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# GovGrants

Grantee Registration



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# **REGISTRATION PROCESS**

The GovGrants registration process requires a valid EIN to complete your organization's registration. Your Organization's Authorized Representative will submit the registration to NBRC to be granted access to the GovGrants system.

### **Registering an Organization in GovGrants**

- 1) Navigate to <u>https://nbrcgrants.my.site.com/ApplicantLanding?username=null</u> to access the external portal.
- 2) Click on the **Register** button to initiate the GovGrants registration process for the Grantee Organization.

Northern Border Regional Commission	Username Password Forgot Password?
6	Login Register
	Callen + +
Welcome to the Enterprise Grants Management System (EGMS), a "one-stop shop" for the grant pro If you need to register your Organization/Business/State Agency, click the Register button. If you have a Username and Password, log in by clicking the Login button in the upper right corner.	ocess.
Contact Us	
Northern Border Regional Commission James Cleveland Federal Building, Suite 1501 53 Pleasant Street Concord, New Hampshire 03301 Phone: (603) 369-3001	
Gov Grants Accessibility Polic	cy   Privacy Policy   Disclaimers

Figure 1:Registering a Grantee Organization

### **Initiating the Registration Process**

3) On the Grantee Registration page, click the **Organization** link to expand the section.



Subrecipie	ent Registration	
Please select	the Organization option below to begin registration.	
	0	
-	Organization	
	An organization is an entity that submits grant applications. These include county governments, a nonprofit organizations, or private businesses.	
	All organizations must have an Employer Identification Number (EIN) in order to submit a registration. Also, all organizations must be registered with SAM.gov.	
	Please note that it can take as long as 5 weeks to get an EIN number, UEI number, and register with SAM.gov.	
	Your organization must have a valid UEI before your organization is awarded funds. Please discuss this with the Point of Contact listed in the grant opportunity if you have further questions.	
	Please find the necessary links below to complete these important and required steps.	

Figure 2: Grantee Registration – Organization Section

- Note: After clicking the **Organization** link, the section will expand and provide additional details on the registration process.
- 4) Within the **Organization** section, scroll down to the bottom and click the **Begin Registration** button to begin the registration process.

a. https://www.sam.gov/SAM/	
3. Register with EGMS: The Electronic Grants Management System (EGMS) must validate your EIN in order to complete your registration. This data is used to retrieve information from SAM.gov. Registration can only be completed if the organization has a valid EIN and valid SAM.gov account. Once complete, the Organization's Authorized Representative can submit the registration for an EGMS account.	
4. Additional Information	
<ul> <li>a. Parent/Child Relationships</li> <li>1. Organizations can identify affiliations that describe a hierarchical or parent-child relationship between two organizations.</li> <li>2. The required legal documentation establishing this relationship must be attached at step 3 of the registration process.</li> <li>3. This documentation is submitted by the child organization at the time of registration.</li> </ul>	
<ul> <li>b. First Organizational Registration</li> <li>1. The first registration for any organization is known as a Signing Authority.</li> <li>2. The Signing Authority is an authorized representative of the registered organization.</li> <li>3. Additional Users for the organization are created by either the Signing Authority, or another user with these delegated permissions.</li> <li>4. If you are NOT the Signing Authority for this organization, please stop and identify the proper individual to complete this initial registration, OR, have the signing authority or primary user send you an invitation.</li> </ul>	
Begin Registration	

*Figure 3: Grantee Registration – Begin Registration* 

• Note: After clicking the **Begin Registration** button, you will be navigated to two Legal Disclaimer pages.

#### **Registration Legal Disclaimers**

5) Review the Non-Disclosure Agreement and click the **Agree** button if you agree to the terms and wish to proceed Conflict of Interest page.



#### • Note: If you select the **Disagree** button, the Grantee registration process will end.

	egistration egal Disclaimer 1 of 2 Disagree
	-
F	Non Disclosure Agreement
	Description
	This Privacy Notice describes our policies and practices regarding its collection and use of your personal data, and sets forth your privacy rights. We recognize that information privacy is an ongoing responsibility, and so from time to time we will update this Privacy Notice as we undertake new personal data practices or adopt new privacy policies.
	We collect personal information from those who choose to interact with us. With a few exceptions, this information is limited to the kinds of information that can be found on a business card: first name, last name, job title, employer name, work address, work email, and work phone number. We use this information to provide certain benefits, including distributing information updates, event invitations, and the like. We do not knowingly attempt to solicit or receive information from minors. We do not sell personal information to anyone and only share with third parties who are facilitating the delivery of our offerings.
	You may use this site without giving us your personal data. With certain offerings, some personal information is necessary so that we can provide you with what you requested.
	How to contact us Use the Need Assistance link below to contact us.

#### Figure 4: Grantee Registration – Non-Disclosure Agreement

6) Review the Conflict of Interest and click the **Agree** button to proceed with the registration.

#### • Note: If you select the **Disagree** button, the Grantee registration process will end.

Conflict of Interest Description The government requires that the SME (subject matter expert) reviewers, as agents of EGMS (enterprise grants management system) maintains the highest standards of confidentiality and security of documents and information related to the review of applications submitted to the system in response to the request for application (RFA) referenced herein. This includes the individual reviewers handling, storage and transmission of any and all documents and information pertaining to the review of applications, the identification of the applicant organizations and the results of review (i.e. score, rank and application strengths and deficiencies). Additionally this includes information pertaining to review panelists names and affiliations, reviewer assignments and technical review comments. Panel discussions are to be held confidential and written technical reviews and scores shall be embargoed until an assigned and authorized chairperson or government liaisons directs the sharing, release and submission of the information required for the review. Reviewers are entrusted by EGMS to protect this confidential information from considered to a prevent being allocated and merview tecence the confidential information from the information required for the review. Reviewers are entrusted by EGMS to protect this confidential information from the information	Registration     Agree     Disagree       Legal Disclaimer 2 of 2     Disagree			
Description The government requires that the SME (subject matter expert) reviewers, as agents of EGMS (enterprise grants management system) maintains the highest standards of confidentiality and security of documents and information related to the review of applications submitted to the system in response to the request for application (RFA) referenced herein. This includes the individual reviewers handling, storage and transmission of any and all documents and information pertaining to the review of applications, the identification of the applicant organizations and the results of review (i.e. score, rank and application strengths and deficiencies). Additionally this includes information pertaining to review panelists names and affiliations, reviewer assignments and technical review comments. Panel discussions are to be held confidential and written technical reviews and scores shall be embargoed until an assigned and authorized chairperson or government liaisons directs the sharing, release and submission of the information required for the review. Reviewers are entrusted by EGMS to protect this confidential information from		<i>₽</i>		
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accidental or intentional release or information. Physical and electronic security measures must be in place to guard and prevent access to confidential materials by	The government requires that the SME (subject matter expert) reviewers, as agents of EGMS (enter confidentiality and security of documents and information related to the review of applications submi referenced herein. This includes the individual reviewers handling, storage and transmission of any the identification of the applicant organizations and the results of review (i.e. score, rank and applica pertaining to review panelists names and affiliations, reviewer assignments and technical review cor Panel discussions are to be held confidential and written technical reviews and scores shall be embed and the score shall be embed and the review sources and scores shall be and and the review sources and scores shall be and and the review sources are to be held confidential and written technical reviews and scores shall be and the review sources are to be a source source and the review sources and the review sources are the review sources and the review sources are the review sources and the review sources are the review sources	Itted to the system in response to the request for application (RFA) and all documents and information pertaining to the review of applications, atton strengths and deficiencies). Additionally this includes information mments. argoed until an assigned and authorized chairperson or government evers are entrusted by EGMS to protect this confidential information from		

#### Figure 5: Grantee Registration – Conflict of Interest



#### **Registration Step 1 of 3 Page**

		Fields marked as* are rec
To start the registration and verification process, pr	ovide the information and click on Save and Continue button.	
*Employer Identification Number (EIN) 🚯 Unique Entity Identifier (UEI) 🚯 Vendor ID 🚯		
Vendor ID (1)		

Figure 6: Grantee Registration – Step 1 of 3

- 7) Enter the organization's **Employer Identification Number (EIN)**.
- Note: EIN is a required field to proceed with the registration process.
- Note: If you receive a message indicating that the organization's EIN is already registered with GovGrants. Please contact <u>admin@nbrc.gov</u>
- 8) If available, enter the organization's **Unique Entity Identification (UEI)**.
- Note: If the organization does not have a UEI at the time of registration, you may proceed with the registration, but you will not receive an Award until the organization has a UEI and the SAM registration is active.
- 9) If available, enter the organization's Vendor ID.
- 10) Click the **Save and Continue** button to proceed to Step 2.

#### **Registration Step 2 of 3 Page**

reate External Registration		Back Cancel Save
		* Required to Save A Required to Sub
Organization Profile SFiles		
<ul> <li>Organization Information (3)</li> </ul>		
Please fill in the following fields in order to create your organiza		
Employer Identification Number (EIN) 🚯	Unique Entity Identifier (UEI) 🚯	Organization DBA ઉ
*Organization Name	*Organization Type	If Other, Please Specify (1)
PARK VIEW COMMUNITY MISSION, INC.	Business or Organization	·
*Phone Number	Fax	Website (1)
SAM Expiration Date (MM/DD/YYYY)	Organization FY End Date (MM/DD)	Cage Code 🚯
mm/dd/yyyy	12/31	
		N N

Figure 7: Grantee Registration – Step 2 of 3: Organization Information



- 11) Navigate to the Organization Information section within the **Organization Profile** tab and enter the organization details.
  - a. Enter the **Organization DBA**.
  - b. Enter the **Organization Name** (required).
  - c. Enter the Organization Type (required).
    - i. If you selected 'Other' as the **Organization Type**, you must specify it in the space provided.
  - d. Enter the organization's Phone Number. (required)
  - e. Enter the organization's Fax.
  - f. Enter the organization's **website**.
  - g. Enter the SAM Expiration Date (MMDDYYYY).
  - h. Enter the Organization FY End Date (MM/DD)
  - i. Enter the Cage Code.

Scroll down to the **Organization Address** section and enter the address.

▲ Organization Address ③		
This is the address associated with the above UEI number as listed in S *Address Line 1	AM.gov. Address Line 2	*City
2420 MEMORIAL AVE		LYNCHBURG
*State	Congressional District (1)	*Country
VA 🗸		USA
*Zip Code	4-Digit Zip Code Extension	County
24501	2620	

Figure 8: Grantee Registration – Step 2 of 3: Organization Address

- j. Enter Address Line 1 (required).
- k. Enter Address Line 2.
- I. Enter the **City** (required).
- m. Select the State (required).
- n. Enter the Country (required).
- o. Enter the Zip Code (required).
- p. Enter the 4-Digit Zip Code Extension
- q. Enter the **County** (required).
- 12) Scroll down to the **Payment Address** section and enter the organization's payment address.

▲ Payment Address		
Please enter the Payment address if different from the Organization address. *Same as Organization Address?	*Address line 1	Address Line 2
No		
*City	*State	Congressional District 🚯
	None 🗸	
*Zip Code	4-Digit Zip Code Extension	*Country
County	Site Number	

Figure 9: Grantee Registration – Step 2 of 3: Payment Address

a. If the Organizational Payment Address is the same as the Organization Address, select 'Yes' for the **Same as Organization Address** field.



- Note: If you select 'Yes', the system will populate the Payment Address with the Organization Address.
- Note: If you select 'No', enter the payment address.
  - b. Enter Address Line 1 (required).
  - c. Enter Address Line 2.
  - d. Enter the City (required).
  - e. Select the State (required).
  - f. Enter the Congressional District
  - g. Enter the **Zip Code** (required).
  - h. Enter the 4-Digit Zip Code Extension
  - i. Enter the Country (required).
  - j. Enter the **County** (required).

13)Once you have entered all the information on the registration Step 2 of 3, click the **Save** button to proceed to **Step 3 of 3** of the registration process.

reate External Registration tep 2 of 3		Back Cancel Save
		★ Required to Save ▲ Required to Submit
Organization Profile     Siles		
<ul> <li>Organization Information</li> </ul>		
Please fill in the following fields in order to create ye Unique Entity Identifier (UEI) HJ7878786342	our organization profile in the system Employer Identification Number (EIN) (1) 456678789	Organization DBA (3)

#### **Registration Step 3 of 3 Page**

<ul> <li>Organization Representatives:</li> </ul>		
To continue this registration, the following user/profile informat	tion is required. Upon approval of this request, your account information wil	I be sent through email to the Authorized Representative.
	n is the authorized representative with signing authority for the organizatior Iment requests, etc. and committing the organization to funding opportuniti	n and will be responsible for creating other users and/or forms in EGMS. In addition, this role will be
responsible for submitting documents like applications, amend	iment requests, etc. and committing the organization to funding opportunity	es and formal grant agreements.
<ul> <li>Authorized Representative Information</li> </ul>		
Prefix	*First Name	*Last Name
None 🗸		
Title	*Address Line 1 (1)	Address Line 2
	2420 MEMORIAL AVE	
*City	State	Congressional District (1)
LYNCHBURG	VA	v
4-Digit Zip Code Extension	*Zip Code	*Country
2620	24501	USA
*Primary Email	*Phone Number	County

Figure 10: Grantee Registration – Step 3 of 3: Authorized Representative Information



14) Navigate to the Authorized Representative Information section and enter the details.

- Note: The Authorized Representative is the person with signing authority for the organization and will be responsible for submitting documents like applications, amendment requests, etc., and committing the organization to funding opportunities and formal grant agreements.
  - a. Select the Prefix.
  - b. Enter the First Name.
  - c. Enter the Last Name.
  - d. Enter the **Title**.
- Note: The address will be populated with the organization's address. Please update as needed.
  - e. Enter the **Primary Email** for the Authorized Representative.
- Note: Once the registration is approved, the system will notify the Authorized Representative via the email address provided.
  - f. Enter the Phone Number.
- 15)Once you have entered all the information on the registration Step 3 of 3, click the **Save** button to proceed to the verification page.

#### **Registration Verification Page**

16) Click the **I'm not a robot** checkbox to verify the CAPTCHA, then click the **Submit** button.

to tell Computers and Humans Apart) is a type of security measure known as challenge-response authentication. CAPTCHA helps protect you from spam and password decryption by asking you and not a computer trying to break into a password protected account.
Submit Cancel

Figure 11: CAPTCHA

#### **Registration Confirmation Page**

17) Once you have successfully submitted the registration, you will be navigated to the confirmation page. Please record the registration number for your records.

Registration PARK VIEW COMMUNITY MISSION, INC.	Home
Confirmation Message Your registration request for access to EGMS has been completed and sent for government approval. Once approved, you will be sent another email from salesforce com (technology platform provider) with your Usemame and Password shortly to log For your records, your registration number is # RG-000041.	into the system.



#### Figure 12: Confirmation Page

If approved, you will receive an email notification regarding Organization Registration approval. After approval, the organization's Authorized Representative will receive an email to set up their password for their user account.

# Completing Authorized Representatives User Account Setup

### **Prerequisite**

NBRC has approved the organization's registration.

#### Setting up your password

Once the organization registration is approved, the organization's Authorized Representative will receive two emails; an email to inform the Authorized Representative of the approval and an email to complete the user account setup.

1) You will receive a welcome email from Salesforce, which includes a link to get started with your user account set up.

Sandbox: Welcome to Recipient Portal					
RP       noreply@salesforce.com on behalf of Recipient Portal         To       testusergc35@yopmail.com	← Reply	≪ Reply All	→ Forward	ij	
Hi Test,					
Welcome to Recipient Portall To get started, go to https://gwinnettcountygrantsuat.sandbox.my.site.com/login? c=xeJfRUD296PqWmkHpOoBIRHeRzBX2XjeZyi_jMj.VlvLhxwag14_LEkeVuEAQfj2JwJljeRsTj8ckkjH8NyGrsJvcJK3_CzoON5chVT_oiH2TC0fQGNq1Gw57YPv UEeX0FJzoBsalkjJ0GTj4TAPBJ6GE9	/bE2l5uUbba.3	3MeKV15OmSK	5rNJzEljozyeC6F	Qxo5XZ	<u>upY</u>
Username: <u>testusergc35@yopmail.com</u>					
Thank you, Gwinnett County					

#### Figure 13: Welcome Email

 $\rightarrow$ 

2) Click the link within the email to complete the password setup for your user account.



salesforce
Change Your Password
Enter a new password for <b>testusergc35@yopmail.com</b> . Make sure to include at least: 8 characters 1 letter 1 number * New Password
* Confirm New Password
Change Password

Figure 14: Password Setup

- 3) Record the username for future logins and enter your password in the spaces provided.
- Note: The password must meet the following criteria
- 8 Characters
- 1 letter
- 1 number
- 4) Once complete, click the Change Password button, and you will be routed to the GovGrants system.

# Accessing The System

Logging into GovGrants requires an internet-connected browser. Current versions of Internet Explorer, Chrome and Firefox are supported.

### Prerequisite

You will need a username and password to access the system.



### Logging Into GovGrants

Northern Border Regional Commission	Username Password Forgot Password? Login Register
Welcome to the Enterprise Grants Management System (EGMS), a "one-stop shop" for the grant process. If you need to register your Organization/Business/State Agency, click the Register button. If you have a Username and Password, log in by clicking the Login button in the upper right corner.	
Contact Us	
Northern Border Regional Commission James Cleveland Federal Building, Suite 1501 53 Pleasant Street Concord, New Hampshire 03301 Phone: (603) 369-3001	
1412 CA12	
GovGrants Accessibility Polic	/   Privacy Policy   Disclaimers

Figure 15: GovGrants External Portal Login Screen

- 1) Navigate to GovGrants
- 2) Enter your **Username** and **Password**.
- 3) Click the Login button.

## How To Reset Your Password

If you have forgotten or need to change your password, this can be done from the login page of the GovGrants recipient portal.

To reset your password, follow these steps.

- 1) Navigate to the external portal.
- 2) In the Login box click on the Forgot Password? link.

Northern Border Regional Commission	Username	Password Forgot Password?

Figure 16: Forgot Password Link

3) In the next screen, enter your username and click the Reset Password button.



Password Reset			
Having trouble logging in?			
Verify you're entering the correct user name in the form of an email address (username@company.com). Passwords are case sensitive, so ensure you don't have caps lock enabled. Your account may be temporarily disabled from too many failed login attempts. Please contact govgrantssupport@reisystems.com for assistance.			
If you still cant log in, enter your user name to reset your password.			
Username:			
dell78567@yopmail.com			
Reset Password Back			

Figure 17: Password Reset

4) The next page will show a confirmation message, and an email will be sent to the email address associated with your user record.

Password Reset Request Received	Login
Your request for a password reset has been received. An email has been sent registered email address for this account with instructions for resetting your pa	

Figure 18: Confirmation Message

5) You will receive an email with a link to change your password.