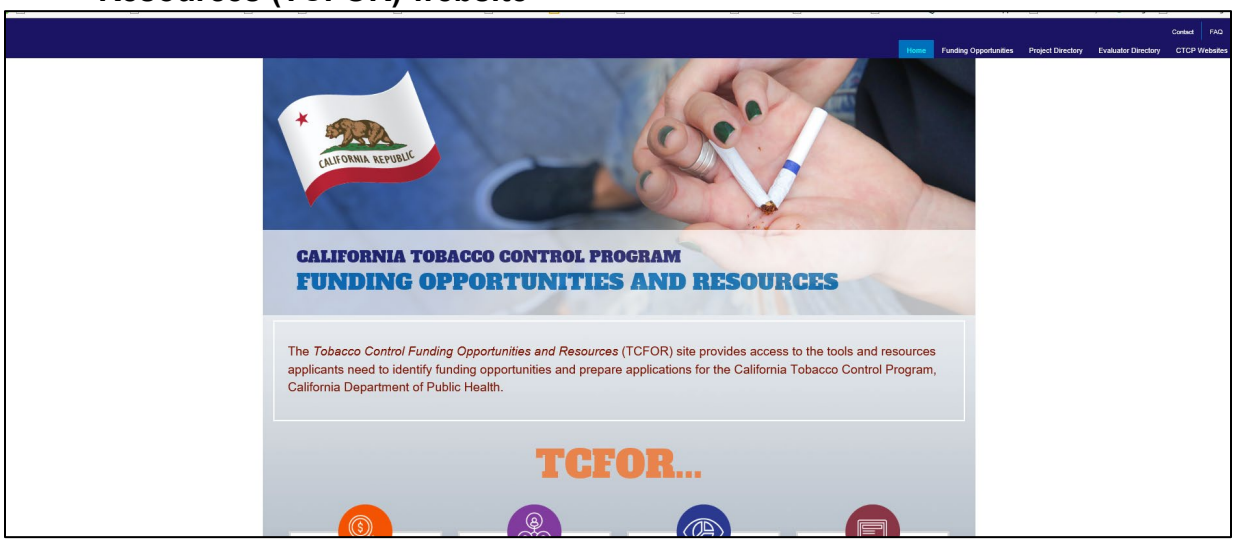
Welcome to the California Tobacco Control Program Online Information System (OTIS). You will utilize OTIS to create, complete and submit your application, including your contact information, background information, scope of work and budget. You will also utilize the system to submit additional, required documents.

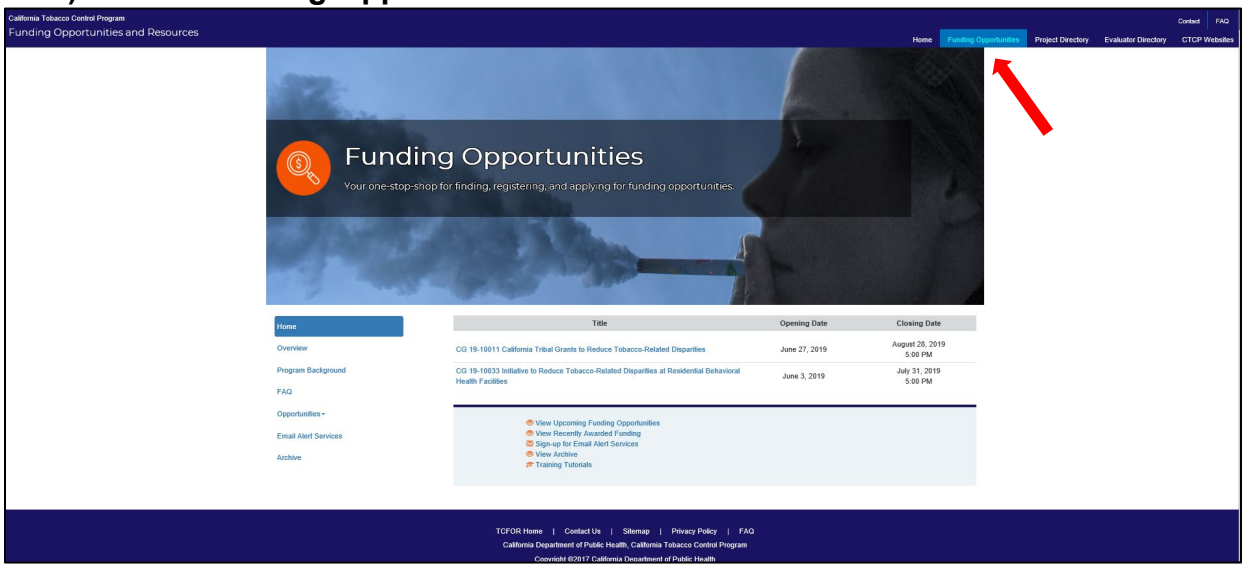
A. OTIS Application Instructions: User Set-Up

To get started, please set-up your user accounts by following the below steps.

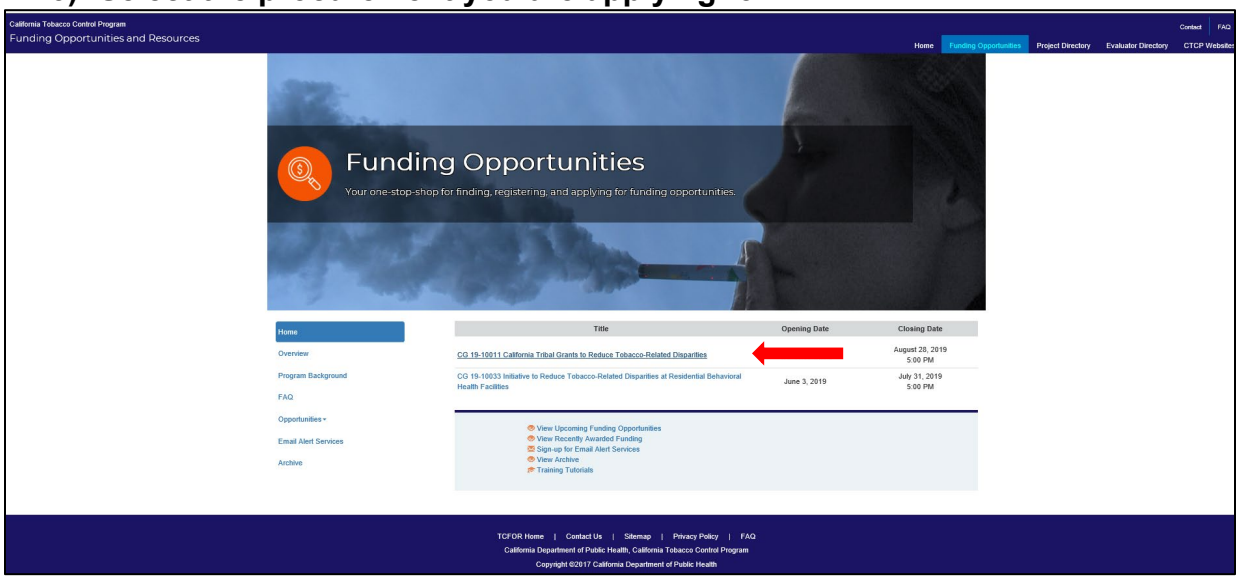
1) Visit the California Tobacco Control Program, Funding Opportunities and Resources (TCFOR) website



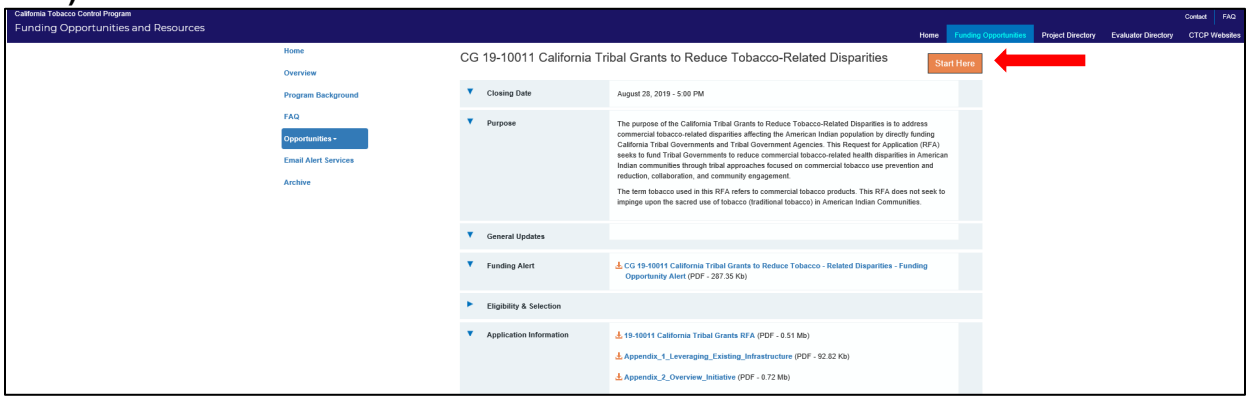
2) Select Funding Opportunities



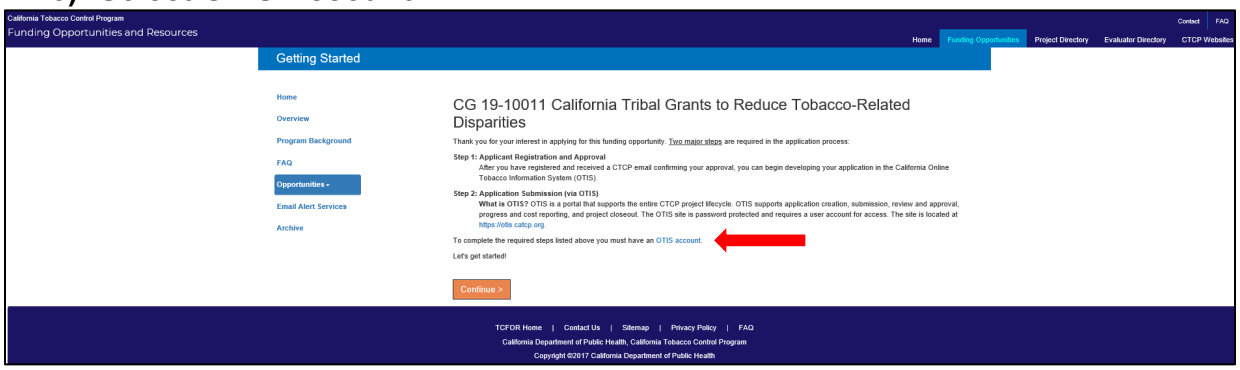
3) Select the procurement you are applying for



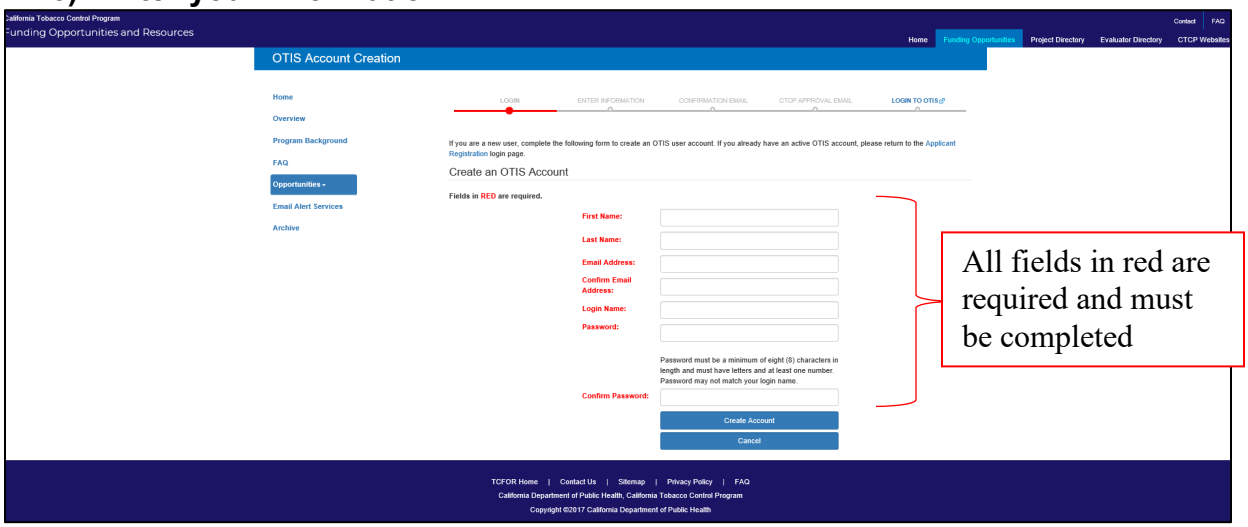
4) Select Start Here



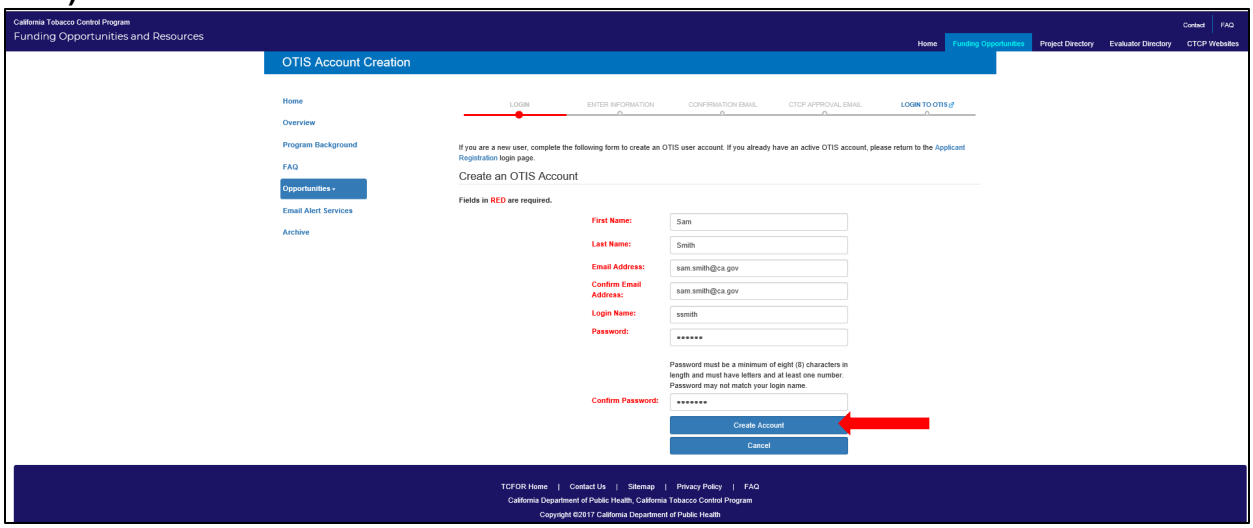
5) Select OTIS Account link



6) Enter your information



7) Select Create Account

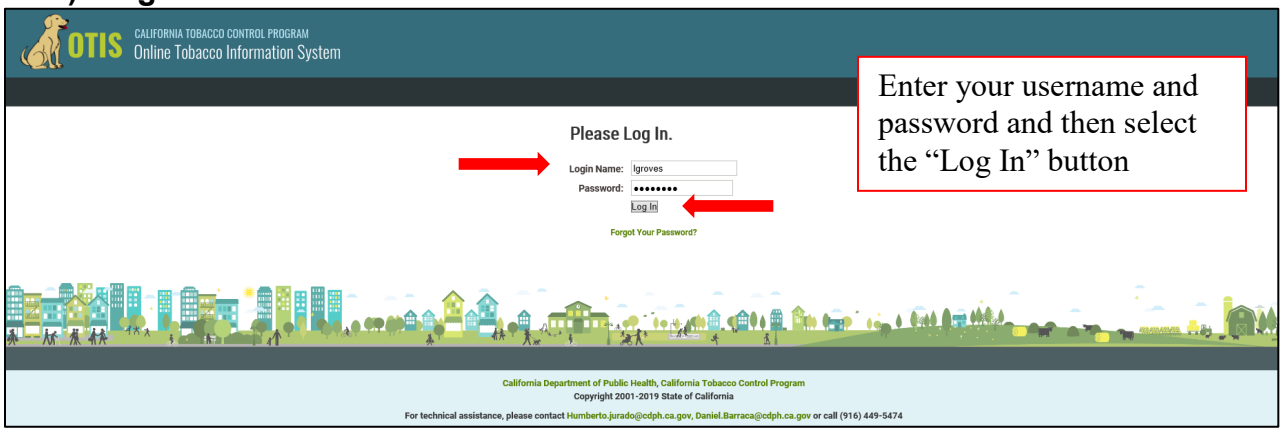


B. OTIS Application Instructions: Overview Video

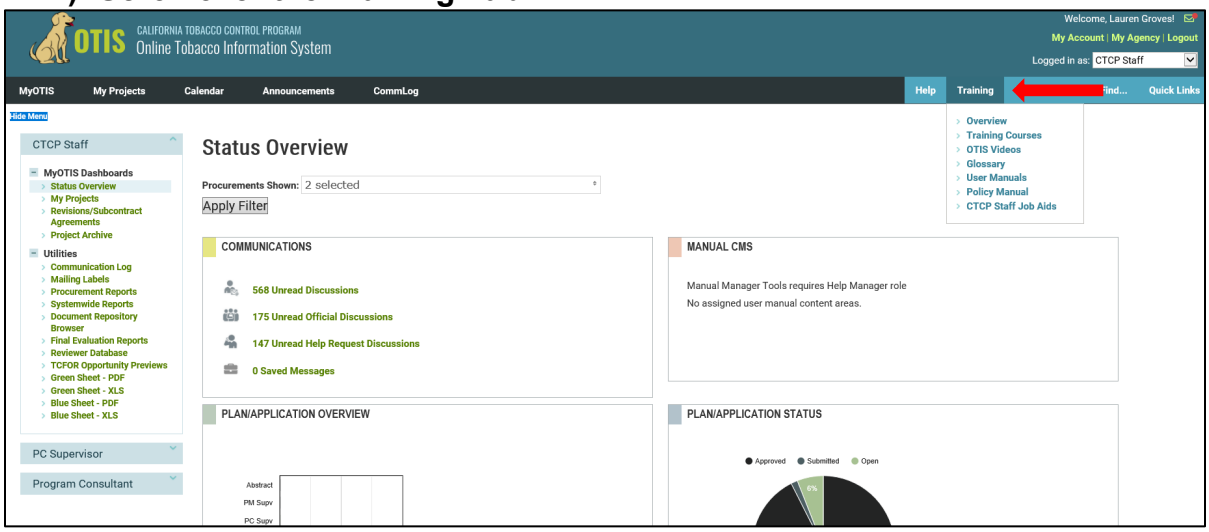
Before starting the application within OTIS, get acquainted with the system by reviewing the New Applicant Video.

To access this video:

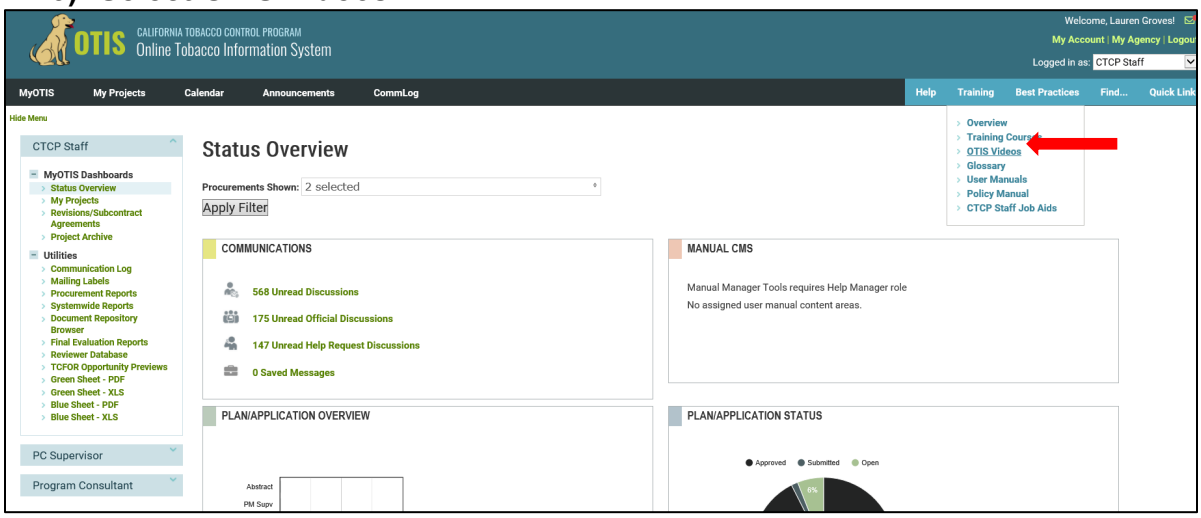
1) Log-In to OTIS



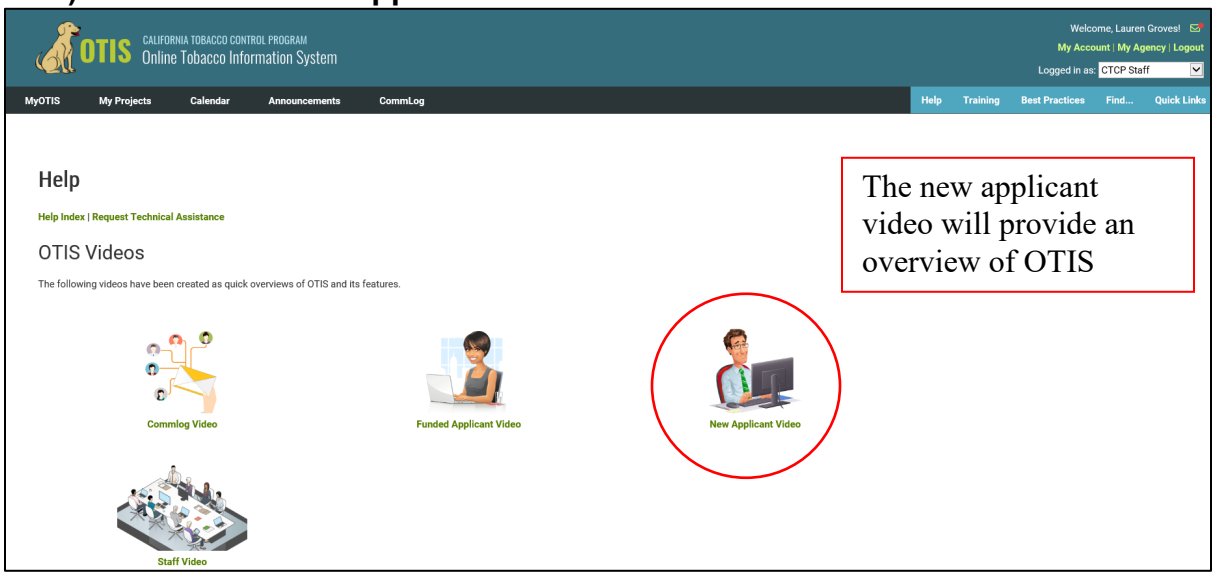
2) Scroll over the Training Tab



3) Select OTIS Videos



4) Select the "New Applicant Video"



The new applicant video will provide an overview of OTIS

C. OTIS Application Instructions: Application Components

To learn how to complete the application within OTIS, please review the applicant training courses. The courses for learning how to utilize OTIS for the application creation, completion, and submission are broken into short, easy to watch courses.

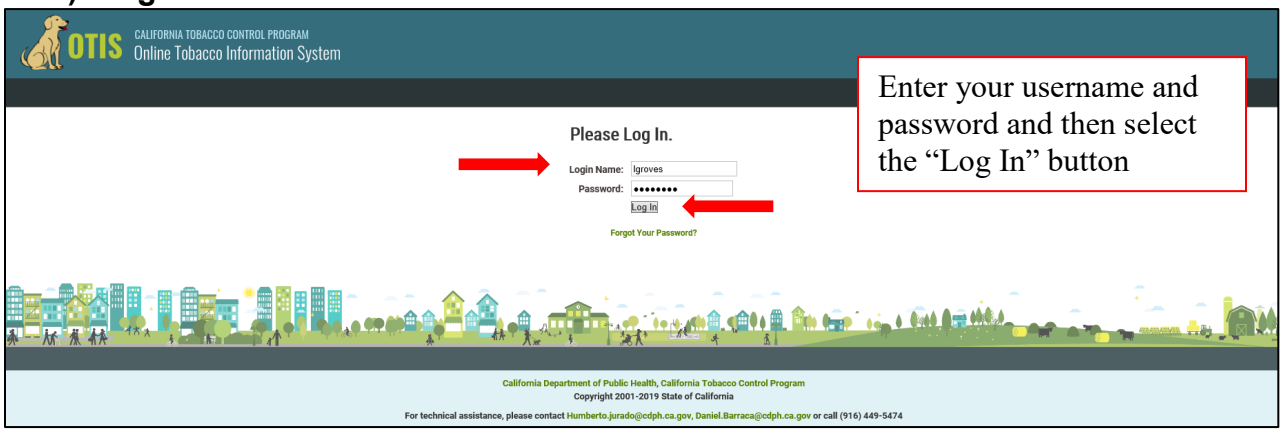
Available Courses:

- Contact Information
- Background Information
- Evaluator Information
- Scope of Work: Objective Information
- Scope of Work: Intervention Topics
- Scope of Work: Evaluation Plan
- Scope of Work: Narrative Summary
- Budget
- Additional Documents
- Application Submission

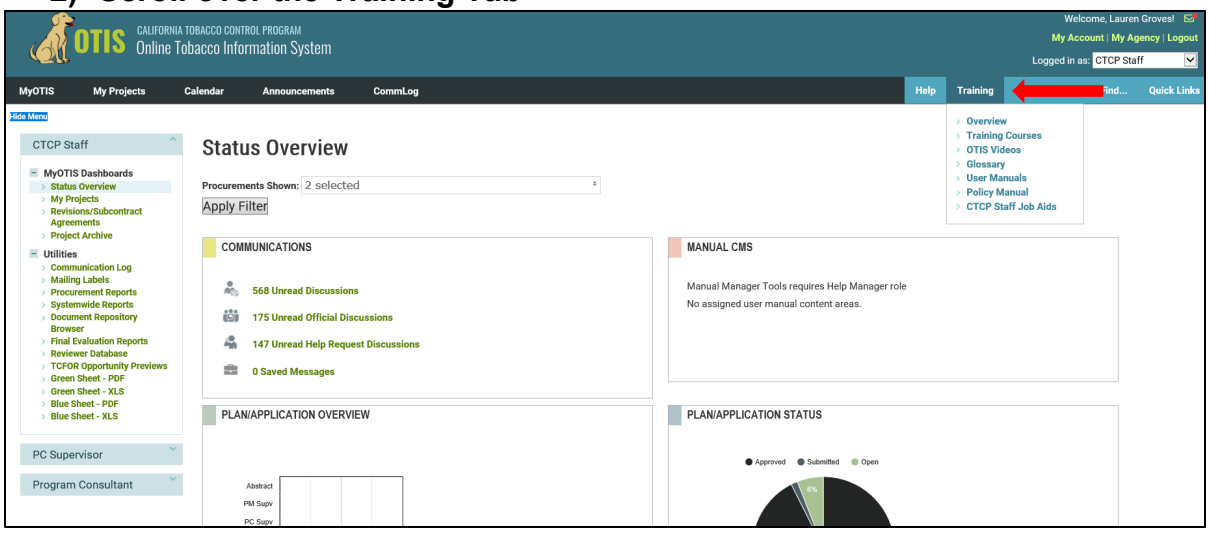
To ensure you have completed each section properly, please see the Application Requirements section in the RFA.

To access this courses:

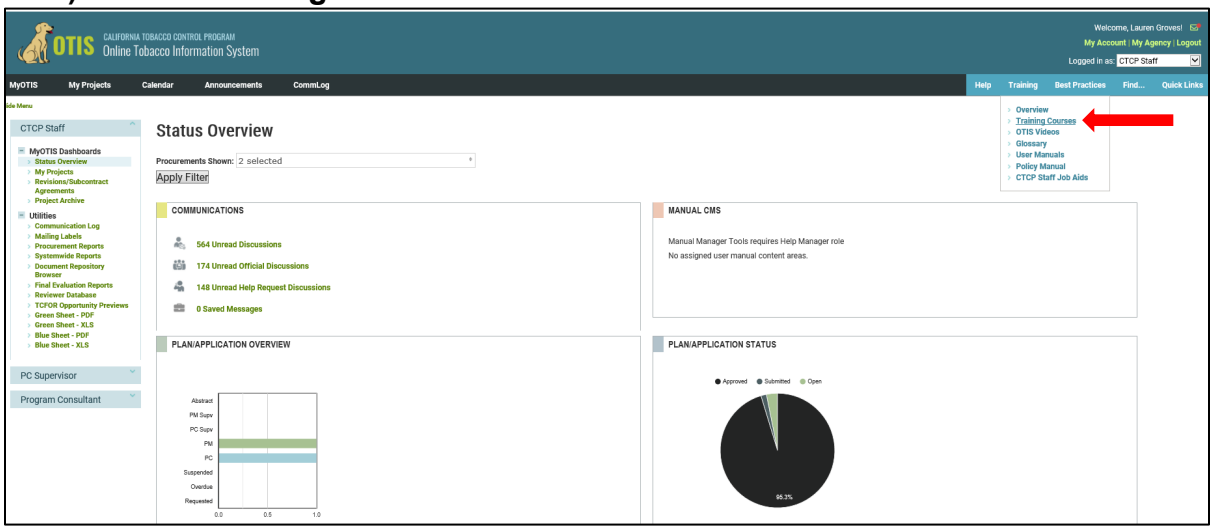
1) Log-In to OTIS



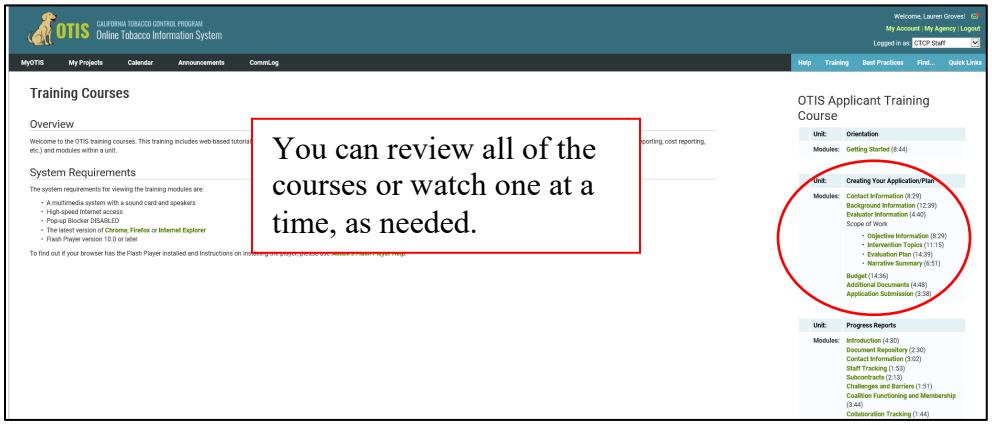
2) Scroll over the Training Tab



3) Select Training Courses



4) Select the Link of the course you would like to review


OTIS
CALIFORNIA TOBACCO CONTROL PROGRAM
Online Tobacco Information System
Welcome, Lauren Groves!
My Account | My Agency | Logout
Logged in as: CTCP Staff
MyOTIS
My Projects
Calendar
Announcements
CommLog
Help
Training
Best Practices
Find...
Quick Links
Training Courses
Overview
System Requirements
The system requirements for viewing the training modules are:
A multimedia system with a sound card and speakers
High-speed Internet access
Pop-up Blocker DISABLED
The latest version of Chrome, Firefox or Internet Explorer
Flash Player version 10.0 or later
You can review all of the courses or watch one at a time, as needed.
OTIS Applicant Training Course
Unit: Orientation
Modules: Getting Started (8:44)
Unit: Creating Your Application/Plan
Modules: Contact Information (8:29)
Background Information (12:39)
Evaluator Information (4:40)
Scope of Work
Objective Information (8:29)
Intervention Topics (11:15)
Evaluation Plan (14:39)
Narrative Summary (6:51)
Budget (14:36)
Additional Documents (4:48)
Application Submission (3:38)
Unit: Progress Reports
Modules: Introduction (4:30)
Document Repository (2:30)
Contact Information (3:02)
Staff Tracking (1:53)
Subcontracts (2:13)
Challenges and Barriers (1:51)
Coalition Functioning and Membership (3:44)
Collaboration Tracking (1:44)