

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 CTCP-KMU@cdph.ca.gov?