

Grant Prequalification Process in the Statewide Financial System (SFS)

1. Establish SFS Access for Staff New to Using SFS

All organizations that have an established SFS account through the Vendor Portal for managing contract payments from NYS have an assigned delegated Primary Contact (PC). The PC will establish SFS user login credentials, unlock SFS accounts, or reset SFS passwords. The PC has been sent an enrollment email with login credentials and instructions on how to access [SFS](#) to support this project. If you do not know who the Primary Contact is, or require assistance, please contact the SFS Help Desk.

Questions or issues should be directed to:

Statewide Financial System

Helpdesk@sfs.ny.gov | 518-457-7717 | 855-233-8363 toll-free

2. Attend Training

SFS will be recording training sessions on how to become prequalified within the system and these recordings will be made available for viewing within SFS. OCFS highly recommends that you watch the recordings when they are posted. If you cannot find the training, or need assistance, please contact the SFS Help Desk.

3. Additional Support & Guidance

A Grantee Handbook with screenshots of SFS and step-by-step guidance on how to complete tasks in SFS will be available on the SFS Coach starting in December 2023.

Training for all SFS functionality is available in *SFS Coach*. To access *SFS Coach*, log into SFS and click the *SFS Coach* tile on *My Homepage*. If you cannot locate the training or need assistance, please contact the SFS Help Desk.