

# State Fiscal Recovery Fund Portal Initial Setup

## 1. Finance Setup

Dept of Finance creates projects and adds one authorized user contact for each project.

## 2. Add Subrecipients

Departments/Primes add their subrecipients, using an unique supplier ID number.

## 3. Add Awards

Departments create awards for each project. Each award is linked to one subrecipient.

## 4. Department Contacts

Departments can add other department contacts. Each contact must have one system role (see user guide) and one contact role.

## 5. Subrecipient Contacts

Departments may either (1) create all subrecipient contacts on behalf of their subrecipient, or (2) create one authorized user per award and allow that user to add their own contacts.

## 6. Subrecipient Access

Subrecipients will gain access to associated awards.

Subrecipients may choose to add more users/contacts if they wish.

For more information, please visit our website at:

[www.dof.ca.gov/budget/COVID-19/State\\_Fiscal\\_Recovery\\_Fund/](http://www.dof.ca.gov/budget/COVID-19/State_Fiscal_Recovery_Fund/)