

Registering with the WebGrants System

On the Login page, Click on Click here to Register

| | £ Enter vour user i | d and password | |
|-----------|---------------------|-----------------|---|
| | User ID | | |
| | Password | | |
| | SIG | N IN | |
| | Forgot User ID? | Reset Password? | |
| \langle | Click here | to Register | > |

On the Registration page, enter the Personal Contact and Organization Information requested. All required fields are shown with a Red Asterisk *.

| -0 | | | | | | Organization Information | | | |
|--|---------------------------------|---------------------------------|-----------------------------|-----------------------------------|--|---|-----------------|---------------------------|-----------------|
| Registration Personal Contact Information | | | | Save Reg | strati | Organization Name*: | Name | | |
| | | | | | Local government encompasses all political subdivisions of the Commonwealth as defined in Virginia Code § 8.01-385 | | | | |
| Please note that fields in red font wit | h an asterisk indicates a rei | quired field. Any non-require | d, black font, fields can | n be skipped. | | Organization Type*: | | ~ | |
| Name*: | First Name | Middle Name | Last Name | | | Is the applicant organization a certified local government (CLG)?: | Yes No | | |
| | First Name | Middle Name | Last Name | | | Employer Identification Number | EIN | | |
| Title: | Title | | | | | (EIN): | | | |
| Email*: | Email | | | | | Unique Entity Identifier (UEI): | UEI | | SAM.gov |
| Address*: | Address 1 | | | | | Organization Website: | | | |
| | | | | | | Physical/Mailing Address*: | Address | | |
| | Address 2 | | | | | | Address | | |
| | Address 3 | | | | | | | | |
| | City | Virginia 🗸 | Zip | | | | | | |
| | City | State F | ostal Code/Zip | | | | City | Virginia | ✓ Zip |
| Phone*: | Dhone | | | | | | City | State | Postal Code/Zip |
| | Phone | Ext | | | | Is the billing address the same?": | Yes No | | |
| | **** | | | | | Phone*: | | | |
| What Program are you most interested in | ? This information is used to p | process your registration and o | oes not restrict your abili | lity to apply for other programs. | | | Phone | | |
| Program Area of Interest*: | | | | ~ | | | | EXL | |
| Copy Personal Information to Organization?: | Yes No | | | | | Captcha": | I'm not a robot | reCAPTCI Privacy - Ter | NA. |

Note that you will be asked to select one Program Area of Interest, but that will not preclude you from applying for any other funding opportunities that may be applicable.

Although including an EIN or UEI number is not required to register, please make sure to include those if you have them for your organization as they may be required later in the application process and this will expediate that process.



When complete, click Save Registration Information at the top or bottom of the page.

You will receive a confirmation of your registration with the message that an alert notification has been sent to your email address.



You will receive an email alert similar to the alert below.

**Please add vadhr@mail.webgrantscloud.com as a trusted sender/email account to receive email notifications and up to date messages from DHR.





After your registration is approved (which may take up to 48 hours), **you will receive 2 separate email notifications** with your assigned User ID and temporary password similar to the alerts below. Each email provides the URL for logging into WebGrants.

Email with assigned User ID

From: send.mail@dullestech.com <send.mail@dullestech.com>
Sent: Saturday, March 28, 2020 10:31 AM
To: john.smith@dullestech.com
Subject: WebGrants - Dulles Technology - Approved Registration
***** Do Not Respond to This Email ****
Dear John Smith,
Your new registration with WebGrants - Dulles Technology has been Approved.
Your user id is below:
User id: jsmith1
Your temporary password will be sent in a separate email.
You may now log into the WebGrants system at the following location:
http://www.dullestech.com/

Email with Temporary Passowrd

| From: send.mail@dullestech.com <send.mail@dullestech.com> Sent: Saturday, March 28, 2020 10:31 AM To: john.smith@dullestech.com Subject: WebGrants - Dulles Technology - Approved Registration</send.mail@dullestech.com> |
|---|
| **** Do Not Respond to This Email **** |
| Dear John Smith, |
| Your registration has been Approved. Your password is below: Password: bybdlck |
| You should have received a separate email message with your User ID. |
| After you login for the first time, please reset your password by selecting "My Profile" then "Reset Password" |
| You may now log into the WebGrants system at the following location: http://www.dullestech.com/ |

Once both emails are received you may log into the WebGrants system. Please reach out to <u>grants@dhr.virginia.gov</u> if you need further assistance.