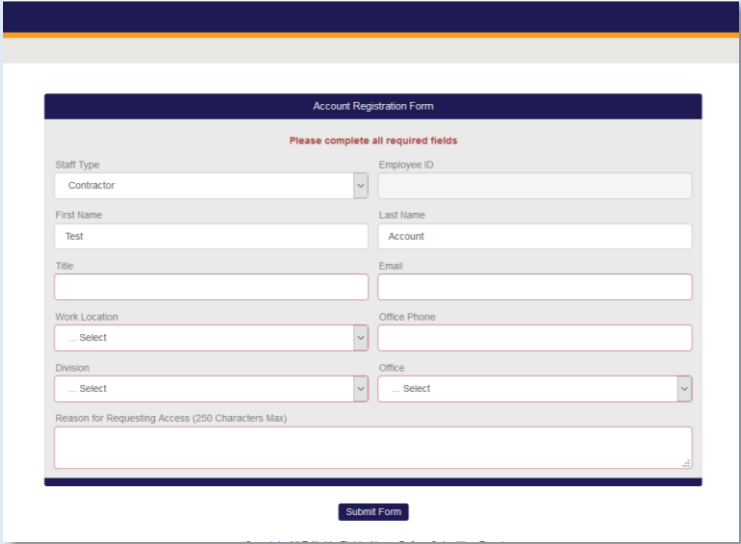


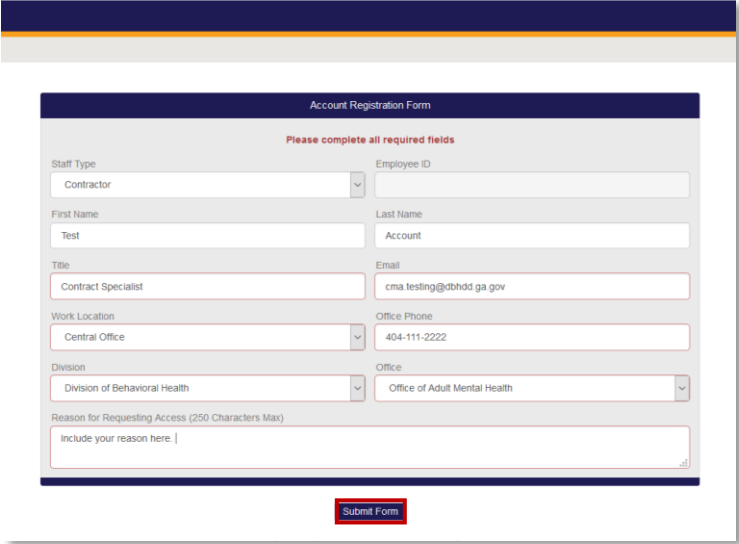
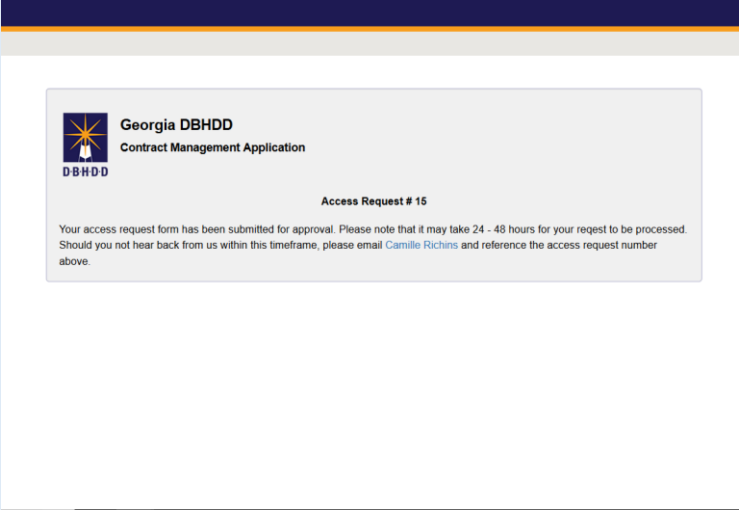
Contract Management Application: Account Registration

SUMMARY

This job aid shows how to register for an account in the Contract Management Application (CMA).

Step	Action	Visual
1	Click the link below or copy and paste it in your browser to get to the Contract Management Application home page to register https://dbhddapps.dbhdd.ga.gov/CMA/Accounts/AccessRequest.aspx	
2	On the Contract Management Application home page, select the Register link.	
3	Complete all fields in the Account Registration Form by entering the requested information.  NOTE: By default, you will not be able to edit the Employee ID field.	

Step	Action	Visual
4	<p>Hover the mouse pointer over any of the fields to see that field's tool tip. For example, the tool tip for the Office Phone field appears as Format: 000-000-0000.</p>	 <p>The screenshot shows the 'Account Registration Form' with various input fields. A red arrow points to the 'Office Phone' field, which has a tooltip displayed above it that reads 'Format: 000-000-0000'. Below the form is a 'Submit Form' button and a note: '(Complete All Editable Fields Above Before Submitting Form)'.</p>
5	<p>If you select the Submit Form button before completing all required fields, the Please complete all required fields error message appears at the top of the form, and all incomplete, required fields will have a red highlight.</p>	 <p>The screenshot shows the 'Account Registration Form' with an error message at the top: 'Please complete all required fields'. The 'Submit Form' button is highlighted in red. Several input fields, including 'Staff Type', 'First Name', 'Title', 'Work Location', 'Division', and 'Office', are outlined with a red border, indicating they are incomplete or required.</p>

Step	Action	Visual
6	Select the Submit Form button to submit the Account Registration Form .	 <p>The screenshot shows the 'Account Registration Form' interface. At the top, it says 'Please complete all required fields'. The form contains several input fields: Staff Type (dropdown menu with 'Contractor' selected), Employee ID, First Name (with 'Test' entered), Last Name (with 'Account' entered), Title (with 'Contract Specialist' entered), Email (with 'cma.testing@dbhdd.ga.gov' entered), Work Location (dropdown menu with 'Central Office' selected), Office Phone (with '404-111-2222' entered), Division (dropdown menu with 'Division of Behavioral Health' selected), and Office (dropdown menu with 'Office of Adult Mental Health' selected). There is also a text area for 'Reason for Requesting Access (250 Characters Max)' with the placeholder text 'Include your reason here '. A red 'Submit Form' button is located at the bottom right of the form.</p>
7	An Access Request message appears indicating that the Access Request Form was submitted for approval.	 <p>The screenshot shows a confirmation message from Georgia DBHDD. It includes the logo and text: 'Georgia DBHDD Contract Management Application'. The message title is 'Access Request # 15'. The body text reads: 'Your access request form has been submitted for approval. Please note that it may take 24 - 48 hours for your request to be processed. Should you not hear back from us within this timeframe, please email Camille Richins and reference the access request number above.'</p>