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

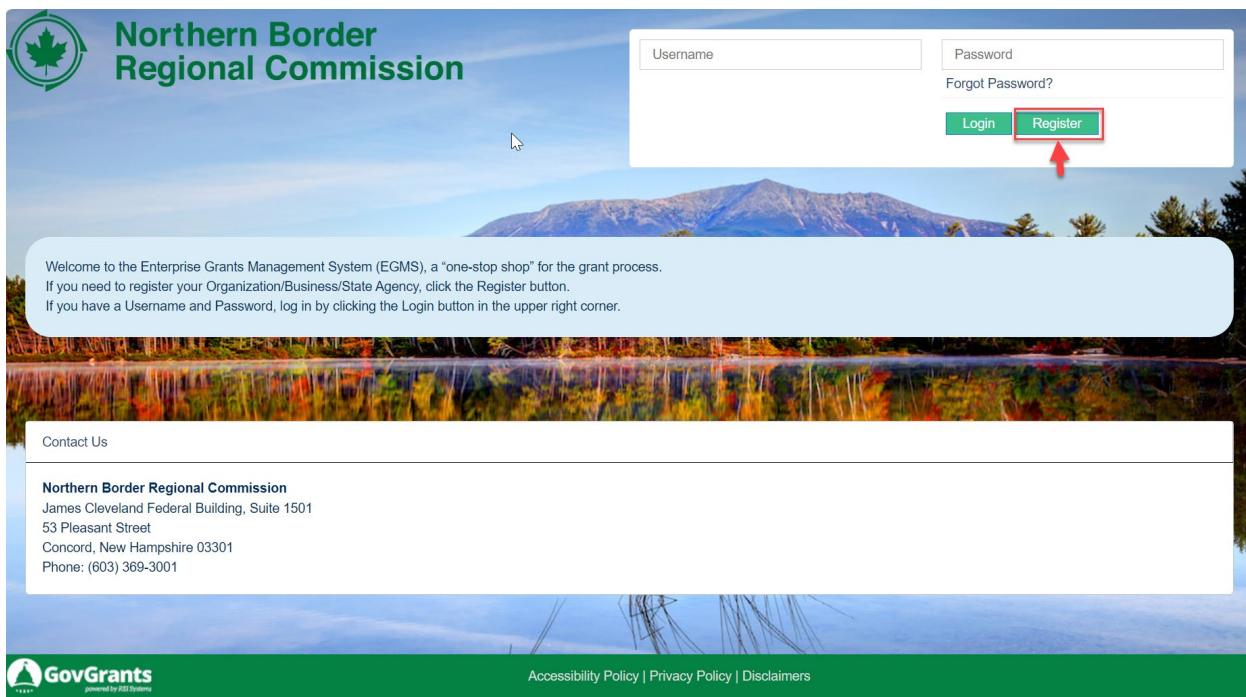


Figure 1: Registering a Grantee Organization

Initiating the Registration Process

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



Subrecipient Registration

Please select the Organization option below to begin registration.

1 **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

a. Parent/Child Relationships
1. Organizations can identify affiliations that describe a hierarchical or parent-child relationship between two organizations.
2. The required legal documentation establishing this relationship must be attached at step 3 of the registration process.
3. This documentation is submitted by the child organization at the time of registration.

b. First Organizational Registration
1. The first registration for any organization is known as a Signing Authority.
2. The Signing Authority is an authorized representative of the registered organization.
3. Additional Users for the organization are created by either the Signing Authority, or another user with these delegated permissions.
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.

Begin Registration

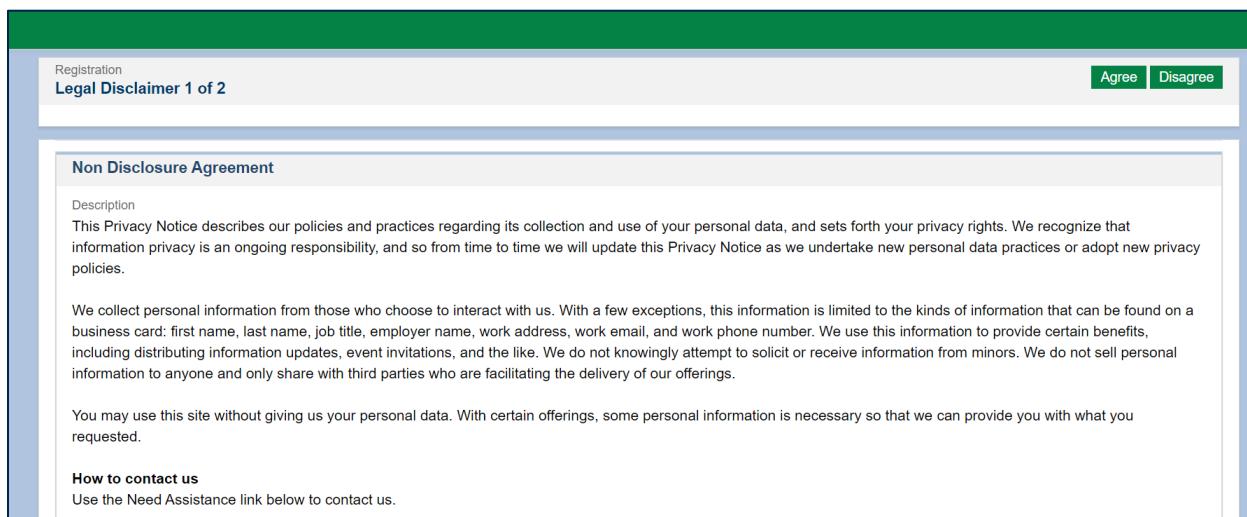
Figure 3: Grantee Registration – Begin Registration

- 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.



Registration
Legal Disclaimer 1 of 2

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

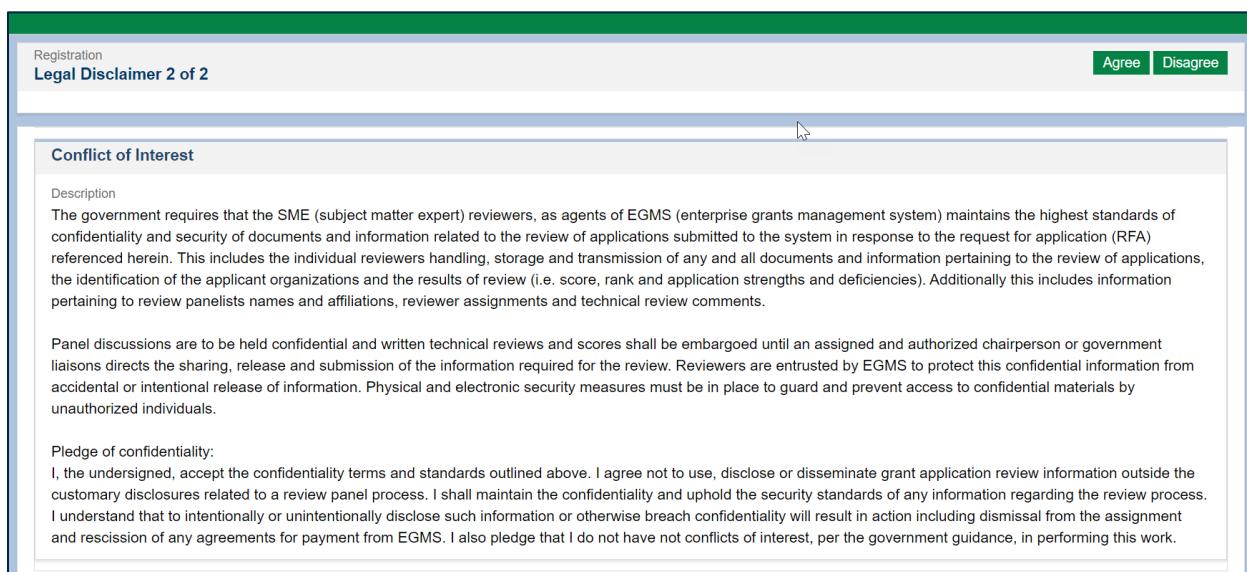
Use the Need Assistance link below to contact us.

Agree Disagree

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.



Registration
Legal Disclaimer 2 of 2

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 accidental or intentional release of information. Physical and electronic security measures must be in place to guard and prevent access to confidential materials by unauthorized individuals.

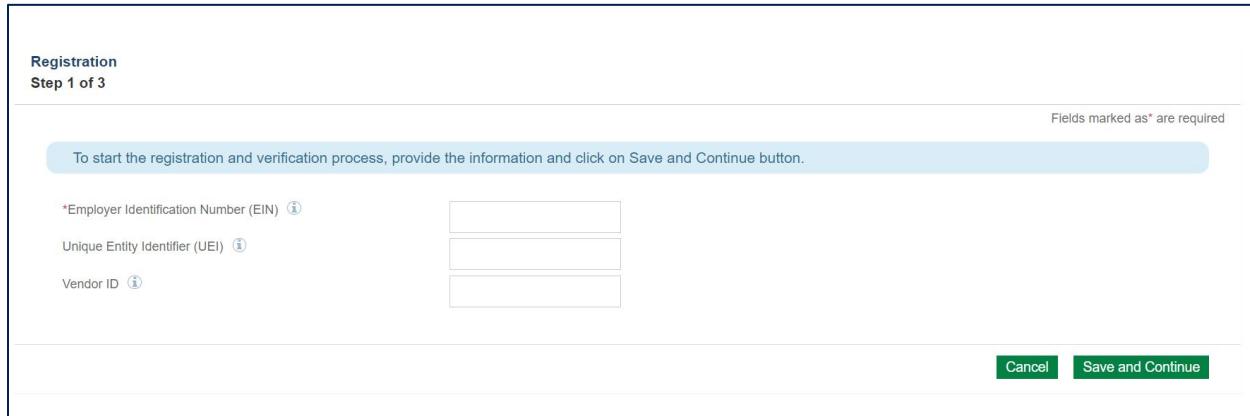
Pledge of confidentiality:

I, the undersigned, accept the confidentiality terms and standards outlined above. I agree not to use, disclose or disseminate grant application review information outside the customary disclosures related to a review panel process. I shall maintain the confidentiality and uphold the security standards of any information regarding the review process. I understand that intentionally or unintentionally disclose such information or otherwise breach confidentiality will result in action including dismissal from the assignment and rescission of any agreements for payment from EGMS. I also pledge that I do not have conflicts of interest, per the government guidance, in performing this work.

Agree Disagree

Figure 5: Grantee Registration – Conflict of Interest

Registration Step 1 of 3 Page



Registration
Step 1 of 3

To start the registration and verification process, provide the information and click on Save and Continue button.

Fields marked as* are required

*Employer Identification Number (EIN) i

Unique Entity Identifier (UEI) i

Vendor ID i

Cancel Save and Continue

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 admin@nbrc.gov

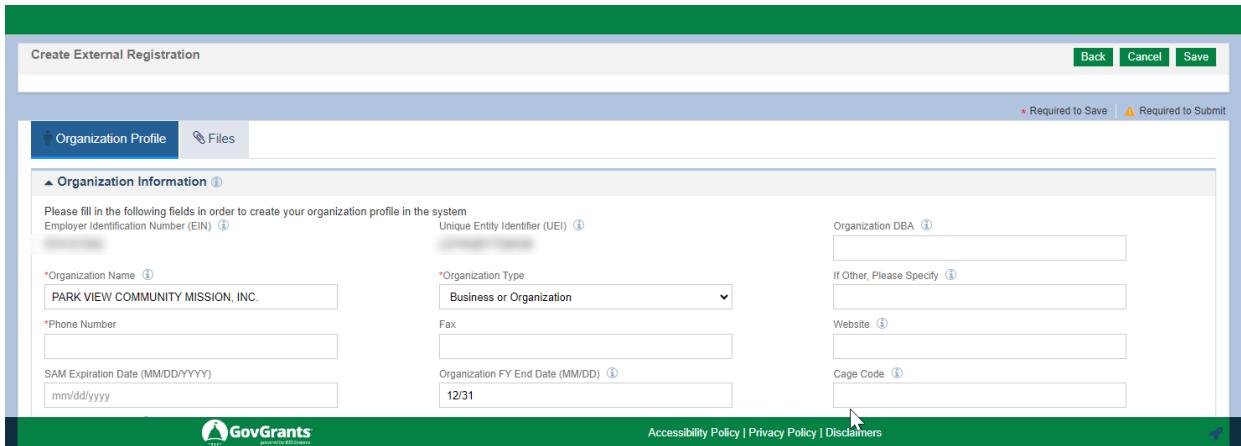
8) Enter the organization's **Unique Entity Identification (UEI)**.

- Note: Organizations are required to have an **active** SAM.gov registration in order to complete their registration. If you have just been issued a UEI, you may need to wait up to 5-10 business days for your registration to fully process in SAM.gov's system.

9) If available, enter the organization's **Vendor ID**.

→ Click the **Save and Continue** button to proceed to Step 2.

Registration Step 2 of 3 Page



Create External Registration

Organization Profile i Files

Organization Information i

Please fill in the following fields in order to create your organization profile in the system

Employer Identification Number (EIN) i	Unique Entity Identifier (UEI) i	Organization DBA i
PARK VIEW COMMUNITY MISSION, INC.		
*Organization Name i	*Organization Type	If Other, Please Specify i
PARK VIEW COMMUNITY MISSION, INC.	Business or Organization	
*Phone Number	Fax	Website i
SAM Expiration Date (MM/DD/YYYY)	Organization FY End Date (MM/DD) i	Cage Code i
mm/dd/yyyy	12/31	

 Accessibility Policy | Privacy Policy | Disclaimers

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

10) Navigate to the Organization Information section within the **Organization Profile** tab and enter the organization details.

- Enter the **Organization DBA**.
- Enter the **Organization Name** (required).
- Enter the **Organization Type** (required).
 - If you selected 'Other' as the **Organization Type**, you must specify it in the space provided.
- Enter the organization's **Phone Number**. (required)
- Enter the organization's **Fax**.
- Enter the organization's **website**.
- Enter the **SAM Expiration Date (MMDDYYYY)**.
- Enter the **Organization FY End Date (MM/DD)**
- Enter the **Cage Code**.

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



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

- Enter **Address Line 1** (required).
- Enter **Address Line 2**.
- Enter the **City** (required).
- Select the **State** (required).
- Enter the **Country** (required).
- Enter the **Zip Code** (required).
- Enter the **4-Digit Zip Code Extension**
- Enter the **County** (required).

11) Scroll down to the **Payment Address** section and enter the organization's payment address.

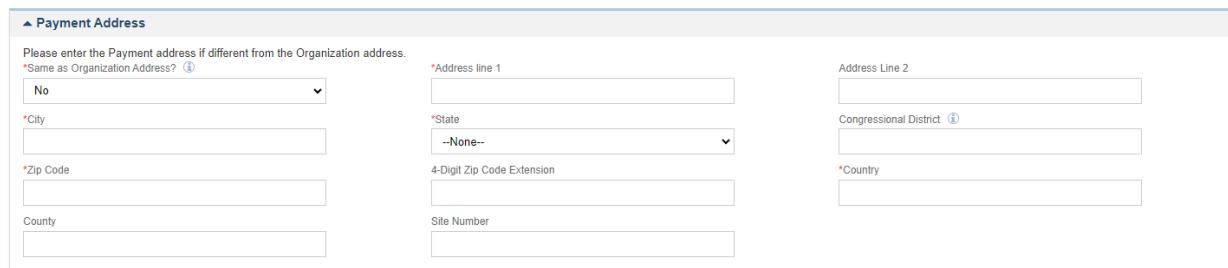


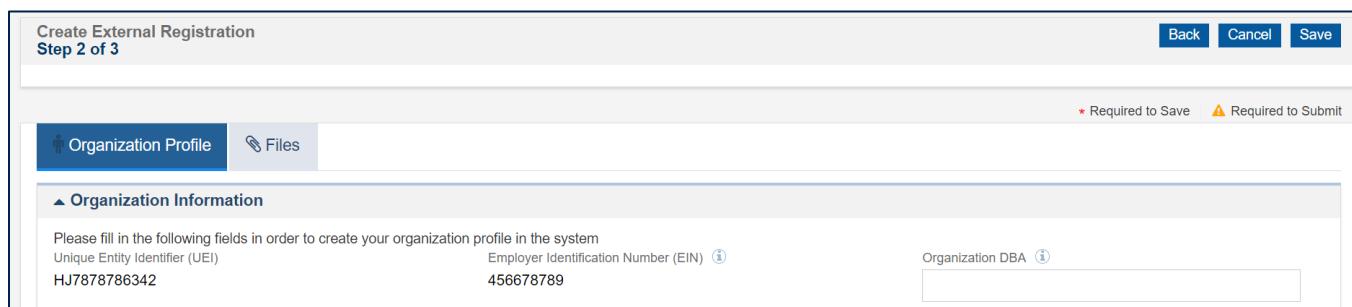
Figure 9: Grantee Registration – Step 2 of 3: Payment Address

- 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).

12) 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.



Create External Registration
Step 2 of 3

Organization Profile Files

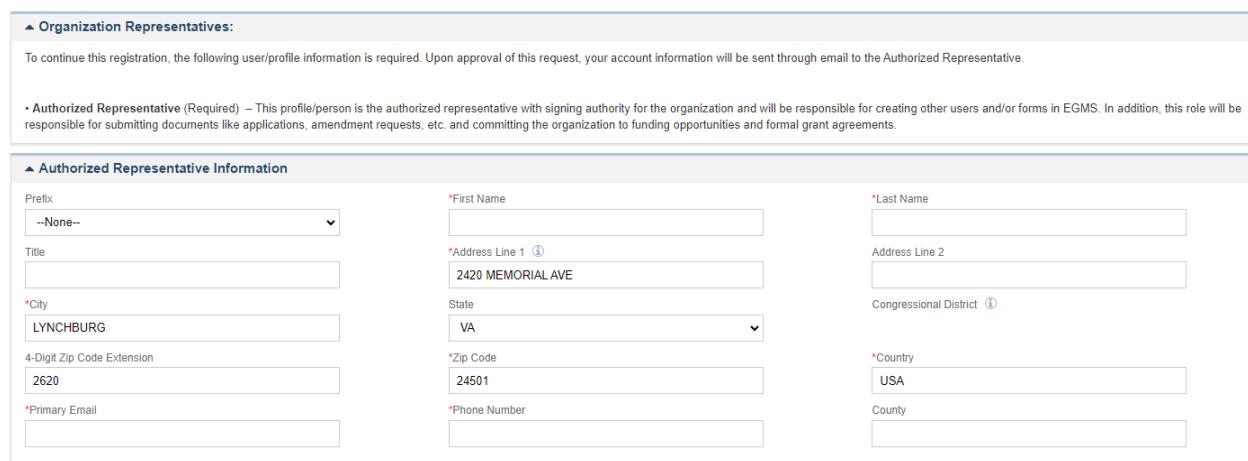
Organization Information

Please fill in the following fields in order to create your organization profile in the system

Unique Entity Identifier (UEI) **HJ7878786342** Employer Identification Number (EIN) **456678789** Organization DBA **[empty]**

Back Cancel Save

Registration Step 3 of 3 Page



Organization Representatives:

To continue this registration, the following user/profile information is required. Upon approval of this request, your account information will be sent through email to the Authorized Representative.

• **Authorized Representative (Required)** – This profile/person is the authorized representative with signing authority for the organization 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, amendment requests, etc. and committing the organization to funding opportunities and formal grant agreements.

Authorized Representative Information

Prefix --None--	*First Name [empty]	*Last Name [empty]
Title [empty]	*Address Line 1 2420 MEMORIAL AVE	Address Line 2 [empty]
*City LYNCHBURG	State VA	Congressional District [empty]
4-Digit Zip Code Extension 2620	*Zip Code 24501	*Country USA
*Primary Email [empty]	*Phone Number [empty]	County [empty]

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

13) 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**.

14) 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

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



Figure 11: CAPTCHA

Registration Confirmation Page

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

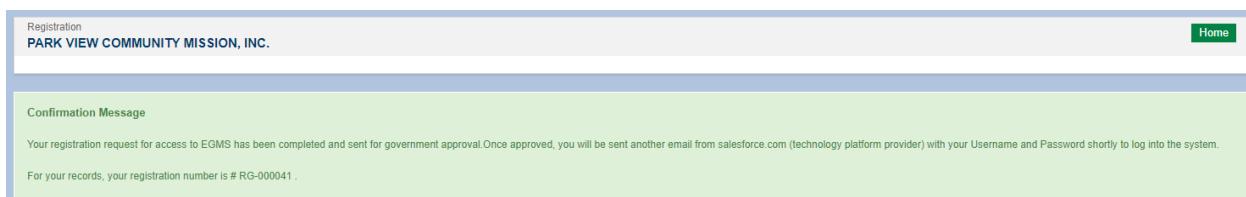


Figure 12: Confirmation Page

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

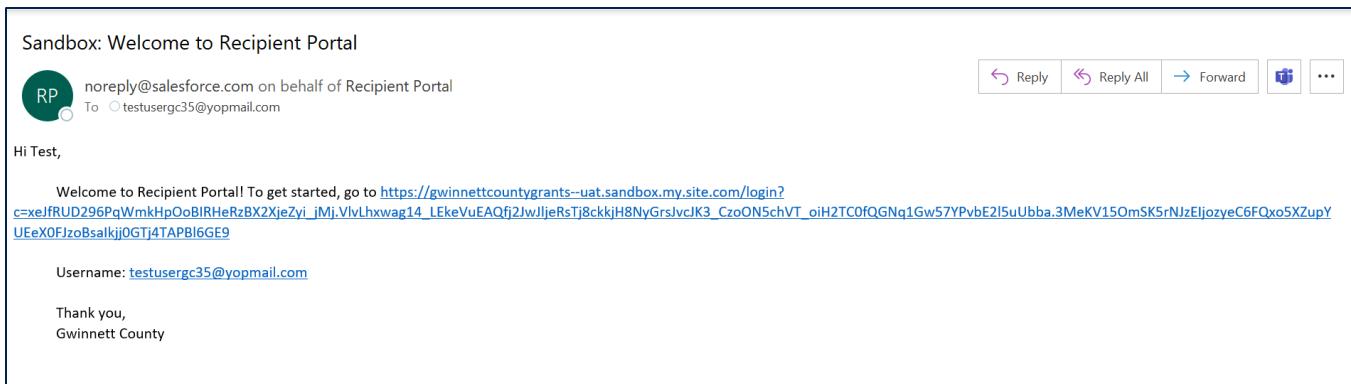
Prerequisite

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.



The screenshot shows an email from the "Recipient Portal" to a user named "testusergc35@yopmail.com". The email is from "noreply@salesforce.com on behalf of Recipient Portal". It includes a "Reply", "Reply All", "Forward", and "..." button bar. The message content is as follows:

Hi Test,

Welcome to Recipient Portal! To get started, go to https://gwinnettcountygrants--uat.sandbox.my.site.com/login?c=xefRUD296PqWmKhpOoBIRHeRzBX2XjeZyi_jMj_VlVhwxwag14_LEkVuEAQfj2JwljerRsTj8ckkjH8NyGrsJvcJK3_CzoONSchVT_oiiH2TC0fQGNq1Gw57YPvbE2lSuUbba.3MeKV15OmSK5rNjzElj0zyeC6FQxo5XZupYUEexOFJzoBsalkjj0GTj4TAPB16GE9

Username: testusergc35@yopmail.com

Thank you,
Gwinnett County

Figure 13: Welcome Email

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



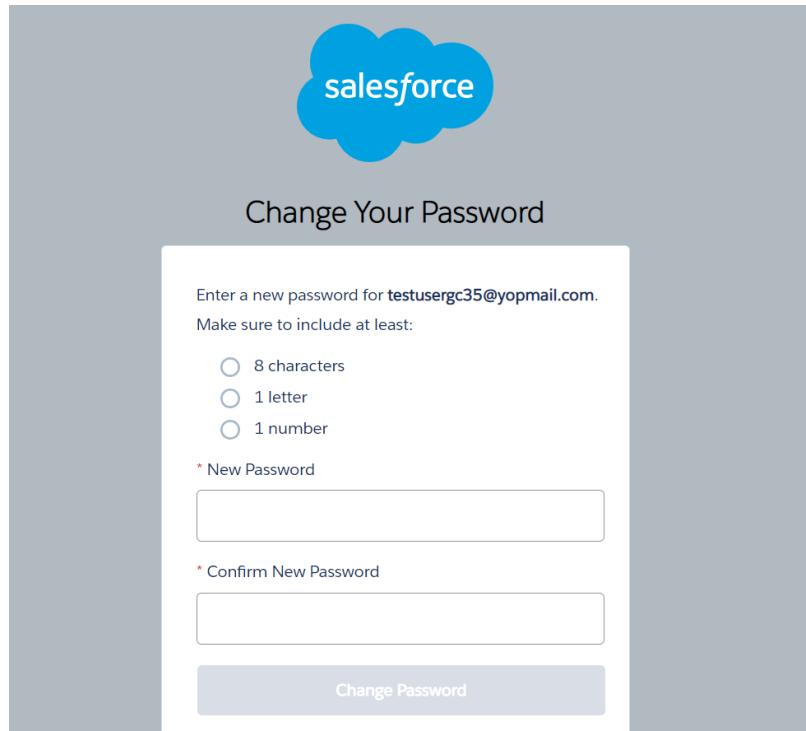


Figure 14: Password Setup

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

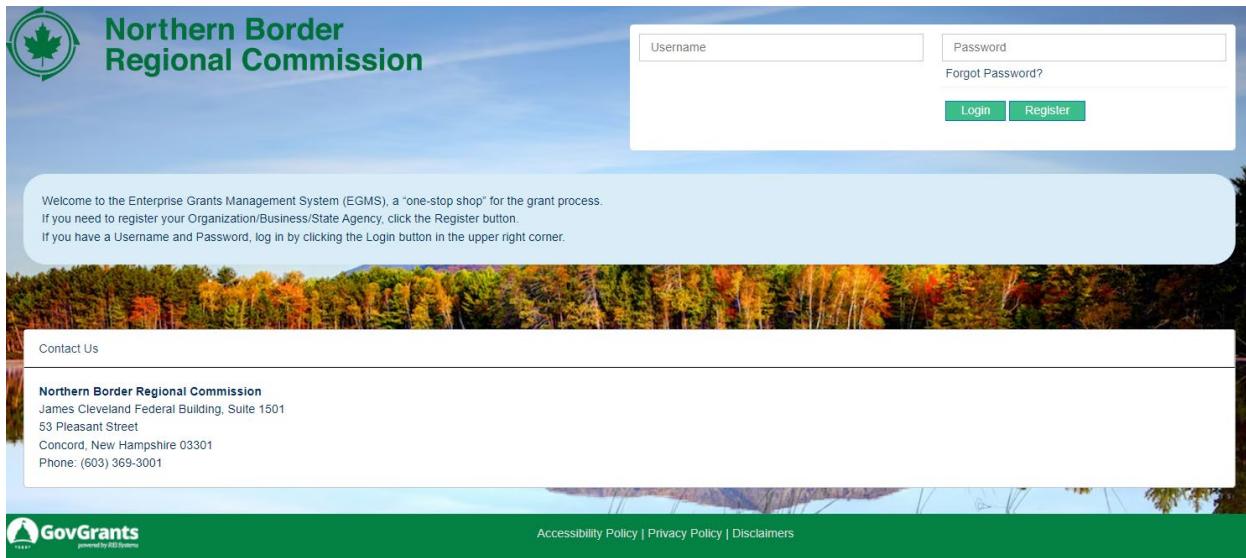


Figure 15: GovGrants External Portal Login Screen

- 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.



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 can't log in, enter your user name to reset your password.

Username:

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 to your registered email address for this account with instructions for resetting your password.

Figure 18: Confirmation Message

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