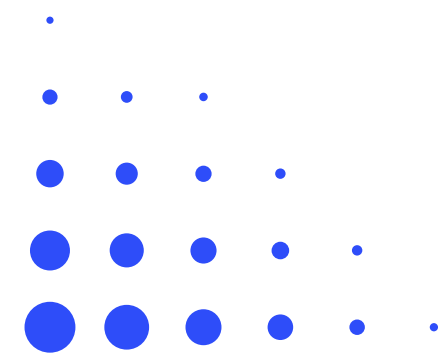


GED Guide for CCM Applicants

To enable access to the GC8 Funding Request module in the Global Fund Partner Portal



Complete and accurate GED enables CCMs to download and submit the FR application package



For GC8, CCMs* will submit the Funding Request (FR) through the Global Fund Partner Portal. **Accurate Grant Entity Data (GED) is critical to ensure all assigned CCM members & consultants have access to the Application package in the Funding Request module for CCMs and for PR staff to the Grant-making module for PRs.**

Actions to take

- Contacts with access rights to the **GED App** in the [Global Fund Partner Portal](#) can submit Change Requests to create, update or deactivate an organization and/or contact.
- **CCMs** to verify that all CCM Admin Focal Points are accurately captured in GED; they have been assigned submitter roles automatically (as of March 2026). CCMs should have at least **two submitters**, with at least one being an Admin Focal Point. Please submit a Change Request in GED or reach out to your CT if updates are needed.
- **CCM Admin Focal Points** can also add consultants involved in completing the application as contacts in GED and give them editor rights. Editor or submitter roles can be given to any CCM member contact captured in GED.



This Grant Cycle 8 (GC8) guide provides a comprehensive overview of how to create and update CCM contacts through the GED app and provide editor or submitter access for the new Funding Request module in the Global Fund Partner Portal. Ensuring accurate and up-to-date GED information is critical to avoid delays in accessing and completing the relevant Funding Request documents.

You can access the GED application in the Partner Portal through this link <https://portal.theglobalfund.org/>

The guide is structured into the following sections:

- 1 [Create a NEW contact in GED](#)
- 2 [Update an EXISTING contact in GED](#)
- 3 [Resources & Support](#)

FR Editor vs Submitter permissions

Permission	FR Editor	FR Submitter*
Access the FR module within the Partner Portal	Yes	Yes
Download documents (shared by Global Fund or attached as part of FR submission)	Yes	Yes
Attach documents	Yes	Yes
Delete documents	Yes	Yes
Submit FR to the Global Fund	No	Yes

* Submitter rights granted to Admin Focal Points as of March 2026. Please review Admin Focal Point records to ensure accuracy. Additional CCM members can be created as editors or submitters, while non-CCM members, such as consultants, may be given editor rights. CCMs are encouraged to have at least two submitters.

Creating NEW Contacts in GED

Updating EXISTING contacts in GED

Resources & Support

Create NEW contact in GED with Funding Request access in Partner Portal

Step-by-step guide

Introduction

Creating
NEW
Contacts
in GED

Updating
EXISTING
contacts
in GED

Resources
& Support

Access GED in the Partner Portal

➔ Login to the [Global Fund Partner Portal](#) and open the GED application

The screenshot shows the Global Fund Partner Portal interface. At the top left, there are language options: English, Français, and Español. A search bar labeled "Search apps..." is positioned at the top center. Below the search bar, a grid of application tiles is displayed under the heading "All Apps". The tiles include "Grant Entity Data", "Landing Page", "CCM Funding", and "Partner Portal". Each tile features a person icon and a hamburger menu icon. A green box highlights the grid icon in the top-left corner of the page, with an arrow pointing to a text box that reads: "Within the Partner Portal click on the icon on the top-left of the page to open the **App Launcher**." Another green box highlights the "Grant Entity Data" tile, with an arrow pointing to a text box that reads: "Within the App Launcher, click on **Grant Entity Data**".

with Partner Portal access rights must ensure their mobile phone number is kept up to date in the Portal. If the mobile number is outdated, please raise an Update Contact change request, as soon as possible.

Creating NEW Contacts in GED

Updating EXISTING contacts in GED

Resources & Support

Access GED in the Partner Portal

English Français Español

Search... SEARCH

CCM TEST ...

HOME ORGANIZATION INFORMATION

Creating NEW Contacts in GED

Dashboard GED Portal Home

As of 18-Mar-2026 15:14 - Viewing as CCM Test Users3

Refresh

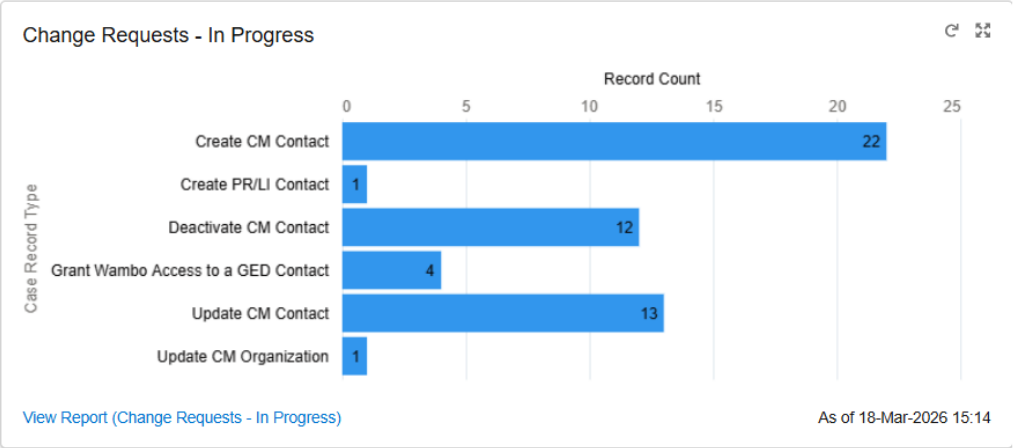
1 Within GED, click on **Organization Information** to access your organization details

Change Requests that require my action

We can't draw this chart because there is no data.

View Report (Change Requests that require my action)

As of 18-Mar-2026 15:14



Updating EXISTING contacts in GED

Open your Organization in GED

English Français Español

Search... CCM TEST ...

HOME ORGANIZATION INFORMATION

Organization Information
Recently Viewed

5 items • Sorted by Organization Name • Updated a few seconds ago

Search this list...

	Organization Name	Organization Short ...	Organizati...	Address Line 1	Country	Pare...	Role	Orga...	Orga...	Organizati...
1	Non-CCM Afghanistan	Non-CCM Afghanistan		Address Line 1	Afghanistan		Coordinating Mechanism			AIM_External

2 Find your CCM and click on the **Organization Name**

Create a new contact

English Français Español

Search... SEARCH CCM TEST ...

HOME ORGANIZATION INFORMATION

Organization Information Non-CCM Afghanistan

Update Organization **Create Contact** Update Contact

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Change Requests for Banking
Non-CCM Afghanistan			0	2	0

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS CHANGE REQUESTS FILES MORE

Organization Details

Organization Name
Non-CCM Afghanistan

Organization Short Name ⓘ
Non-CCM Afghanistan

Parent Account

Website

Communication Language ⓘ
English

Address Information

3 To provide a NEW member (external consultants, new CCM members, etc.) access to the FR module in the Partner Portal, click **Create Contact**

Add contact details

English Français Español

Search...

CCM TEST ...

Create Contact

* Salutation
Mr

* First Name
John

* Last Name
Smith

* Email
Johnsmith@gmail.com

Phone Number

Mobile Phone Number ⓘ

City

Next

4 Add the required contact details as normal. Note: Fields marked with (*) are mandatory

5 Click **Next**

Organization Information
Non-CCM Afghanistan

Organization Short Name: Non-CCM Afghanistan

Organization Grant Abbreviation

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

Organization Name: Non-CCM Afghanistan

Organization Short Name ⓘ: Non-CCM Afghanistan

Parent Account

Website

Communication Language ⓘ: English

Address Information

Add position information

English Français Español

Search...

HOME ORGANIZATION INFORMATION

Organization Information
Non-CCM Afghanistan

Organization Short Name: Non-CCM Afghanistan

Organization Grant Abbreviation

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

Organization Name: Non-CCM Afghanistan

Organization Short Name: Non-CCM Afghanistan

Parent Account

Website

Communication Language: English

Address Information

Create Contact

Position Information

Organization Name: Non-CCM Afghanistan

Organization Short Name: Non-CCM Afghanistan

* Role: Non-Member

Role in the Coordinating Mechanism:

Admin Focal Point (Secretariat of the Coordinating Mechanism): all staff of the Coordinating Mechanism Secretariat

Member: all the elected members with active mandate

Alternate: alternate of current members

Chair: elected Chair with active mandate

Vice-Chair: elected Vice-Chair with active mandate

Non-member: nominated member of a CM committee but not CM member

* Sector Represented: None

Country-level stakeholder groups involved in the fight against HIV, TB and malaria represented (Valid only for Members, Chair, Vice Chair)

Previous Next

6 Add the required position information
Note: Fields marked with (*) are mandatory

Note: Any external consultants supporting the FR application submission are added as the **Non-Member** role

7 Click **Next**

Provide access to the FR module



English Français Español

Search...

HOME ORGANIZATION INFORMATION

Organization Information
Non-CCM Afghanistan

Organization Short Name: Non-CCM Afghanistan

Organization Grant Abbreviation

DETAILS

Organization Name: Non-CCM Afghanistan

Organization Short Name: Non-CCM Afghanistan

Parent Account

Website

Communication Language: English

Address Information

Create Contact

Signatory for Legally-Binding Documents

Member of the Oversight Committee

Member of the Executive Committee

Note: This will be automatically ticked if the selected Role is...

Access to Grant Deliverables

Grant Deliverables Access Type

Please select

Please select

Editor

Submitter

ensure transparency. If there are compelling reasons for not having your relevant personal data published on Global Fund digital platforms please tick this box. Please note that even if you tick this box, the Global Fund may disclose your email address to relevant partners and third parties. The Global Fund is committed to respecting the dignity and privacy of people, while balancing such rights with the Global Fund values of transparency, accountability and the ability to carry out its mission. For further information refer to the

Previous Next

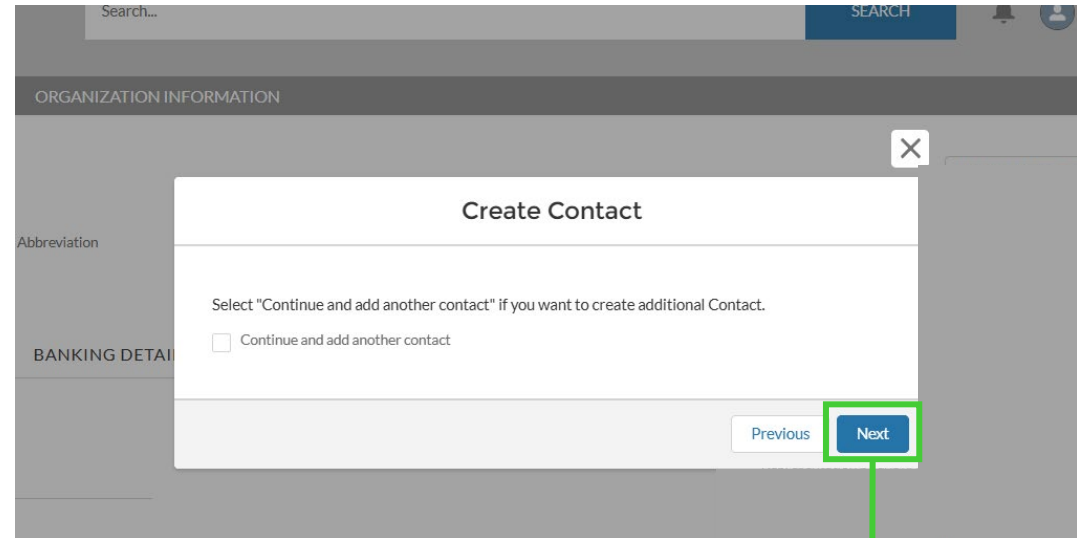
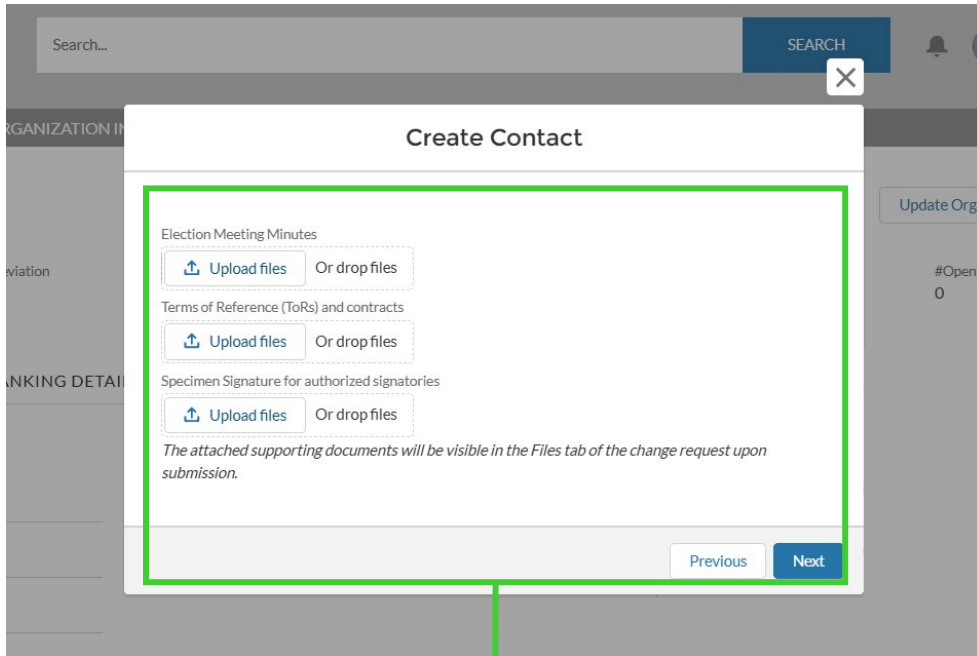
Click **Next**

8 To provide access to the FR module in the Partner Portal for the new contact, check/toggle the new **Access to Grant Deliverables** field as shown

9 Select the **Grant Deliverables Access Type** for the new contact: Editor or Submitter

10 Click **Next**

Complete new contact creation



11

No supporting documentation is required to add contacts as Editor or Submitters for the FR module in the Partner Portal.

For any other permissions provided, please attach any documents as requested. Otherwise skip this step and click **Next**

12

Click **Next**

Complete new contact creation

The screenshot shows a web application interface for 'Non-CCM Afghanistan'. A modal window titled 'Create Contact' is open, displaying a success message: 'Your request was successfully submitted. Click [here](#) to open it'. A green callout box with the number '13' points to a blue 'Finish' button, with the text: 'Once the GED Change Request is successfully submitted, click **Finish**'. The background shows the organization's details and a navigation menu.

Navigate your created GED Change Request

HOME ORGANIZATION INFORMATION

Organization Information
Non-CCM Afghanistan

Update Organization Create Contact Update Contact

Organization Short Name: Non-CCM Afghanistan
Organization Grant Abbreviation: Non-CCM Afghanistan
Integration Status: [blank]
#Open Change Requests for Organization: 0
#Open Change Requests for Contacts: 2

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS **CHANGE REQUESTS** MORE

Change Requests (6+)

Change Request	Parent Change Request ...	Case Record Type	Request status
00076524	00076523	Create CM Contact	Pending Global Fund Review
00076523		Multiple CM Change Re...	Pending Global Fund Review
00076217	00076216	Create CM Contact	Pending Global Fund Review
00076216		Multiple CM Change Re...	Pending Global Fund Review
00076159	00076158	Create CM Contact	Validated

1 To view your GED Change Request, go to the **Organization Information** homepage and click on the **Change Requests** tab

2 Find and click on your recently created GED Change Request which should be in status **Pending Global Fund Review**

Navigate your created GED Change Request

Introduction

The screenshot displays the 'Change Request 00076524' interface. At the top, there are navigation links for 'HOME' and 'ORGANIZATION INFORMATION'. Below this, the request details are shown, including a 'Follow' button. A progress bar indicates the current status: 'Pending Global Fund Review' (highlighted in blue) and 'Pending Country Team Review'. A 'Case History (1)' table shows a record from 18/03/2026 15:28, created by 'CCM Test Users3'. Below the table, there is a 'POSITIONS' section with a 'Guidance' subsection. The 'Guidance' section includes a 'Color Coding Explanation' with three items: Green (Information was added), Red (Information was removed), and Yellow (Information was changed). Below this, there are several paragraphs of text providing instructions on how to use the system, such as 'Access to GED Portal', 'Signatory for Legally-Binding Documents', 'CM Secretariat Staff role', 'Entry Date into CCM', 'Non-member role', 'Recipient Status', 'Role', 'Sector represented', 'Official Job Title', 'Access to Grant Deliverables', and 'Grant Deliverables Access Type'. At the bottom of the page, there are several dropdown menus and a 'Submitter' field.

Change Request 00076524 + Follow

A Request Record Type Create CM Contact **B** Request status Pending Global Fund Review Integration Status **C**

Pending Global Fund Review Pending Country Team Review

Case History (1)

Date	Field	User	Original Value	New Value
18/03/2026 15:28	Created.	CCM Test Users3		

View All

POSITIONS

Guidance

Color Coding Explanation:

- Green - Information was added
- Red - Information was removed
- Yellow - Information was 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.

CM Secretariat Staff role - Position (headcount) within the CM Secretariat. Attach the related Terms of Reference and Contract.

Entry Date into CCM - Indicate the election/appointment date. In case a contact is elected Member after having served as Alternate, you should input the election date as Member. In case of consecutive mandates, please indicate the date of the first election.

Non-member role - Specify the Coordinating Mechanism Committee this contact supports.

Recipient Status - Indicate if the person represents an organization managing Global Fund grants. The option "Non-recipient" can be chosen only if the contact does not represent an organization managing Global Fund grants (PR/SR/SSR).

Role - Specify the role played in the CM.

Sector represented - Country-level stakeholder groups involved in the fight against HIV, TB and malaria represented.

Official Job Title - Indicate 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.

Access to Grant Deliverables - By clicking this box, you will allow this contact to view and edit the Funding Request for this organization via the Global Fund Partner Portal.

Grant Deliverables Access Type - The type of permission set the contact will have for the organization's Funding Request within the Global Fund Partner Portal.

ittee Access to GED Portal Do not share details publicly **D** Access to Grant Deliverables **D** Grant Deliverables Access Type Submitter

You can now see the details of your successfully submitted Change Request:

- A.** Change request type
- B.** Change request status
- C.** Chevron status indicating current status of the Change Request and overview of process
- D.** Change request details including FR access and access type (additional Change Request details can be found at the bottom of the page)

Creating NEW Contacts in GED

Updating EXISTING contacts in GED

Resources & Support

Navigate your created GED Change Request

English Français Español

Search... SEARCH

CCM TEST ...

HOME ORGANIZATION INFORMATION

Change Request
00076524

+ Follow

Request Record Type: Create CM Contact
Request status: Validated
Integration Status:



Case History (1)

Date	Field	User	Original Value	New Value
18/03/2026 15:28	Created.	CCM Test Users3		

View All

POSITIONS

Guidance

Color Coding Explanation:

- Green - Information was added
- Red - Information was removed
- Yellow - Information was changed (Old Value is crossed out)

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CM Secretariat Staff role - Position (headcount) within the CM Secretariat; Attach the related Terms of Reference and Contract.

Entry Date into CCM - Indicate the election/appointment date. In case a contact is elected Member after having served as Alternate, you should input the election date as Member. In case of consecutive mandates, please indicate the date of the first election.

Non-member role - Specify the Coordinating Mechanism Committee this contact supports.

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Role - Specify the role played in the CM.

Sector represented - Country-level stakeholder groups involved in the fight against HIV, TB and malaria represented.

Official Job Title - Indicate 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.

Access to Grant Deliverables - By clicking this box, you will allow this contact to view and edit the Funding Request for this organization via the Global Fund Partner Portal.

Grant Deliverables Access Type - The type of permission set the contact will have for the organization's Funding Request within the Global Fund Partner Portal.

Once the Global Fund has approved the GED Change Request, the chevron status will change to **Validated**. The user will receive an automatic notification upon Global Fund validation of the GED Change Request.

New users will receive **separate** emails through their email address provided, for their Partner Portal credentials: account username and password. These Global Fund account credentials can be used to access the Funding Request module in the Partner Portal (may take up to 3 hours from validation).

Update **EXISTING** contact to provide **Funding Request** access in **Partner Portal**

Step-by-step guide

Introduction

Creating
NEW
Contacts
in GED

Updating
EXISTING
contacts
in GED

Resources
& Support



Access GED in the Partner Portal

➔ Login to the [Global Fund Partner Portal](#) and open the GED application

The screenshot shows the Partner Portal interface. At the top left, there is a language selector with 'English', 'Français', and 'Español'. Below it is a search bar labeled 'Search apps...'. A grid of application tiles is displayed under the heading 'All Apps'. The tiles include 'Grant Entity Data', 'Landing Page', 'CCM Funding', and 'Partner Portal'. A green box highlights the app launcher icon (a 3x3 grid) in the top-left corner, with an arrow pointing to a text box that says: 'Within the Partner Portal click on the icon on the top-left of the page to open the **App Launcher**.' Another green box highlights the 'Grant Entity Data' tile, with an arrow pointing to a text box that says: 'Within the App Launcher, click on **Grant Entity Data**'.

with Partner Portal access rights must ensure their mobile phone number is kept up to date in the Portal. If the mobile number is outdated, please raise an Update Contact change request, as soon as possible.

Access GED in the Partner Portal

English Français Español

Search... SEARCH

CCM TEST ...

HOME ORGANIZATION INFORMATION

Dashboard
GED Portal Home
As of 18-Mar-2026 15:14 - Viewing as CCM Test Users3 Refresh

1 Within GED, click on **Organization Information** to access your organization details

Change Requests that require my action

We can't draw this chart because there is no data.

View Report (Change Requests that require my action) As of 18-Mar-2026 15:14

Change Requests - In Progress

Record Count

Case Record Type	Record Count
Create CM Contact	22
Create PR/LI Contact	1
Deactivate CM Contact	12
Grant Wambo Access to a GED Contact	4
Update CM Contact	13
Update CM Organization	1

View Report (Change Requests - In Progress) As of 18-Mar-2026 15:14

Creating NEW Contacts in GED

Updating EXISTING contacts in GED

Open your Organization in GED

English Français Español

Search... CCM TEST ...

HOME ORGANIZATION INFORMATION

Organization Information
Recently Viewed

5 items • Sorted by Organization Name • Updated a few seconds ago

Search this list...

Organization Name	Organization Short ...	Organizati...	Address Line 1	Country	Pare...	Role	Orga...	Orga...	Organizati...
1 Non-CCM Afghanistan	Non-CCM Afghanistan		Address Line 1	Afghanistan		Coordinating Mechanism			AIM_External

2 Find your CCM and click on the **Organization Name**

Update an existing contact

English Français Español

Search... SEARCH

HOME ORGANIZATION INFORMATION

Organization Information Non-CCM Afghanistan

Update Organization Create Contact **Update Contact**

Organization Short Name	Organization Grant Abbreviation	Integration Status	#Open Change Requests for Organization	#Open Change Requests for Contacts	#Open Change Requests for Banking
Non-CCM Afghanistan			0	2	0

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS CHANGE REQUESTS FILES MORE

Organization Details

Organization Name
Non-CCM Afghanistan

Organization Short Name ⓘ
Non-CCM Afghanistan

Parent Account

Website

Communication Language ⓘ
English

3 To provide EXISTING CCM members access to the FR module in the Partner Portal, click **Update Contact**

Select an existing contact

Update Contact

<input type="checkbox"/>	Fir... ▾	Las... ▾	Rol... ▾	Signato...	Access ...	Access ...	Gr... ▾
<input type="checkbox"/>	CCM	Test Us...	Admin...	✓	✓		
<input type="checkbox"/>	CCM	Test Us...			✓		
<input type="checkbox"/>	CCM	TestUs...			✓		
<input type="checkbox"/>	John	Smith	Non M...			✓	Editor
<input type="checkbox"/>	John	Smith	Member			✓	Submit...

4 Select the existing contact for whom you would like to provide FR module access within the Partner Portal

5 Click **Next**

Update an existing contact

Update Contact

Displaying Contact 1 of 1

* Salutation
Mr

* First Name
John

* Last Name
Smith

* Email

Next



Update Contact

Position Information

Organization Name:
Non-CCM Afghanistan

Organization Short Name:
Non-CCM Afghanistan

* Role
Member

Role in the Coordinating Mechanism:
Admin Focal Point (Secretariat of the Coordinating Mechanism): all staff of the Coordinating

Previous Next

6 Update any fields as needed. Fields marked with (*) are mandatory. Once done, click **Next**

7 Update any fields as needed. Fields marked with (*) are mandatory. Once done, click **Next**

Provide access to the FR module



English Français Español

Search...

Update Contact

Signatory for Legally-Binding Documents

Member of the Oversight Committee

Member of the Executive Committee

Note: This will be automatically ticked if the selected Role is...

Access to Grant Deliverables

Grant Deliverables Access Type

Please select

Please select

Editor

Submitter

ensure transparency. If there are compelling reasons for not having your relevant personal data published on Global Fund digital platforms please tick this box. Please note that even if you tick this box, the Global Fund may disclose your email address to relevant partners and third parties. The Global Fund is committed to respecting the dignity and privacy of people, while balancing such rights with the Global Fund values of transparency, accountability and the ability to carry out its mission. For further information refer to the

Previous Next

Click **Next**

9 Select the **Grant Deliverables Access Type** for the existing contact: Editor or Submitter

8 To provide access to the FR module in the Partner Portal for the existing contact, check/toggle the new **Access to Grant Deliverables** field as shown

10 Click **Next**

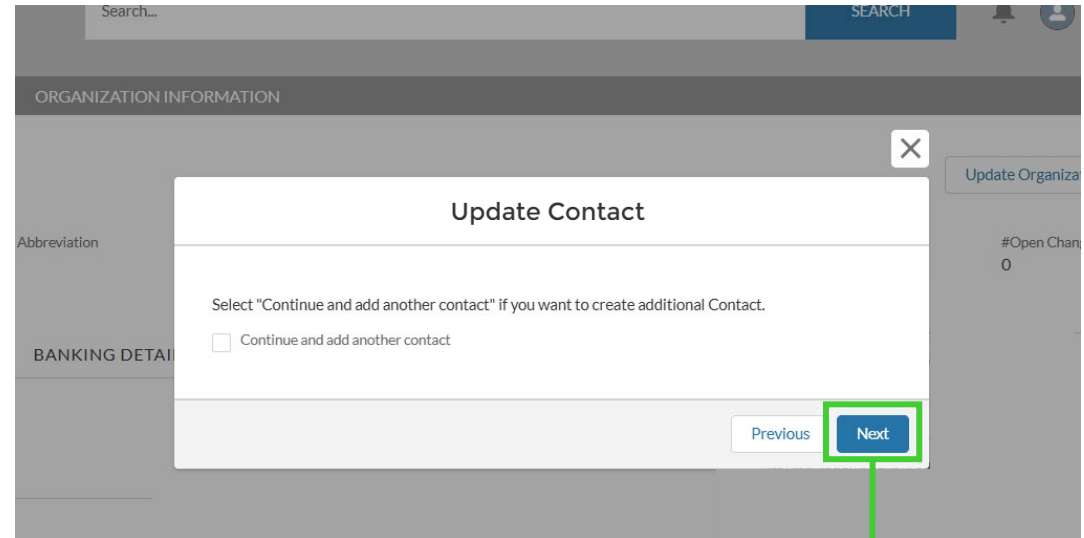
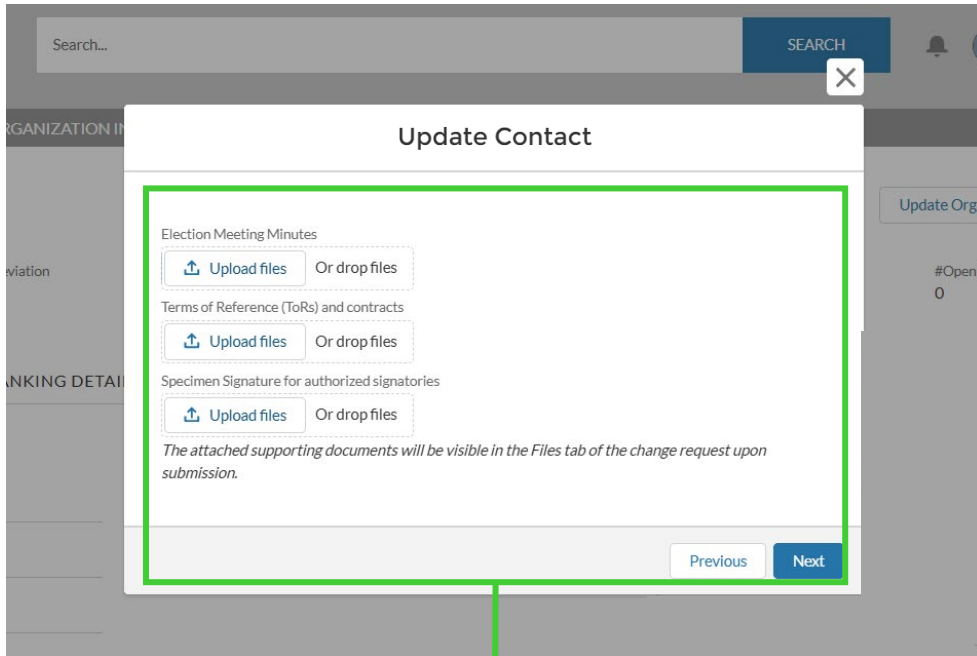
Introduction

Creating NEW Contacts in GED

Updating EXISTING contacts in GED

Resources & Support

Complete updating an existing contact



12 Click **Next**

11 No supporting documentation is required to add contacts as Editor or Submitters for the FR module in the Partner Portal.

For any other permissions provided, please attach any documents as requested.
Otherwise skip this step and click **Next**

Complete updating an existing contact

English Français Español

Search... SEARCH

CCM TEST ...

HOME ORGANIZATION INFORMATION

Organization Information
Non-CCM Afghanistan

Organization Short Name: Non-CCM Afghanistan

Organization Grant Abbreviation

Update Organization Create Contact Update Contact

#Open Change Requests for Banking: 0

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS

Organization Details

Organization Name: Non-CCM Afghanistan

Organization Short Name: Non-CCM Afghanistan

Parent Account

Website

Communication Language: English

Address Information

Update Contact

Your request was successfully submitted. Click [here](#) to open it

13 Once the GED Change Request is successfully submitted, click **Finish**

Finish

Navigate your created GED Change Request

Organization Information
Non-CCM Afghanistan

Update Organization Create Contact Update Contact

Organization Short Name: Non-CCM Afghanistan
Organization Grant Abbreviation:
Integration Status:
#Open Change Requests for Organization: 0
#Open Change Requests for Contacts: 3

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS CHANGE REQUESTS MORE

1 To view your GED Change Request, go to the Organization Information homepage and click on the **Change Requests** tab

Change Requests (6+)

Change Request	Parent Change Request ...	Case Record Type	Request status
00076542	00076541	Update CM Contact	Pending Global Fund Review
00076541		Multiple CM Change Re...	Pending Global Fund Review
00076524	00076523	Create CM Contact	Validated
00076523		Multiple CM Change Re...	Completed

2 Find and click on your recently created GED Change Request which should be in status **Pending Global Fund Review**

Navigate your created GED Change Request

Introduction

HOME ORGANIZATION INFORMATION

Change Request 00076542 [+ Follow](#)

A Request Record Type Update CM Contact **B** Request status Pending Global Fund Review Integration Status **C**

✓ Pending Global Fund Review Pending Country Team Review

Case History (1)

Date	Field	User	Original Value	New Value
19/03/2026 11:09	Created.	CCM Test Users3		

[View All](#)

POSITIONS

▼ Guidance

Color Coding Explanation:

- Green - Information was added
- Red - Information was removed
- Yellow - Information was 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.

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CM Secretariat Staff role - Position (headcount) within the CM Secretariat. Attach the related Terms of Reference and Contract.

Entry Date into CCM - Indicate the election/appointment date. In case a contact is elected Member after having served as Alternate, you should input the election date as Member. In case of consecutive mandates, please indicate the date of the first election.

Non-member role - Specify the Coordinating Mechanism Committee this contact supports.

Recipient Status - Indicate if the person represents an organization managing Global Fund grants. The option "Non-recipient" can be chosen only if the contact does not represent an organization managing Global Fund grants (PR/SR/SSR).

Role - Specify the role played in the CM.

Sector represented - Country-level stakeholder groups involved in the fight against HIV, TB and malaria represented.

Official Job Title - Indicate 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.

Access to Grant Deliverables - By clicking this box, you will allow this contact to view and edit the Funding Request for this organization via the Global Fund Partner Portal.

Grant Deliverables Access Type - The type of permission set the contact will have for the organization's Funding Request within the Global Fund Partner Portal.

ittee Access to GED Portal Do not share details publicly **D** Access to Grant Deliverables **D** Grant Deliverables Access Type

Editor

You can now see the details of your successfully submitted Change Request:

- A.** Change request type
- B.** Change request status
- C.** Chevron status indicating current status of the Change Request and overview of process
- D.** Change request details including FR access and access type (additional Change Request details can be found at the bottom of the page)

Creating NEW Contacts in GED

Updating EXISTING contacts in GED

Resources & Support

Navigate your created GED Change Request

The screenshot shows a web interface for managing GED Change Requests. At the top, there is a navigation bar with 'HOME' and 'ORGANIZATION INFORMATION'. Below this, a 'Change Request' card displays the ID '00076542' and a '+ Follow' button. A progress bar below the card shows three stages: 'Update CM Contact' (green), 'Validated' (blue, highlighted with a green box), and 'Integration Status' (grey). Below the progress bar is a 'Case History (1)' table with the following data:

Date	Field	User	Original Value	New Value
19/03/2026 11:09	Created.	CCM Test Users3		

Below the table, there is a 'POSITIONS' section with a 'Guidance' dropdown. The guidance text includes:

- Color Coding Explanation:
 - Green - Information was added
 - Red - Information was removed
 - Yellow - Information was 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 signatory acknowledgment in case of CMs, legally-binding documents that are valid and enforceable, as per signatory specimen.
- CM Secretariat Staff role - Position (headcount) within the CM Secretariat. Attach the related Terms of Reference and Contract.
- Entry Date into CCM - Indicate the election/appointment date. In case a contact is elected Member after having served as Alternate, you should input the election date. In case of consecutive mandates, please indicate the date of the first election.
- Non-member role - Specify the Coordinating Mechanism Committee this contact supports.
- Recipient Status - Indicate if the person represents an organization managing Global Fund grants. The option "Non-recipient" can be chosen only if the contact does not represent an organization managing Global Fund grants (PR/SR/SSR).
- Role - Specify the role played in the CM.
- Sector represented - Country-level stakeholder groups involved in the fight against HIV, TB and malaria represented.
- Official Job Title - Indicate the individual's job title within the organization. This job title will be displayed on official documents if the contact is assigned signatory or non-member for this grant/country.
- Access to Grant Deliverables - By clicking this box, you will allow this contact to view and edit the Funding Request for this organization via the Global Fund Partner Portal.
- Grant Deliverables Access Type - The type of permission set the contact will have for the organization's Funding Request within the Global Fund Partner Portal.

Once the Global Fund has approved the GED Change Request, the chevron status will change to **Validated**. The user will receive an automatic notification upon Global Fund validation of the GED Change Request.

The relevant existing users will now be able access the FR module upon logging into the [Partner Portal](#) using their Global Fund login credentials.

Users who have forgot the password to their Global Fund account can go to: <https://passwordreset.microsoftonline.com>. They can also contact country.support@theglobalfund.org if they face any system issues.

Resources & Support

Introduction

Creating
NEW
Contacts
in GED

Updating
EXISTING
contacts
in GED

Resources
& Support



Contact Support for Technical Issue

If you have any questions or encounter technical issues and require assistance, please contact the Global Fund:



Please send an email to the Global Fund Country Support team at country.support@theglobalfund.org (*support available in English, French or Spanish*) describing the issue