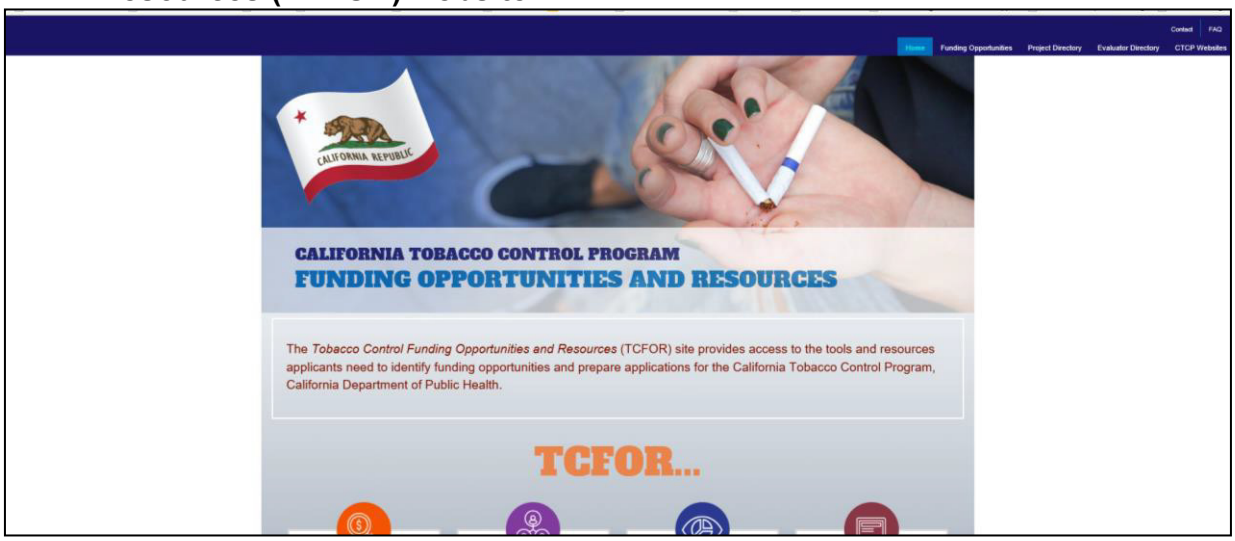
Instructions for Accessing the OTIS Applicant Training Course

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.

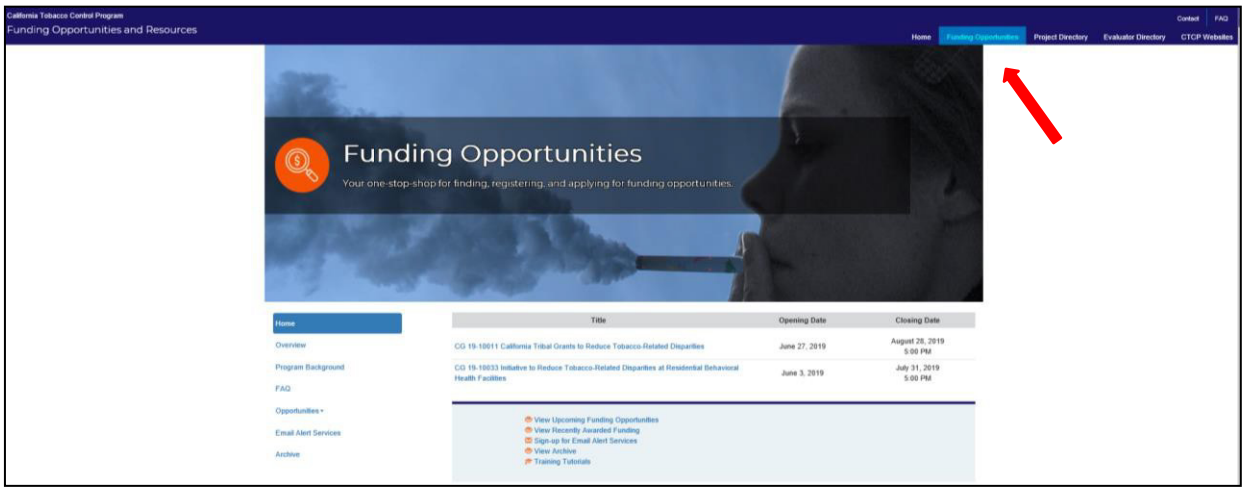
A. OTIS Application Instructions: User Set-Up

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

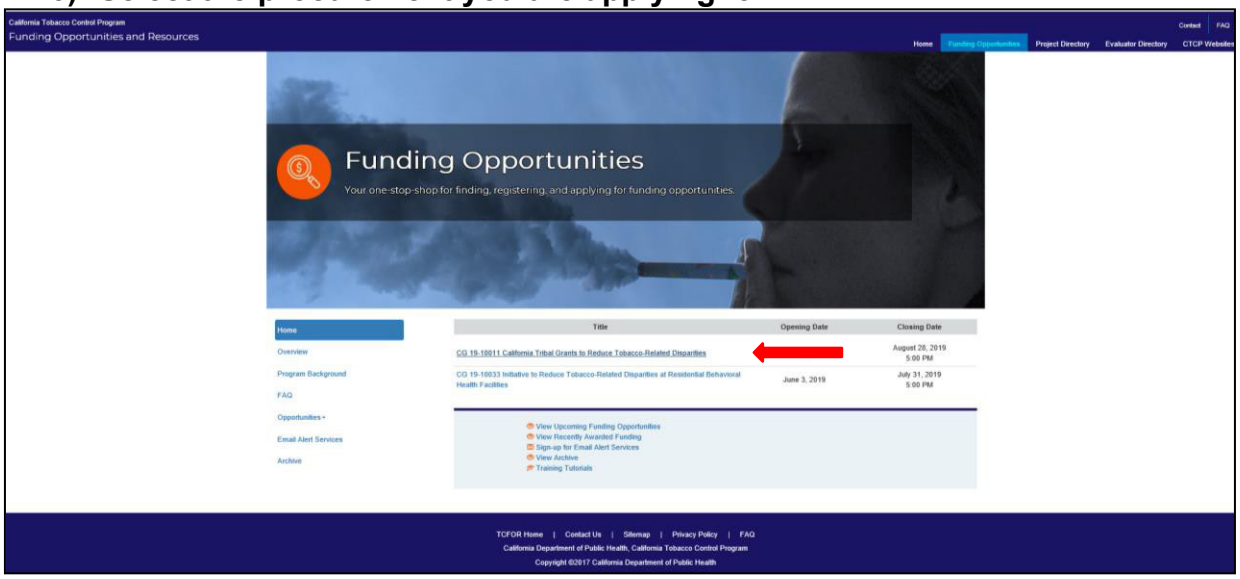
1) **Visit the California Tobacco Control Program, Funding Opportunities and Resources (TCFOR) website**



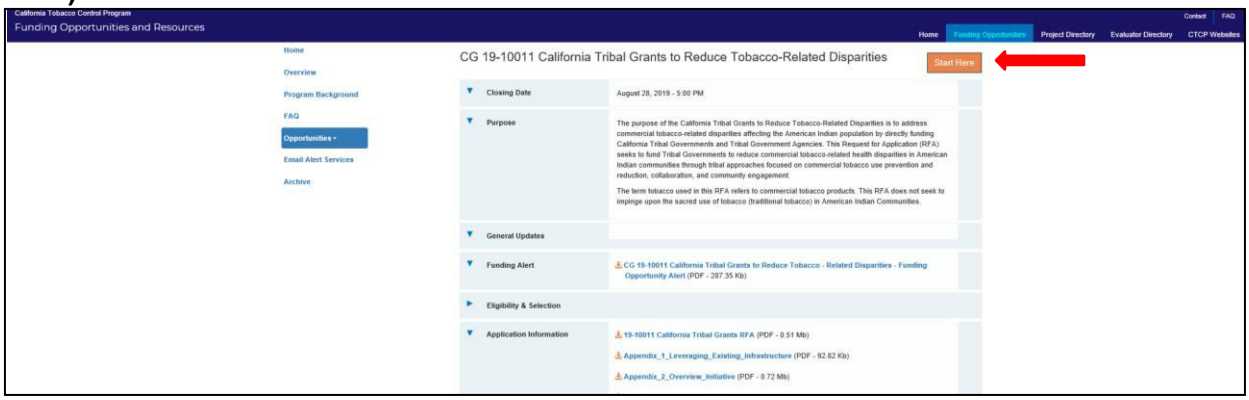
2) **Select Funding Opportunities**



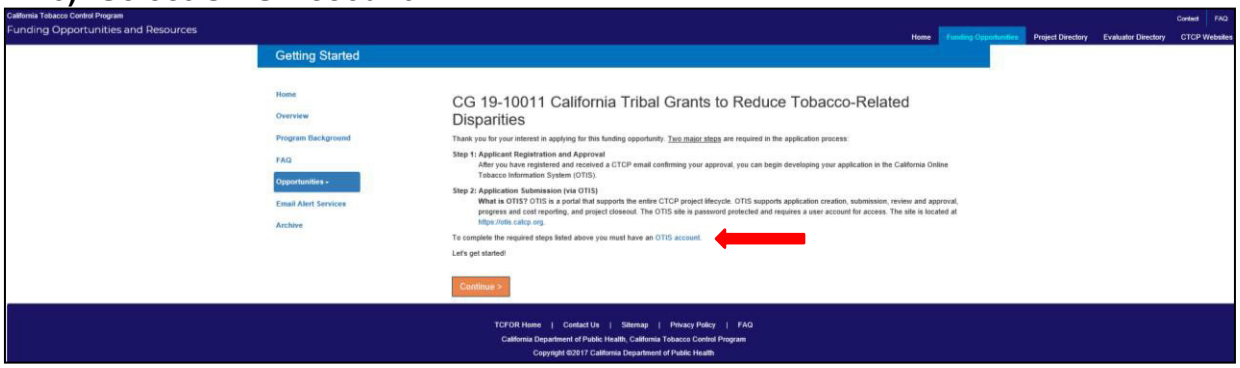
3) Select the procurement you are applying for



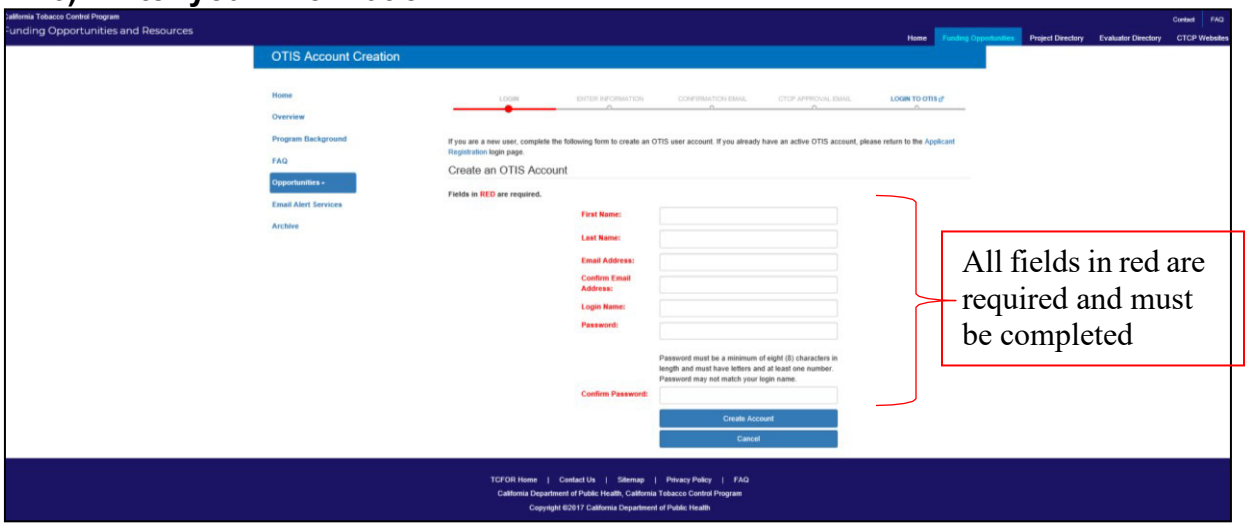
4) Select Start Here



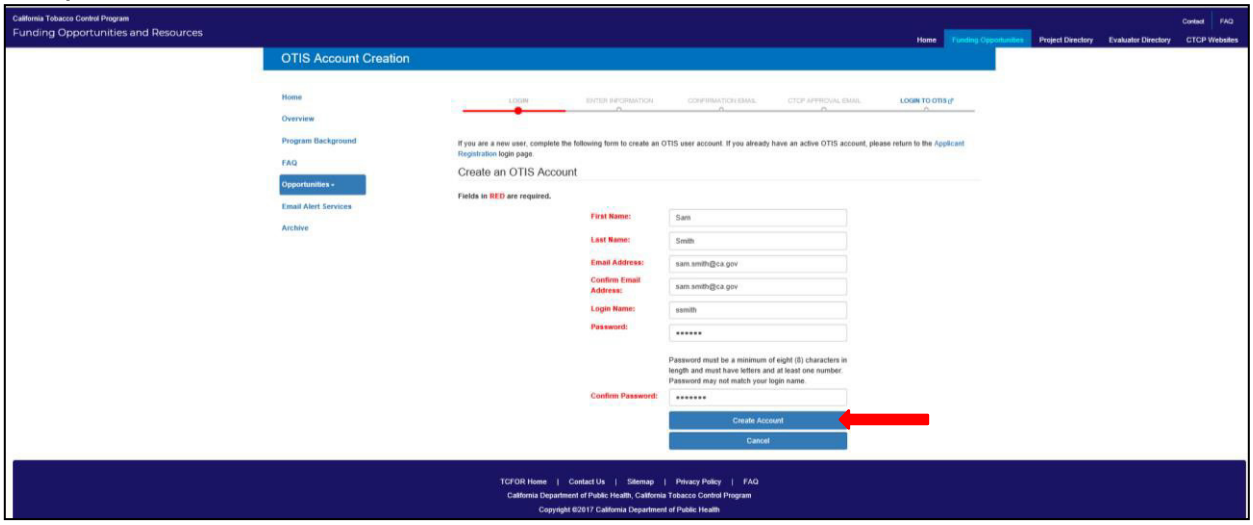
5) Select OTIS Account link



6) Enter your information



7) Select Create Account

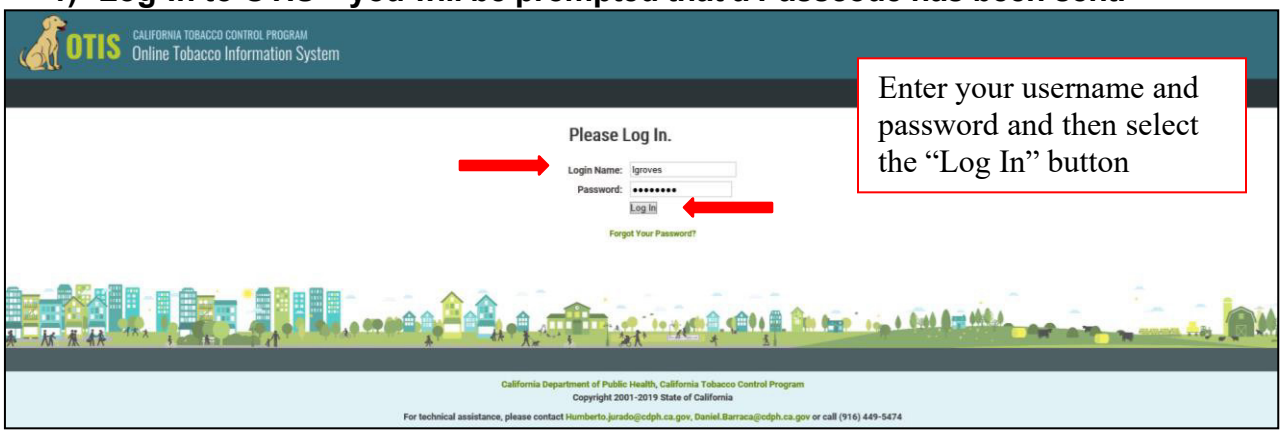


B. OTIS Application Instructions: Overview Video

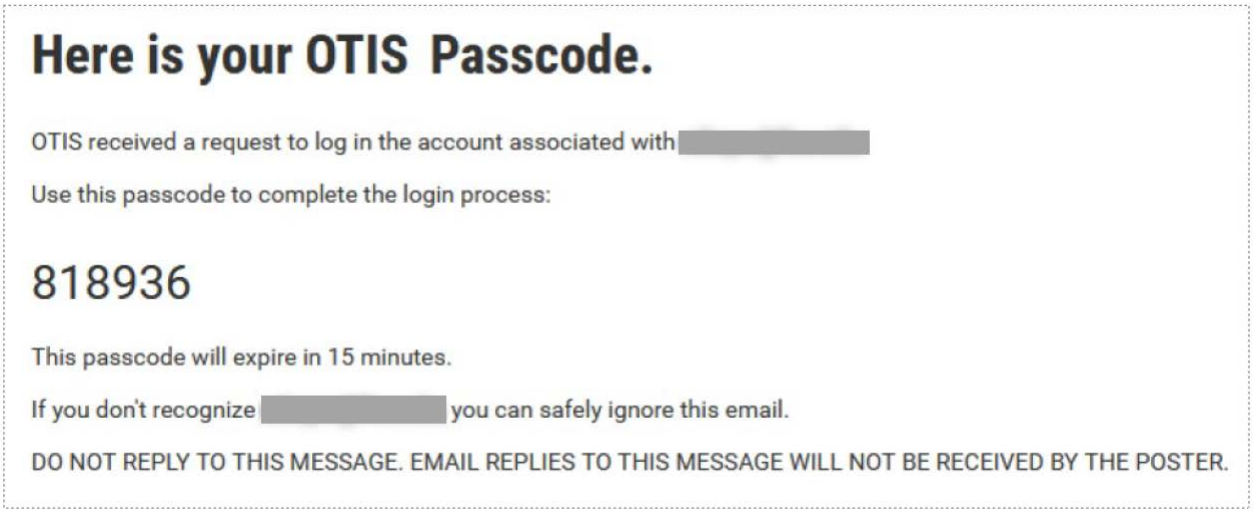
Before starting the application within OTIS, get acquainted with the system by reviewing the New Applicant Video.

To access this video:

1) **Log-In to OTIS – you will be prompted that a Passcode has been sent.**



2) **The Passcode will be sent to your OTIS Profile listed email.**



Here is your OTIS Passcode.

OTIS received a request to log in the account associated with [redacted]

Use this passcode to complete the login process:

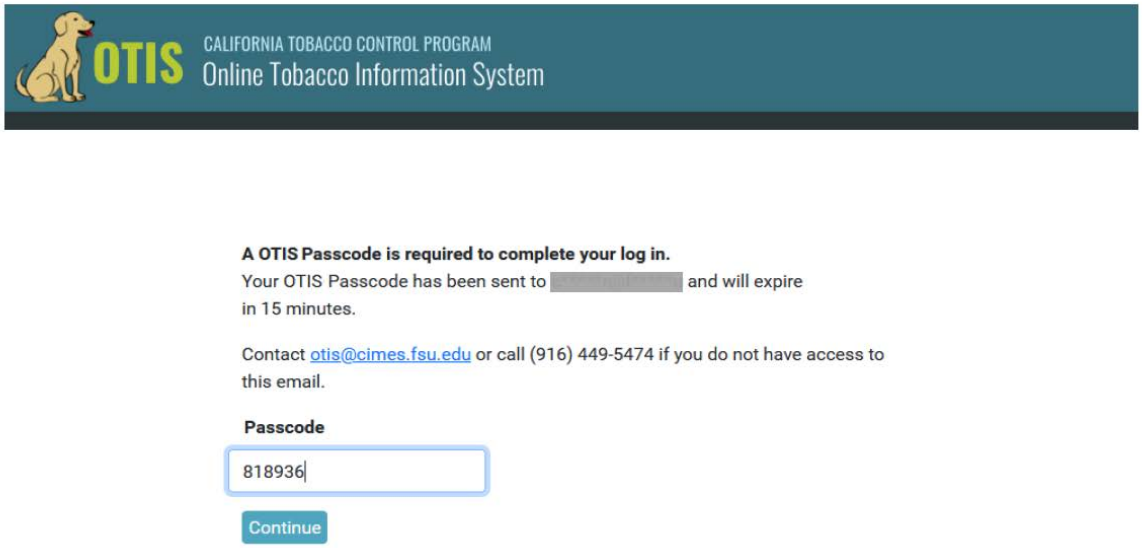
818936

This passcode will expire in 15 minutes.

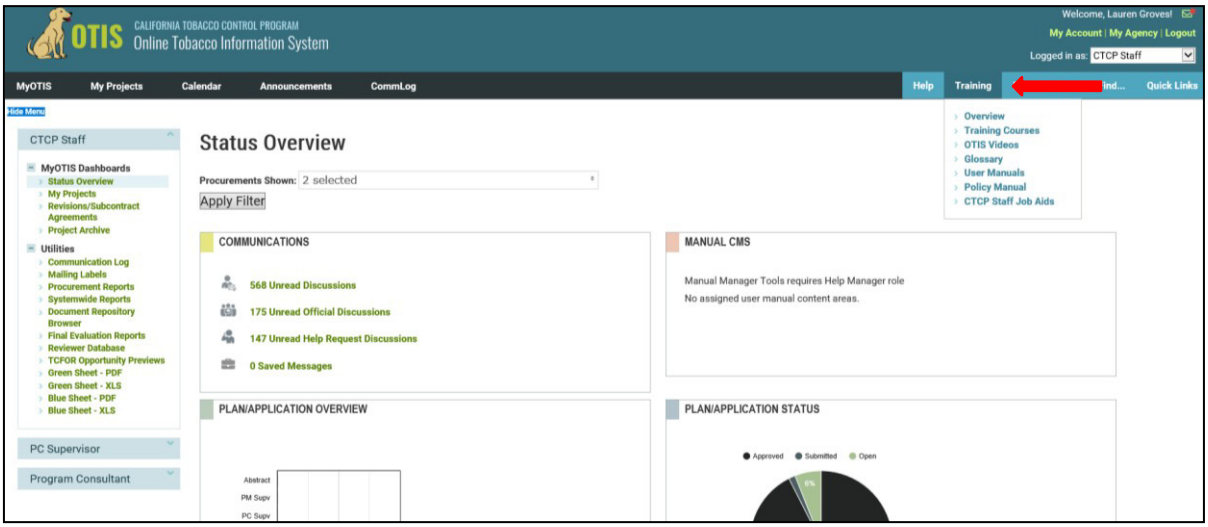
If you don't recognize [redacted] you can safely ignore this email.

DO NOT REPLY TO THIS MESSAGE. EMAIL REPLIES TO THIS MESSAGE WILL NOT BE RECEIVED BY THE POSTER.

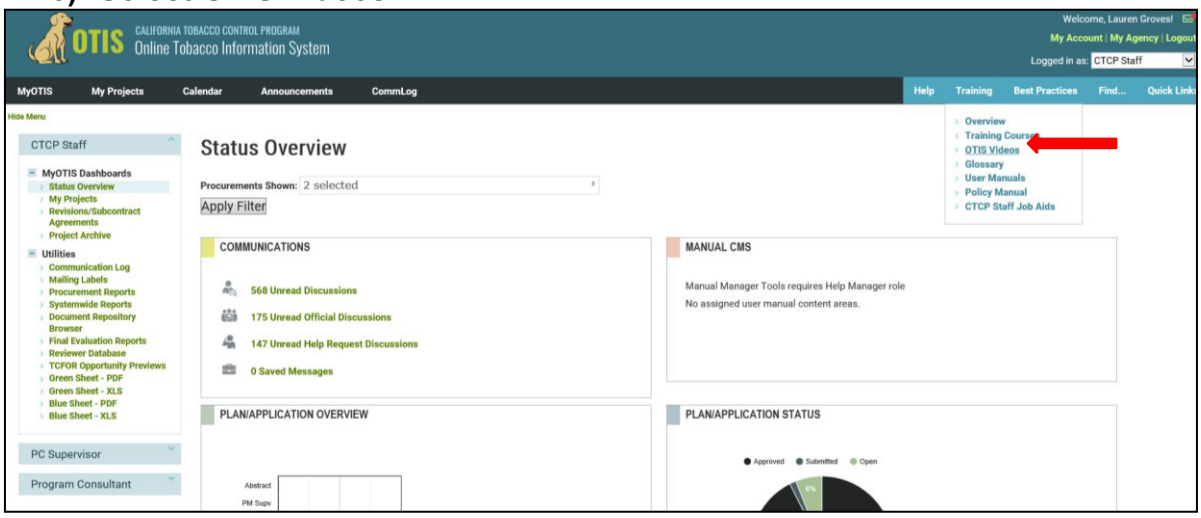
3) **Copy and paste the passcode to avoid blank spacing input. Select "Continue."**



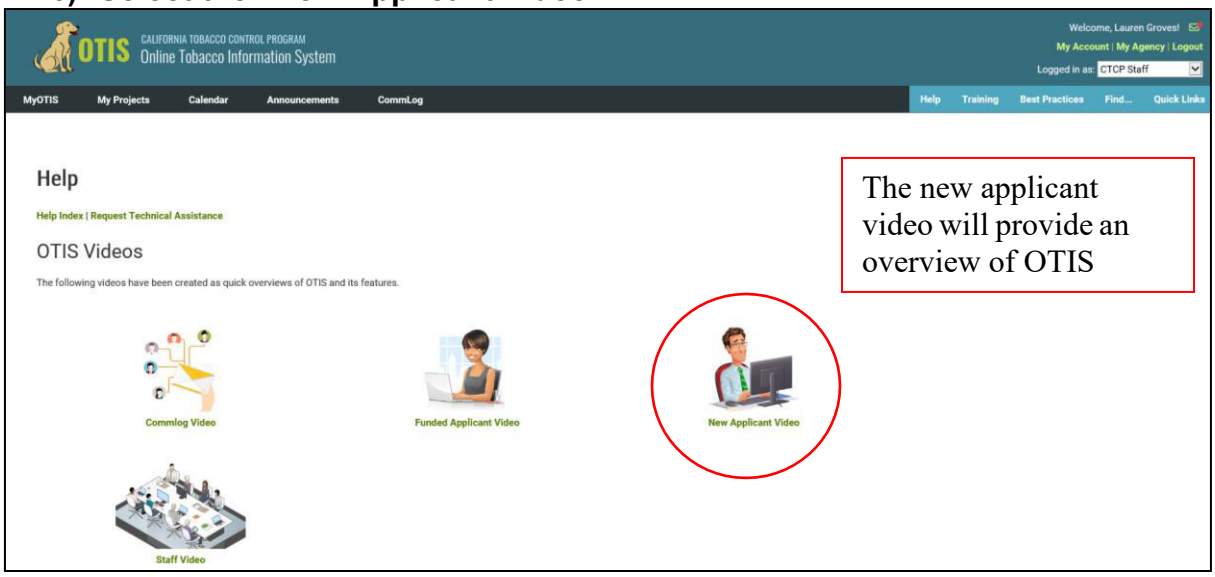
4) **Scroll over the Training Tab**



5) Select OTIS Videos



6) 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.

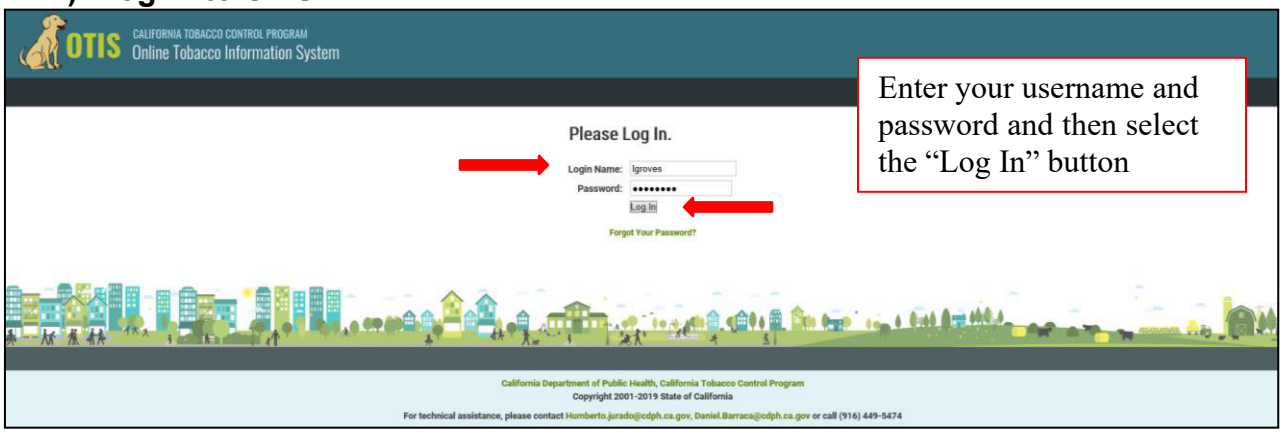
Available Courses:

- 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

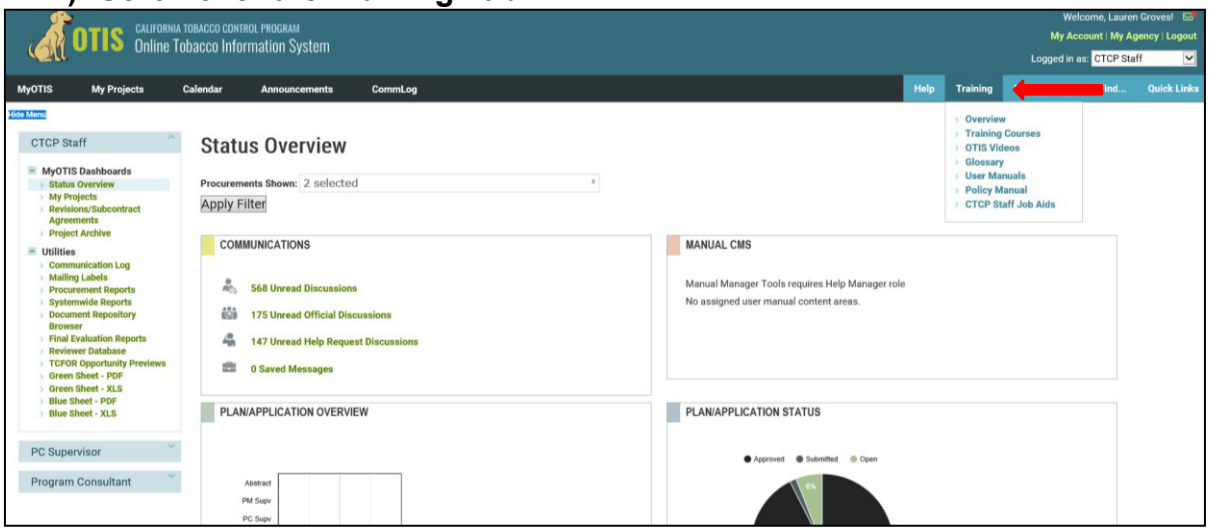
To ensure you have completed each section properly, please see the Application Requirements section in the RFA.

To access this courses:

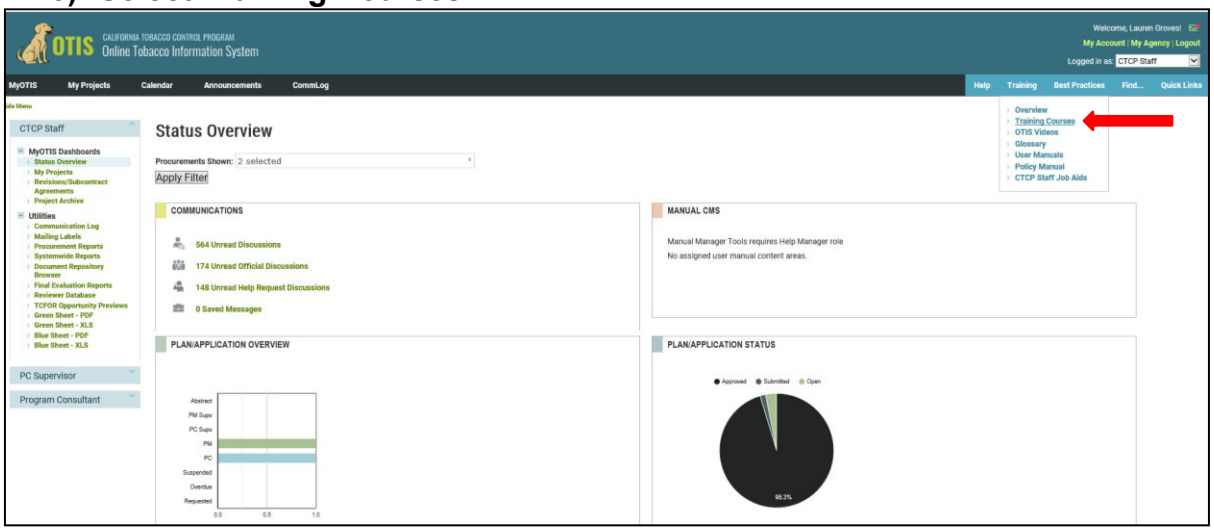
1) Log-In to OTIS



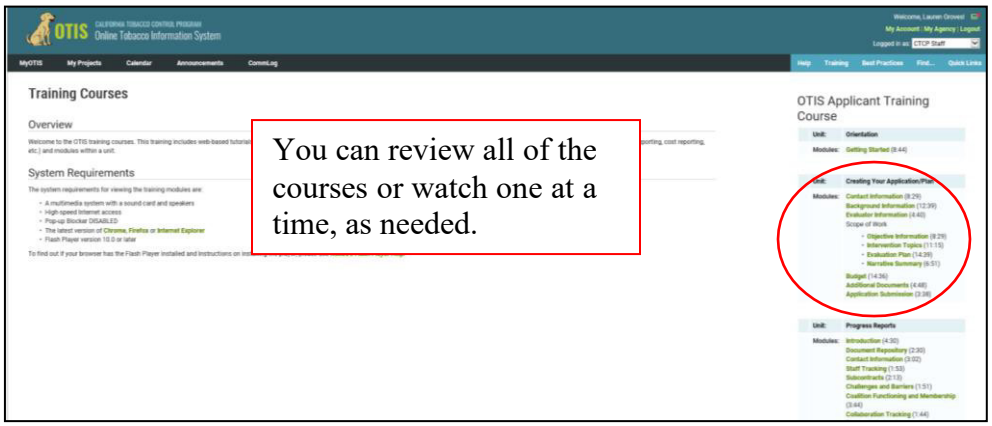
2) Scroll over the Training Tab



3) Select Training Courses



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



You can review all of the courses or watch one at a time, as needed.