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 CTCP-KMU@cdph.ca.gov?