TIGR ACCESS FORM-INSTRUCTIONS

Subrecipient Access Form:
Subrecipient to fill out
1. Subrecipient Name: City, County
2. The main business contact information
3. Elected Official: we must have this information, also their own email address
4. Primary Contact: this is whomever the Elected Official wants them to be, Judge, Mayor, Admin Assistant, City Manager, etc.
5. Authorized Rep: this would be who to contact if the Primary Contact is unavailable (Secondary Contact)
6. General User: Individuals on staff that can access TIGR.

Subrecipient Vendor Access Form:
Subrecipient or Vendor may fill out, but must be submitted by the Subrecipient
1. Subrecipient Name and Information
2. Vendors name, occupation (GA, engineer, environmental, etc.) and main business information
3. General User for the Vendor: if vendor staff leave as is, if Vendor's Consultant enter Firms name

General Rules and Reminders:

TIGR Access forms may be filled out by Subrecipient or Grant Administrator but can ONLY be submitted by the Subrecipient. If GA fills out they must send to Subrecipient to verify and submit.

Email completed forms to TIGRhelp@recovery.texas.gov and to the GLO Grant Manager.

Elected Officials *are always* on the form with their own business email address, if they do not wish to receive grant status correspondence *please note this on the form*. However, there are instances where GLO communications must be sent directly to the Elected Officials.

Keep General Users to a minimum, the more individuals with access the more possibility of a security breech.

It is against our GLO security policy to share licenses, including Okta and TIGR licenses, and Portal accounts between more than one user. Do Not share your access information and password with anyone who has not been authorized by the subrecipient.