

Dear ['New' [PD](#), [day-to-day contact](#), [day-to-day fiscal contact](#), or CTCP staff]:

Welcome to the California Tobacco Control Program (CTCP)!

The *Quick Links* listed below provide information regarding CTCP's procurement, contract and budget management processes for new Local Lead Agencies, Competitive Grantees and CTCP staff. It is recommended that you save these *Quick Links* to your "Favorites" within your web browser.

How to save a *Quick Links* to Favorites within your web browser:

- With your web browser open, open a *Quick Link* by pressing the control key and clicking on the link;
- Save the address to your web browser Favorites list by clicking on "**Favorites**" from the menu on your web browser tool bar;
- then choose "**Add to Favorites**" from the pull down menu

How To	OTIS <i>Quick Links</i> Some links may require you to first log into OTIS
To log into OTIS	http://www.tcsotis.org/
To Learn About Cost Reports (LLA only)	http://www.tcsotis.org/help/files/costLLA.pdf
A Training on Cost Reports for LLAs	Cost Report Training Handout
How to Revise Your OTIS Plan	OTIS Plan Revision Instructions
Updating Your Contact Information	http://www.tcsotis.org/help/files/ACF139.pdf
Frequently Asked Budget Questions	Budget FAQ
Finding CTCP Contacts in OTIS	OTIS CTCP Contacts
How To	Partners/CTCP <i>Quick Links</i> Some links may require you to first log into Partners
Log into Partners Home Page	http://www.tcspartners.org/LoginPage
Obtain a Partners Account	http://tcspartners.org/PartnersRegistration.cfm
How to Navigate Through Partners website	http://www.tcspartners.org/SiteMap.cfm
Find Tools For Contractors Includes: Program Letters, Forms and Policy Manuals	http://www.tcspartners.org/ToolsforContractors.cfm
LLA Policy Manual (direct link)	LLA Admin Policy Manual 2007-10
Grantee Admin and Policy Manual (direct link)	Competitive Grantee Admin. and Policy Manual
CTCP Policy Manual (direct link)	CTCP Policy Manual

Need help with Partners? Call (916) 449-5514 or email partners.webmaster@cdph.ca.gov

Need help with OTIS? Call (916) 449-5474 or email humberto.jurado@cdph.ca.gov

Of course if you need help finding information, please feel free to contact your assigned Procurement Manager (PM) we are here to guide you.