In order to be considered as an eligible partner funding, interested NGOs must undergo through Partners Capacity Assessment process with the NHF. This is one of the major pillars of the NHF Risk management Framework. To become eligible to apply for funding from NHF, an Agency/Partner must complete the following steps:

**STEP 1** - Each Agency/Partner must be registered in Grants Management System (GMS) by sending an email/offline request to the NHF to register on GMS. Please refer to the NHF eligibility guidance note for more information on organization eligibility process.

**STEP 2** - Once the NHF notifies the partner that the organization has been enrolled in the system, Agency/Partner users can register as users on the GMS. Individual registrations must be approved by the NHF.

**Important Note:**
- NHF recommends partners to register using professional/organization email address other than Gmail/yahoo accounts.
- The NHF will request partners to verify the identity of the individual to proceed with the approval of additional user’s registration requests.

**STEP 3** - The individual member(s) of the organization whose registration has been approved must complete and submit the Due Diligence / Application form. Only once this form has been approved by the NHF the Agency/Partner is eligible to apply for funding under the NHF.

After an organization has been notified by NHF that the organization is enrolled, individual members of the organization can proceed to register as a user within GMS.

**Steps to follow to register on GMS**

1. To register as a new user, go to the [https://cbpf.unocha.org](https://cbpf.unocha.org) website and click on the ‘LOGIN’ button.
2. Now the user will be redirected to the Login page for the CBPF Grant Management System. In this section, a login button [Continue] will be displayed. On click of the [Continue] button, the user will be redirected to the Humanitarian ID authentication page.

3. Register in Humanitarian ID:
   3.1. For users that are already registered in HID AND GMS; if the user already have an HID account, she/he will be directed straight to the HID Authentication Page (without requiring a password reset). Once the user is successfully authenticated, she/he will be redirected back to GMS website. Here they can continue to work as per her/his profile.
3.2. For new users that are not registered in HID yet:
3.2.1. The user will be directed from GMS to the HID authentication page. As a new user, he/she will need to create your Humanitarian ID (HID) account. Click on the 'Register'-button and fill out the information in the form as shown below. Passwords must be at least 8 characters long, contain at least one number, one uppercase character and one lowercase character.
3.2.2. The user will receive an e-mail from info@humanitarian.id (mailto:info@humanitarian.id) to confirm the newly set up account. Click on the link provided by HID to confirm the account.

**Important note:** The HID confirmation link is only valid for 7 days! If the user does not confirm within 7 days, it will be deleted, and the user will need to register again.

Once the user is successfully authenticated, she/he will be redirected back to GMS web site. Here the user can submit their registration in GMS in accordance with his/her user group.

4. HID will ask the user to confirm that he/she wants to approve GMS to have access to the user name and password as registered in HID. To access GMS, the user will have to click on [Allow]. This screen will only be displayed once when the user accesses the site for the first time through HID.

5. **User Group Registration in GMS**
5.1 Step 1:
5.1. Select the Pooled Fund [Nigeria].
5.2. Select primary user group [Agencies/Partners] - within GMS, national and international NGOs and UN agencies (besides OCHA) are an 'Agency/Partner'

5.2. STEP 2: select your organization under the Organization drop down list.
The Organization field is mandatory; the name of your organization will automatically appear in the drop-down list because it has been created by the NHFU. If your organization does not appear here, please contact the NHF.

5.3. Step 3. Enter the registration and click on ‘submit registration’. The NHF will receive an automatic registration notification and we will review and approve the user registration.

6. To log on to the portal:
6.1.1. Open a web browser and enter 'https://gms.unocha.org' URL.
6.1.2. Click on log in and follow the steps.
6.1.3. The user will now be redirected to the Login page for the CBPF Grant Management System. In this section, a login button [Continue] will be displayed.

6.1.4. On click of the [Continue] button, the user will be redirected to the Humanitarian ID (HID) authentication page. The user need to provide the e-mail address and password and click on the [Login] button.

Once the user is successfully authenticated via HID, they will be redirected back to GMS web site. Here the user can continue to work as per your profile.
7. How to edit profile information

Users can manage their profile through the Humanitarian ID (HID) by selecting [profile] from the dropdown menu on the top right of the screen. Users need to select the [Pencil Icon] to edit the information. After having made the necessary changes the user need to select the [Approve Icon].

8. Changes in e-mail ID

In HID, a user can add multiple e-mail IDs to a single profile. However, the user is only allowed to login using the primary profile. If a user adds a new e-mail ID and marks this e-mail ID as the primary profile, on successfully signing in to GMS using HID the GMS will note that the e-mail ID for the user has been updated. The existing user profile of the user (linked with the old e-mail ID) will be deactivated for security reasons. The user is required to submit a new registration with the new e-mail ID (marked a primary role in HID).

Important to note: In such cases, a user will only be able to access the system after the new profile is approved by the NHF. The NHF will be able to see a comment displayed in the GMS user profile to indicate that the user was deactivated because the e-mail ID was modified in HID.
9. Changing Password
Users can manage their profile through the HID by selecting [preferences] from the dropdown menu on the top right of the screen.

Within the account preferences users can select [Change Password] from the menu.

The user needs to enter the Current password and new password and confirm the new password. After filling out this information the user needs to click on the [Update password] button.
10. How to retrieve forgotten password
The user needs to enter the e-mail address and click on the [Reset Password] button.

When clicking on the link received via e-mail a new screen will open, prompting the user to enter a new password. The password needs to fulfill all password requirements.

Once the password has been set up, the user will be redirected to the Login page of HID. When logging in via the Login screen which displays the message ‘Your password was successfully reset. The user can now login, she/he will be redirected to GMS. Here the user can continue to work as per their profile.
After User Registration is complete, an organization should complete their Due Diligence if the organization is registering for the first time. Please refer to the NHF Partners Eligibility and Capacity Assessment Guidance note for more information on partner’s eligibility process.