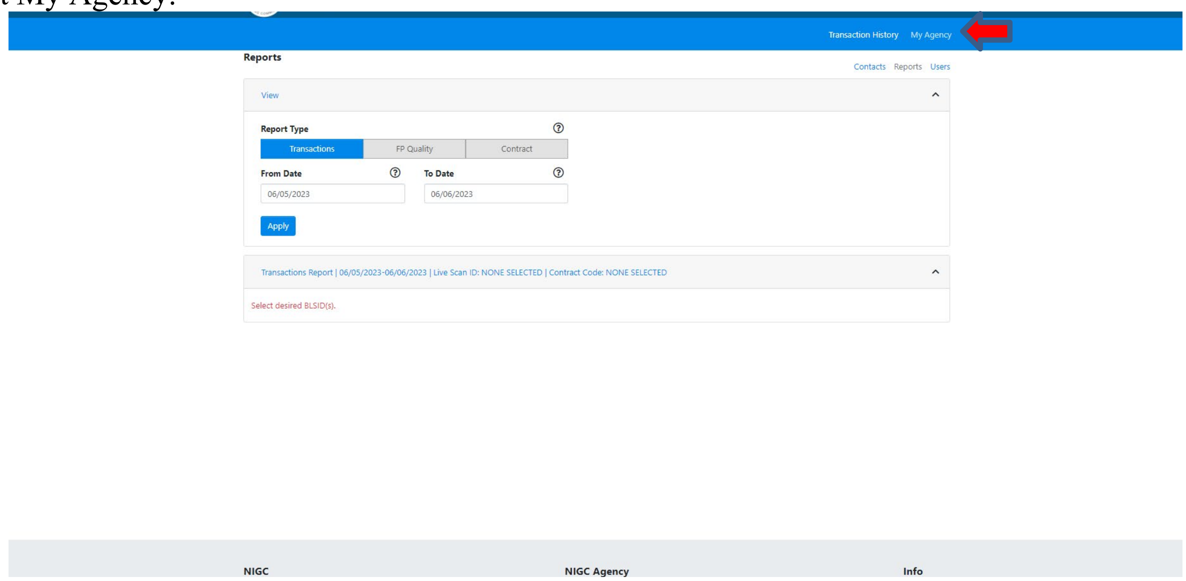
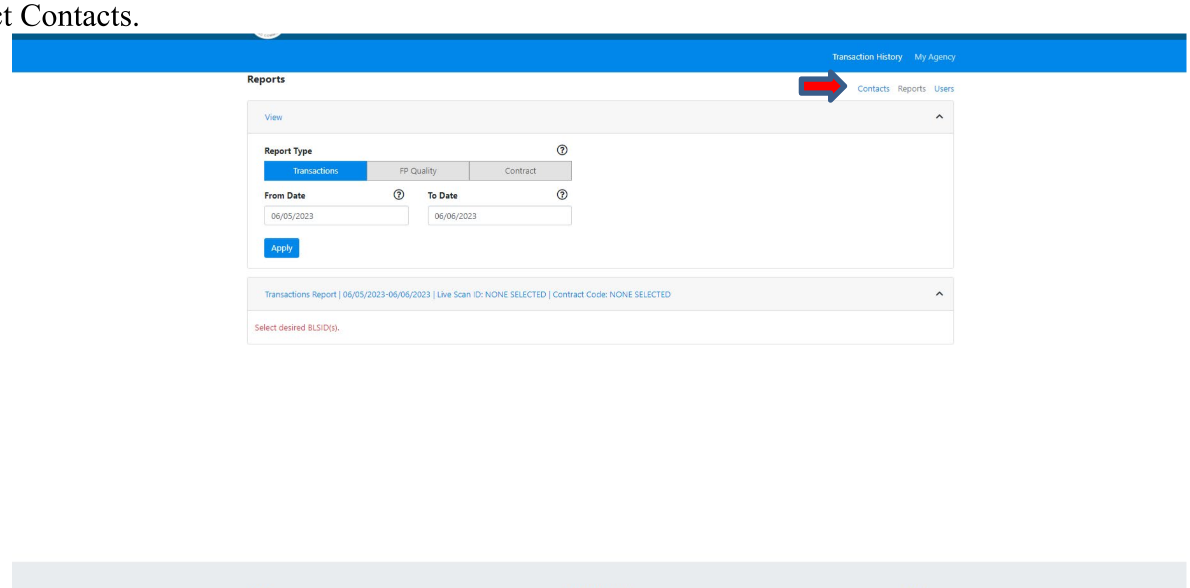
How to Guide: Add an Agency Contact in TMS

This how-to guide is intended to assist with adding a Contact Management User, who will receive reports based on profile permissions established by agency administrators.

Login to https://fp.nigc.gov/
Select My Agency.



Select Contacts.



Please contact the CJIS Audit Unit at cau@nigc.gov with any questions.

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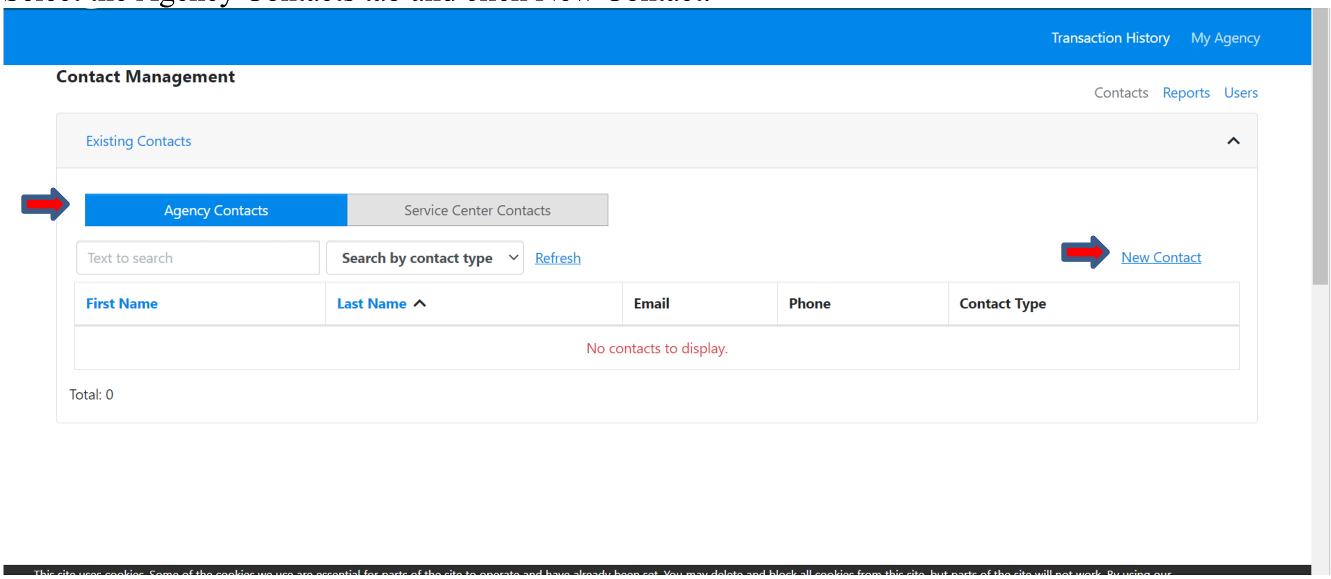
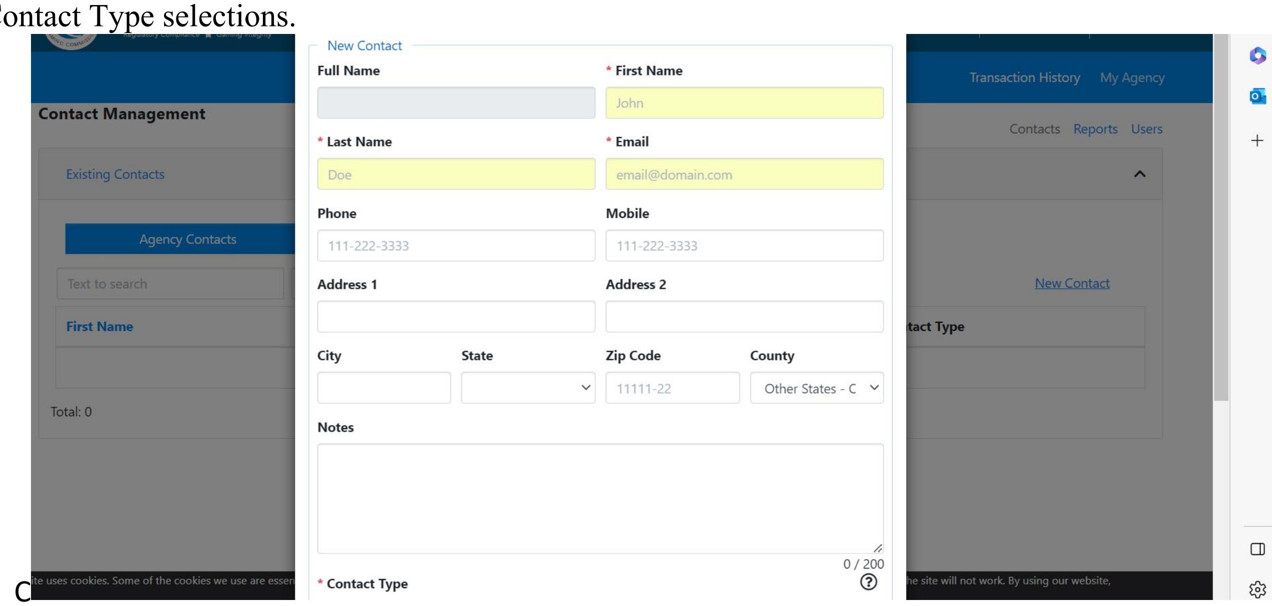
Select the Agency Contacts tab and click New Contact.



Complete the required fields and scroll down to the bottom of the New Contact page to complete the Contact Type selections.



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Click to check the box for the desired contact type. Use the scroll bar on the right of the Contact Type box to view additional options. When finished, click Add.