Grant Entity Data (GED) Interactive Manual

Who am I?
Select from the below

- **Global Fund**
- **External Stakeholders**

- Principal Recipient (PR)
- Local Fund Agent (LFA) *(soon)*
- Country Coordinating Mechanism (CCM)
- Third Party
Grant Entity Data (GED) Interactive Manual

Select the type of change request

Select from the below

Organization information Change Requests
- Create New Organization
- Update Organization Information

Contact Information Change Requests
- Create Contacts
- Update Contacts
- Deactivate Contacts

Banking information Change Requests
- Create banking information
- Update banking information
- Deactivate banking information
Grant Entity Data (GED) Interactive Manual

Step 1
PR emails Organization Information Form & supporting documents to Country Team.

Step 2
Global Fund creates new organization in Partner Portal.

Step 3
Designated PR contact with Access Rights receives login details to the Global Fund Partner Portal via email.

Step 4
PR Focal Point contact with Access Rights is able to submit change requests.

Click here to get started

Select Another External Stakeholder
Select Another PR Change Request

1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents.
The steps assigned to you are highlighted in the red boxes.

Step 1: PR contact with Access Rights accesses the Global Fund Partner Portal.

Step 2: PR contact with Access Rights submits change request to update organization information, including supporting documents.

Step 3: Global Fund reviews and validates the changes.

Updated GED reflected in Global Fund Partner Portal.
1. Read the information displayed carefully regarding the Global Fund Privacy Statement and the Partner Portal Terms of use

2. Should you agree, click OK to proceed
Click on the icon at the top left of the page (App Launcher)
Click Grant Entity Data
On the main page, click **Organization Information**
Step 2e
Principal Recipient (PR)
Update Organization Information

Select the organization that you want to update by clicking on it.
Step 2f

Click Update Organization

PR | Update Org Info Step 2f

Update Organization Information
Update Organization Information

1. Change the information that needs to be updated

2. Once all the changes are done, click Next
Attach the supporting documents and click **Next**
The request is submitted. You can see more details by clicking on the blue link.
You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Note! You can access details on the newly created request by clicking on the tabs and scrolling down the page.
Step 1
PR contact with Access Rights accesses the Global Fund Partner Portal.

Step 2
PR contact with Access Rights submits change request to create, update or deactivate banking information, including supporting documents.

Step 3
PR contact with Access Rights confirms additional information.

Step 4
Updated GED reflected in Global Fund Partner Portal. The Global Fund Secretariat reviews and validates the changes.

The steps assigned to you are highlighted in the red boxes.
1. Read the information displayed carefully regarding the Global Fund Privacy Statement and the Partner Portal Terms of use.

2. Should you agree, click OK to proceed.
Step 2b

Click on the icon at the top left of the page (App Launcher)
Step 2c

Click Grant Entity Data

Create banking information
On the main page, click **Organization Information**.
Select the organization you want to update by clicking on it.
Step 2f
Click on the blue arrow and then click Create Banking Details.
1. Fill in all the information fields.

Note! Fields with (*) are mandatory.

Click on the arrow to scroll down and see the remaining fields.
Step 2h

Once you have added all the information, click **Next**

Note!
It is mandatory to add either the BIC (SWIFT) or ABA Code
Attach the supporting documents and click Next.
Back to the overview of the steps for this request

Step 2j

Create banking information

Answer the security questions (if applicable) and click Next.
Step 2k

A security code of 6 digits will be sent to your email address. Copy and paste the code on the appropriate field and click **Next**.
The request is submitted. You can see more details by clicking on the blue link.
You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Note! You can access details on the newly created request by clicking on the tabs and scrolling down the page.
Follow the steps below:

Step 1
PR contact with Access Rights accesses the Global Fund Partner Portal.

Step 2
PR contact with Access Rights submits change request to update banking information, including supporting documents.

Step 3
PR contact with Access Rights confirms additional information.

Step 4
The Global Fund Secretariat reviews and validates the changes.
1. Read the information displayed carefully regarding the Global Fund Privacy Statement and the Partner Portal Terms of use.

2. Should you agree, click OK to proceed.
Click on the icon at the top left of the page (App Launcher).
Step 2c
Principal Recipient (PR)
Update banking information

Click Grant Entity Data
Step 2d

PR | Update Banking Info

On the main page, click on the Organization Information tab.
Step 2e
PR | Update Banking Info

Select the organization that you want to update by clicking on it.
Click on the blue arrow and then click **Update Banking Details**
Select the Bank account you want to update and click **Next**.
Step 2h
Principal Recipient (PR)
Update banking information

Once you have updated all the necessary information, click **Next**

**Note!**
Fields with (*) are mandatory
Attach the supporting documents and click Next.
Answer the security questions (if applicable) and click **Next**
A security code of 6 digits will be sent to your email address. Copy and paste the code on the appropriate field and click Next.
The request is submitted. You can see more details by clicking on the blue link.
You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

**Note!**
You can access details on the newly created request by clicking on the tabs and scrolling down the page.
Follow the steps below to deactivate banking information:

**Step 1**
PR contact with Access Rights accesses the Global Fund Partner Portal.

**Step 2**
PR contact with Access Rights submits change request to deactivate banking information, including supporting documents.  
*Click to see detailed steps in the system*

**Step 3**
PR contact with Access Rights confirms additional information.

**Step 4**
The Global Fund Secretariat reviews and validates the changes.

1. Read the information displayed carefully regarding the Global Fund Privacy Statement and the Partner Portal Terms of use.

The Global Fund licenses, operates and makes available the Partner Portal (the "Portal"). The Portal may contain features including RSS feeds, e-mail alert services, cookies, document management features, data management features and other applications that may be available from time-to-time (collectively, the "Features"). Any person that accesses or uses the Portal or Features, or both (the "User" and together, the "Users") agrees to be bound by the terms and conditions of the Terms of Use of the Global Fund Partner Portal (the "Terms of Use"), as they may be amended from time-to-time (available at this link http://www.theglobalfund.org/en/partner-portal/). These Terms of Use contain important conditions, disclaimers and other provisions, some of which limit the Global Fund's liability. If you do not agree to these Terms of Use or cannot enter into a legally binding agreement, you must not access or use the Portal or any of the Features.

2. Should you agree, click OK to proceed.
Step 2b

Click on the icon at the top left of the page (App Launcher).

Welcome!
Use App Launcher to choose what portal you want to open

Principal Recipient (PR)
Deactivate banking information
Step 2c

Click Grant Entity Data

Principal Recipient (PR)
Deactivate banking information
Step 2d

Select the organization that you want to update by clicking on it.

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Organization Short Name</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Malaria Program</td>
<td>NMPN</td>
<td>Nigeria</td>
</tr>
</tbody>
</table>
Step 2e

Click on the blue arrow and then click **Deactivate Banking Details**

Principal Recipient (PR)

Deactivate banking information
Step 2f
Select the Bank account you want to deactivate and click Next.
Principal Recipient (PR)
Deactivate banking information
Attach the supporting documents and click Next.
Deactivate Banking Details

What is the name of your previous bank? If applicable

In which country was your previous bank located? If applicable
Please select...

What was the last disbursement amount to the PR Organization? If applicable

What was the currency of the last disbursement amount to the PR Organization? If applicable
Please select...

Answer the security questions (if applicable) and click Next.
A security code of 6 digits will be sent to your email address. Copy and paste the code on the appropriate field and click Next.
Read the warning message carefully before confirming the Banking deactivation and click **Next**.
The request is submitted. You can see more details by clicking on the blue link.
You can now see the details of your successfully submitted change request:
1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Note! You can access details on the newly created request by clicking on the tabs and scrolling down the page.
Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

Step 1
PR contact with Access Rights accesses the Global Fund Partner Portal.

Step 2
PR contact with Access Rights submits change request to create a contact, including supporting documents.

Step 3
Global Fund reviews and validates the changes.

Follow the steps below

Via e-mail

In the system

Updated GED reflected in Global Fund Partner Portal

1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents.
Step 2a: Principal Recipient (PR)

Create Contacts

1. Read the information displayed carefully regarding the Global Fund Privacy Statement and the Partner Portal Terms of use.

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2. Should you agree, click OK to proceed.
Welcome!
Use App Launcher to choose what portal you want to open

Click on the icon at the top left of the page (App Launcher)
Step 2c
Principal Recipient (PR)
Create Contacts

Click Grant Entity Data
Step 2d
Principal Recipient (PR)
Create Contacts

On the main page, click **Organization Information**.
Select the organization you want to update by clicking on it.
Step 2f: Create Contacts

Click Create Contact
Step 2g

PR | Create Contacts

Enter the contact details and click Next.

Note! Fields with (*) are mandatory.
Step 2h

**PR | Create Contacts**

1. You can edit the **Job Title** by clicking on the pen icon.

2. Scroll to the right to assign contact rights.
Step 2i

Create Contacts

1. Check the following boxes if applicable to this contact:
   - Signatory for Legally-Binding Documents
   - Signatory for Disbursements Requests
   - Organization Representative for Notices

2. Scroll to the right to assign other rights
1. Check the following boxes to this contact, if applicable:
   - Access to GED Portal
   - Access to Wambo Portal

2. Click **Save** once you have checked the corresponding rights.
Click Next
Attach the supporting documents and click **Next**
Global PRs can perform duplicate checks of contacts in the system. Should a potential duplicate be identified, select it, use the Action icon to view the details of the contact, and determine whether it applies to the contact you are creating.

Click [here](#) to skip this step.
Following the Action icon click View. This will bring you to another window with detailed information about the potential duplicate contact.
1. Under **Details** and **Positions and Access** tabs, you can view all the information on the potential duplicate contact.

2. Click on the arrow to go back to the main page of the change request.
If the contact is not a duplicate, you can go further with the request by clicking Next.
The request is submitted. You can see more details by clicking on the blue link.
You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Click on the arrow to scroll down the screen and see the details of the change request raised.
The new rights are updated according to the color legend.

Note! You can click on the Details tab to see the contact information.
Grant Entity Data (GED) Interactive Manual

Follow the steps below

**Step 1**
PR contact with Access Rights accesses the [Global Fund Partner Portal](#).

**Step 2**
PR contact with Access Rights submits change request to update a contact, including supporting documents.  

**Step 3**
Global Fund reviews and validates the changes.

Updated GED reflected in [Global Fund Partner Portal](#).
Step 2a
Principal Recipient (PR)
Update Contacts

1. Read the information displayed carefully regarding the Global Fund Privacy Statement and the Partner Portal Terms of use.

Your privacy is important to us. The Global Fund is committed to respecting the dignity and privacy of people, while balancing such rights with the Global Fund values of transparency and accountability and the ability of the Global Fund to carry out its mission. For further information on how the Global Fund collects and uses personal data, please read the Privacy Statements, including the supplemental statement for Global Fund Grant Funding and Management Activities, on our website. (https://www.theglobalfund.org/en/legal/privacy-statement/)

The Global Fund licenses, operates and makes available the Partner Portal (the "Portal"). The Portal may contain features including RSS feeds, e-mail alert services, cookies, document management features, data management features and other applications that may become available from time-to-time (collectively, the "Features"). Any person that accesses or uses the Portal or Features, or both (the "User" and together, the "Users") agrees to be bound by the terms and conditions of the Terms of Use of the Global Fund Partner Portal (the "Terms of Use"), as they may be amended from time-to-time (available at this link http://www.theglobalfund.org/en/partner-portal). These Terms of Use contain important conditions, disclaimers and other provisions, some of which limit the Global Fund's liability. If you do not agree to these Terms of Use or cannot enter into a legally binding agreement, you must not access or use the Portal or any of the Features.

2. Should you agree, click OK to proceed.
Welcome!
Use App Launcher to choose what portal you want to open

Click on the icon at the top left of the page (App Launcher)
Click **Grant Entity Data**
On the main page, click **Organization Information**.
Select the organization you want to update by clicking on it.
Step 2f
Principal Recipient (PR)
Update Contacts

Click Update Contact
Select the contact you want to update and click Next.
Update the information and click **Next**.
1. You can edit the **Job Title** and check the **Signatory for Legally-Binding Documents** (if applicable to this contact).

2. Scroll to the right to assign other rights.
1. You can check the Signatory for Disbursement Requests or Organization Representative for Notices, if applicable to this contact.

2. Click Save once you have checked the corresponding rights.
Back to the overview of the steps for this request
Step 2
Attach the supporting documents and click Next.
The request is submitted. You can see more details by clicking on the blue link.
You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Click on the arrow to scroll down the screen and see the details of the change request raised.
### Step 2o

**Principal Recipient (PR)**

**Update Contacts**

<table>
<thead>
<tr>
<th>Date</th>
<th>Field</th>
<th>Original Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/06/2021 16:44</td>
<td>Created</td>
<td>Marie Johnson</td>
<td></td>
</tr>
</tbody>
</table>

**Positions**

- **Guidance**
  - **Color coding explanation:**
    - Green: Access was added
    - Red: Access was removed
    - Yellow: Details were changed (old value is crossed out)

- **Access to GED Portal:** By clicking this box, you will allow this contact to view and edit GED for this organization and its contacts via the Global Fund Partner Portal.
- **Signatory for Legally-Binding Documents:** The organization's signatory/ies for Legally-Binding Documents is the person(s) that is (are) duly authorized to sign or sign in acknowledgment in case of CMs, legally-binding documents that are valid and enforceable, as per signatory specimen.
- **Official Job Title:** Indicates the individual’s job title within the organization. This job title will be displayed on official documents if the contact is assigned signatory or notice rights for this grant/country.

#### Details

- **Contact Information**
  - **Organization Name:** [Redacted]
  - **National malaria Program:** [Redacted]

**Duplicate merge history**

- Not applicable

**Re-submit case**

- There is no clarification needed from your end at the moment.

Note!

You can click on the Details tab to see the contact information.

---

The new rights are updated according to the color legend.

Back to the overview of the steps for this request.

Click here to go back to the overview page.
The steps assigned to you are highlighted in the red boxes.

Follow the steps below:

**Step 1**: PR contact with Access Rights accesses the Global Fund Partner Portal.

**Step 2**: PR contact with Access Rights submits change request to deactivate contacts.

**Step 3**: Global Fund reviews and validates the changes.

Updated GED reflected in Global Fund Partner Portal.
1. Read the information displayed carefully regarding the Global Fund Privacy Statement and the Partner Portal Terms of use.

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2. Should you agree, click OK to proceed.
Step 2b
Principal Recipient (PR)
Deactivate Contacts

Click on the icon at the top left of the page (App Launcher)
Step 2c
Principal Recipient (PR)
Deactivate Contacts

Click Grant Entity Data
On the main page, click **Organization Information**

**Back to the overview of the steps for this request**
<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Organization Short Name</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Malaria Program</td>
<td>NMPHN</td>
<td>Nigeria</td>
</tr>
</tbody>
</table>
Click on the blue arrow and then click **Deactivate Contact**
Select the contact you want to deactivate and click **Next**.
Step 2h

PR | Deactivate Contacts

Read the warning message carefully before confirming the deactivation and click **Next**
The request is submitted. You can see more details by clicking on the blue link.
You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Note!
You can access details on the newly created request by clicking on the tabs and scrolling down the page.
Select the type of change request

Select from the below

Organization information Change Requests
- Create New Organization
- Update Organization Information

Contact Information Change Requests
- Create Contacts
- Update Contacts
- Deactivate Contacts

Select Another External Stakeholder
Step 1: CCM emails Organization Information Form & supporting documents to Access to Funding.

Step 2: Global Fund creates new organization in Partner Portal.

Step 3: Designated CCM focal point with Access Rights receives login details to the Global Fund Partner Portal via email.

Step 4: CCM Focal Point contact with Access Rights is able to submit change requests.

1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents

Click here to get started

TheGlobalFund Partner Portal
Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes.

**CCM | Update Organization Information**

Follow the steps below:

1. **Step 1**
   - CCM focal point with Access Rights accesses the Global Fund Partner Portal.

2. **Step 2**
   - CCM focal point with Access Rights submits change request to update organization information, including supporting documents.

3. **Step 3**
   - Global Fund reviews and validates the changes.

Updated GED reflected in Global Fund Partner Portal.

1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents.
On the Home page, click Organization Information.
### Step 2b

Click on the name of the organization you wish to update.
Step 2c

Click **Update Organization**

Update Country Coordinating Mechanism (CCM) Information
Step 2d
Change the information you wish to update and click **Next**

Note! Fields with (*) are mandatory.
Step 2e

Attach supporting documents and click Next

Country Coordinating Mechanism (CCM) Update Organization Information
Update Organization

Your request was successfully submitted. Click the blue link to open it.

The request is submitted. You can see more details by clicking on the blue link.
You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details
Grant Entity Data (GED) Interactive Manual

Follow the steps below

**Step 1**
CCM focal point with Access Rights accesses the Global Fund Partner Portal.

**Step 2**
CCM focal point with Access Rights submits change request to create contacts, including supporting documents.¹

**Step 3**
Global Fund reviews and validates the changes.

Updated GED reflected in Global Fund Partner Portal.

¹ See Operational Policy Manual (OPM) Annex 3 on required supporting documents.
On the Home page, click Organization Information.
<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Organization Short Name</th>
<th>Country</th>
<th>Parent Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinating Mechanism Nigeria</td>
<td>CM Nigeria</td>
<td>Nigeria</td>
<td></td>
</tr>
</tbody>
</table>

Click on the name of the organization to which you wish to add a contact.
Step 2c

Country Coordinating Mechanism (CCM)

Create Contacts

Click **Create Contact**
Step 2d: Country Coordinating Mechanism (CCM) Create Contacts

1. Fill in all the information
   - *Salutation*
   - *First Name*
   - *Last Name*
   - *Email*
   - *Phone Number*
   - *Mobile Phone Number*
   - *City*
   - *Country*

Note! Fields with (*) are mandatory.

Note! You can hover over the Info Icon to display more information on how to fill in the fields.

Note! Every time you raise a change request to Create, Update or Deactivate CM Contacts, the system will create an umbrella Parent Change Request which includes all the individual change requests the user is raising at the same time. When you click on the link, you will see the list of the individual change requests and their status.

2. Click Next
Country Coordinating Mechanism (CCM) Create Contacts

Step 2e

1. Select the role and the sector represented

2. Click Next
Step 2f

Country Coordinating Mechanism (CCM)

Create Contacts

1. Fill in the remaining information

Note that fields with (*) are mandatory

Note!
You can hover over the Info Icon to display more information on how to fill in the fields

Click on the arrow to scroll down the screen to see the remaining fields
1. Check the corresponding boxes if the contact is one of the following:
   - Signatory for Legally-Binding Documents
   - Member of the Oversight Committee
   - Member of the Executive Committee

Note! Should you not want to share the details publicly, check this box.

2. Click **Next** to proceed.
Add the applicable supporting documents and click Next.

Create Contact

- Election Meeting Minutes
  - Upload Files
  - Or drop files

Specimen Signature for authorized signatories

- Upload Files
- Or drop files

The attached supporting documents will be visible in the Files tab of the change request upon submission.

Next
Check this box if you want to create more contacts. To proceed, click Next.
The request is submitted! Click on the link for more details.
You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

**Note!**
The **Guidance for Success** highlights the major elements you need to pay attention to when raising a change request.
The new rights are updated according to the color legend

Note! You can click on the Details tab to see the contact information
Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

CCM | Update Contacts
Follow the steps below

Step 1
CCM focal point with Access Rights accesses the Global Fund Partner Portal.

Step 2
CCM focal point with Access Rights submits change request to update contacts, including supporting documents.

Step 3
Global Fund reviews and validates the changes.

Updated GED reflected in Global Fund Partner Portal

1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents
On the Home page, click **Organization Information**
Click on the name of the organization whose contact you wish to update.
Step 2c
Country Coordinating Mechanism (CCM)
Update Contacts

Click Update Contact
Select the contact you wish to update and click **Next**

**Note!**
Every time you raise a change request to Create, Update or Deactivate CM Contacts, the system will create an umbrella Parent Change Request which includes all the individual change request the user is raising at the same time. When you click on the link, you will see the list of the individual change requests and their status.
Step 2e

Country Coordinating Mechanism (CCM) Update Contacts

Make the updates in the corresponding fields and click **Next**.

Note! Fields with (*) are mandatory.
Note! Depending on the CM selection or role of the contact on the CM, some fields (grayed) can't be modified.

Make the updates in the corresponding fields and click **Next**.
Make the updates in the corresponding fields and click **Next**

**Note!**
Fields with (*) are mandatory
The request is submitted! Click on the link for more details.
You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Note! The Guidance for Success highlights the major elements you need to pay attention to when raising a change request.
The steps assigned to you are highlighted in the red boxes.

**CCM | Deactivate Contacts**

Follow the steps below:

**Step 1**
CCM focal point with Access Rights accesses the [Global Fund Partner Portal](#).

**Step 2**
CCM focal point with Access Rights submits change request to **deactivate contacts**.

**Step 3**
Global Fund reviews and validates the changes.

Updated GED reflected in [Global Fund Partner Portal](#).
On the Home page, click **Organization Information**
### Step 2b

**CCM (Country Coordinating Mechanism)**

**Deactivate Contacts**

1. Click on the name of the organization from which you wish to deactivate a contact.

   - **Coordinating Mechanism Nigeria**

   - **Address:** Moh'd Namadi Sambo Way, Abuja, Nigeria
   - **Country:** Nigeria
   - **Role:** Coordinating Mechanism

---

**Back to the overview of the steps for this request**
Click on the blue arrow and then click Deactivate Contact.
Step 2d

CCM | Deactivate Contacts

Select the contact(s) you want to deactivate and click Next.

Note!
Multiple contacts can be deactivated within the same change request. When a contact is deactivated, the information does not appear under the CM. However, if the person returns to the CCM in the future, the system can recall the related information.
Read the warning message carefully before confirming the deactivation and click **Next**.
The request is submitted. You can see more details by clicking on the blue link.
You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

**Note!**
The *Guidance for Success* highlights the major elements you need to pay attention to when raising a change request.
Select the type of change request

**Organization information Change Requests**
- Create New Organization
- Update Organization Information
- Link Existing Third Party with PR

**Banking Information Change Requests**
- Create/Update Banking Information
Grant Entity Data (GED) Interactive Manual

Step 1
Third Party emails required information to Country Team, including supporting documents.

Step 2
Global Fund reviews and creates new organization in Global Fund systems.

Updated GED reflected in Global Fund Partner Portal

1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents
Grant Entity Data (GED) Interactive Manual

Step 1: Third Party emails required information to Country Team, including supporting documents.  

Step 2: Global Fund reviews and validates the changes.

Updated GED reflected in Global Fund Partner Portal.

1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents.
Step 1
Third Party emails required information to Country Team, including supporting documents.¹

Step 2
Global Fund reviews and creates the link between Third Party and PR in Global Fund systems.

Step 1
Third Party emails required information to Country Team, including supporting documents.  

Step 2
Global Fund reviews and sends EcoSign MFA Letter to Third Party to ensure authenticity of request.

Step 3
Third Party completes and returns EcoSign MFA Letter to Country Team / Financial Services Team.

Step 4
Global Fund reviews and creates Third Party banking information in Global Fund systems.