

## How to Register for an eGrants Account

To use the Corporation for National and Community Service's (CNCS's) eGrants system to apply electronically for a grant, you must apply for an account. After you submit the account information, your eGrants username and password will be emailed to you.

You must have your organization's Employer Identification Number (EIN) to apply for an account. Your account will be associated with your organization. If you are associated with a different organization in the future, you must apply for a new account with that organization.

Before using eGrants to enter an application, read the [eGrants Interface Operation Instructions](#), then read How to Apply for a Grant for step-by-step instructions on filling out and submitting an electronic grants application.

### 1. Select the "Apply for an Account" option from the eGrants web page

An eGrants window will open. You will be asked a series of questions that are needed to create your account. You can stop the account creation process at any time by clicking the Cancel button found at the bottom of every page.

### 2. Has your organization done business with the Corporation for National and Community service in the past?

Select either the "Yes" or "No" radio button. Select "Yes" if your organization has received a grant from CNCS in the past, or if someone in your organization has already created an initial account (the first person that creates an account will enter the organization's information). Click the "Next" button.

### 3. If you answered "No"

If your organization's information is not already contained in eGrants, you will need to enter that information before you can apply for your personal account. Go to the instructions for [Entering Organization Information](#).

### 4a. If you answered "Yes"

Enter your organization's Employer Identification Number and click the "Next" button.

If the EIN you entered is not found, an error message will be displayed. Check to ensure that you have entered the correct EIN. If you continue to get the error message and are certain that your organization's information is in the eGrants database, contact the eGrants help desk. To go back to the previous screen and enter a new organization, click the "Back" button.

### 4b. Verify that the correct EIN has been entered

If your EIN is found in the database, a window will open that displays that information. If there is more than one organization with the same EIN, a list of those organizations will open. Select the correct organization and click on OK. Verify that the organization displayed is the correct organization. If the information needs to be updated, your organization's eGrants administrator can make those corrections.

If the wrong organization is displayed, check to ensure that you entered the correct EIN. If the EIN is correct, contact the eGrants help desk.

If your EIN is not found, go to the instructions for [Entering Organization Information](#).

Click the "Next" button to continue.

### 5. Enter your personal information

The next screen is used to enter your personal account information. The information entered here will identify you in the eGrants database, allowing you to enter and submit grant applications, progress reports, and financial status reports. Your information may appear on various screens and reports in eGrants as applicable.

Enter your name as you want it to appear on correspondence. The prefix (e.g., Ms., Mr., Dr.), middle name, and suffix are optional.

Enter your title as you want it to appear on screens and reports.

Enter your email address. This is required to be able to send you your eGrants account username and password, and to send you emails related to your grant application or grant.

If you forget your password, you can notify eGrants. They will not send you a copy of the old password – they don't know it. Instead, a new password will be sent to your registered email address. When you login the next time, use that password. You will immediately be asked to change it. Enter a question and answer that will be used to identify you when you make this request for a new password. The answer should be one that cannot be easily determined by others, but that you can remember.

Enter your daytime telephone number so that CNCS can contact you during normal business hours. Your evening number and fax number are optional.

#### **6. Click the "Next" button to complete the registration process**

You will be emailed an account name and password. You can access eGrants at any time after you receive this information. Return to the eGrants web page to log on to eGrants.

When you log on the first time, you must change the password you were sent. Your new password must contain at least 6 characters, and at least one of those must be a number.

## **Entering Organization Information**

If your organization's information is not already contained in eGrants, you will need to enter that information before you can apply for your personal account.

### **1. Enter your organization's identifying information**

Enter the organization EIN and name, and select the type of organization from the poplist.

### **2. Enter the organization address and contact information**

Enter the address to which mail for this organization is to be sent and the main phone, fax, and email addresses that should be used to contact the organization. If this is a subsidiary organization, enter the EIN of the parent organization.

### **3. Select one or more organization characteristics**

Select a characteristic of your organization by clicking on the first row in the list and then clicking on the button next to that row. Select a characteristic from the list in the window that opens and click on OK. Repeat as many times as needed. If you wish to enter more than five characteristics, click on the green + on the toolbar to open a new blank row, and select the characteristic for that row. If you wish to remove a characteristic, click on the red X on the toolbar. Do not delete the description or space over it.

### **4. Click the Next button**

eGrants will check to determine if other organizations with the same EIN or name exist in the system. If it finds one or more similar organizations, it will display them in a list. If you find your organization in that list, select the appropriate line and click on OK. That information will now be used to create your account.

If eGrants does not find a similar organization, or you click on Cancel when presented with the list of organization, eGrants will add the organization information you entered to the system.

### **5. Enter your personal information**

See above.