The California Tobacco Control Program Online Tobacco Information System (OTIS) Setup Process

- [ ] 1) Have you viewed the OTIS Setup Account Process Video in the TCFOR Training Courses?

- [ ] 2) Have you requested OTIS access for your members working on the procurement?

- [ ] 3) Have you entered each member in the Contact Directory?

- [ ] 4) Have you selected members in the position of "Project Director, Fiscal Contacts, Health Officer, Agency Signatory and Evaluator in the procurement application/plan?

- [ ] 5) If removing members from OTIS- Have you sent an email identifying members by "First and Last Name" to CTCPCompetitive@cdph.ca.gov?