# The California Tobacco Control Program Funding Opportunities and Resources (TCFOR) Process for the California Tobacco Control Program Online Tobacco Information System (OTIS) account Users

- [ ] 1) Have you viewed the TCFOR Process for OTIS account Users Video in the TCFOR Training Courses?
- [ ] 2) Have you read the "Guidelines" and marked the "Key Dates?"
- [ ] 3) Have you signed up for email alerts?
- [ ] 4) Do you have your Letter of Intent completed and ready for submission?
- [ ] 5) Have you requested OTIS access for your members working on the procurement?
- [ ] 6) Have you entered each member in the Contact Directory?
- [ ] 7) Have you selected members in the position of "Project Director, Fiscal Contacts, Health Officer, Agency Signatory and Evaluator in the procurement application/plan?
- [ ] 8) If removing members from OTIS- Have you sent an email identifying members by "First and Last Name" to CTCPCompetitive@cdph.ca.gov?