



Organization Registration

User Guide

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Organization Registration User Guide

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Introduction

Grants.gov has been designed to make it easier for organizations to find and apply for more than \$500 billion in federal grants. With electronic access to more than 1,000 grant programs offered by all federal grant-making agencies, Grants.gov leverages the power of the Web to streamline your grant acquisition process.

This user guide has been developed to help you navigate the Grants.gov environment more easily. In it, you'll find detailed instructions for registering your organization.

Register Your Organization

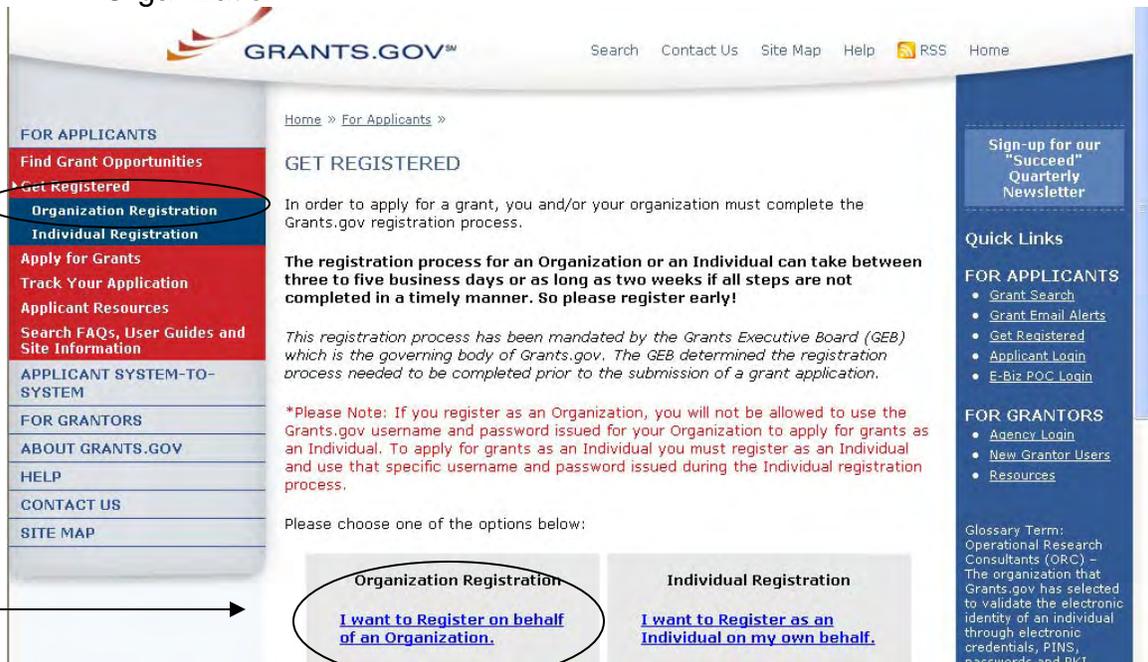
Review this overview if you are submitting a grant **on behalf of** a company, state, local or tribal government, academia or research institution, not-for-profit or any other institution.

Instructions for Registering your Organization:

1. Start registering your organization by selecting **Get Registered** in the navigation bar on the left navigation menu.



2. On the Get Registered screen, you will be presented with two options. Click on **Organization Registration** in the left navigation bar or follow the instructions on the page and select "I want to Register on behalf of an Organization".



Registration Checklist for Organizations

In order to help you navigate the process of registering your organization, Grants.gov has developed a registration checklist. Follow the steps below to review the Registration Checklist for Organizations.

1. To access the Registration Checklist for Organizations, select **Get Registered** from the Quick Links on the right side of the screen in the blue boxed navigation of any Grants.gov page.
2. On the **Get Registered** page, select **Organization Registration Checklist** under the Organization Registration gray box.

The screenshot shows the Grants.gov website's 'GET REGISTERED' page. The header includes the Grants.gov logo and navigation links like Search, Contact Us, Site Map, Help, RSS, and Home. The left sidebar contains navigation options for applicants and grantors. The main content area is titled 'GET REGISTERED' and explains the registration process, noting that it takes three to five business days. It offers two registration paths: 'Organization Registration' and 'Individual Registration'. Below these options are links to user guides and checklists. The 'Organization Registration Checklist' link is circled in red. The right sidebar features a 'Quick Links' section with a list of links, including 'Get Registered', which is also circled in red. A 'Glossary Term' for Operational Research Consultants (ORC) is provided at the bottom of the sidebar.

3. The Organization Registration Checklist also appears on the **Organization Registration** page at the top of the screen. Select **Get Registered**, then select **Organization Registration** and click on the link for the [Organization Registration Checklist](#) .



The Organization Registration Checklist is a PDF document, which you may review on-screen or print and retain for future reference.

The checklist helps guide you through completing the organization registration steps required to submit grants online through Grants.gov.

 Organization Registration Checklist	
<p>The following checklist provides registration guidance for a company, academic or research institution, state, local or tribal government, not-for-profit, or other type of organization. The registration is a one-time process, which is required before representatives of an organization can submit grant application packages electronically through Grants.gov. The registration process can take three to five business days or one to three weeks depending on your organization and if all steps are met in a timely manner.</p> <p><i>Note: If you are an individual applying for a grant on your own behalf and not on behalf of a company, academic or research institution, state, local or tribal government, not-for-profit, or other type of organization, refer to the Individual Registration: http://www.grants.gov/applicants/individual_registration.jsp. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.</i></p>	
Steps to Complete to Register an Organization	Completed?
<p>STEP 1: OBTAIN DUNS NUMBER Has my organization identified its Data Universal Number System (DUNS) number?</p> <p>Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number.</p> <p>If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet at http://fedgov.dnb.com/webform/displayHomePage.do.</p> <p>PURPOSE OF THIS STEP: The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. DUNS numbers identify your organization.</p> <p>HOW LONG SHOULD IT TAKE? Same Day. You will receive DUNS number information online.</p>	○
<p>STEP 2: REGISTER WITH CCR Has my organization registered with the Central Contractor Registration (CCR)?</p> <p>Ask the grant administrator, chief financial officer, or authorizing official of your organization if your organization has registered with the CCR.</p> <p>If your organization is not registered, you can apply by phone (1-888-227-2423) or register online at http://www.ccr.gov. CCR has developed a handbook (http://www.ccr.gov/handbook.asp) to help you with the process.</p> <p>When your organization registers with CCR, you must designate an E-Business Point of Contact (E-Biz POC). This person will identify a special password called an "M-PIN." This M-PIN gives the E-Biz POC authority to designate which staff member(s) from your organization are allowed to submit applications electronically through Grants.gov. Staff members from your organization designated to submit applications are called</p>	○

Register Your Organization: Obtaining a DUNS Number

The first step in registration is to obtain your organization's Data Universal Number System (DUNS) number. A DUNS number is a unique nine-character identification number provided by the commercial company [Dun & Bradstreet \(D&B\)](#). Your organization may already have a DUNS number, if not, once you have completed the registration, your DUNS number should be available the next business day.

Have the following information prepared when requesting a DUNS number:

- Name of your organization
- Organization address
- Phone number of the organization
- Name of the CEO/organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary line of business
- Total number of employees (full and part time)

Note: As a result of obtaining a DUNS number, you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request not to be listed when you contact D&B.

Instructions for Requesting a DUNS Number

On Grants.gov under For Applicants >> Get Registered >> Organization Registration, click on [Step 1: Obtain DUNS Number](#) to register online.

The screenshot shows the Grants.gov website interface. At the top, there is a search bar and navigation links for Contact Us, Site Map, Help, RSS, and Home. The main content area is titled "STEP 1: OBTAIN DUNS NUMBER" and includes a breadcrumb trail: Home > For Applicants > Get Registered > Organization Registration >. Below the title, there are links for STEP 1, STEP 2, STEP 3, STEP 4, and STEP 5. The page contains the following text:

HAS MY ORGANIZATION IDENTIFIED ITS DATA UNIVERSAL NUMBER SYSTEM (DUNS)?
Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number.

If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet website:

Register or Search for a DUNS Number:
<http://fedgov.dnb.com/webform/displayHomePage.do> [EXIT Disclaimer]

PURPOSE OF THIS STEP:
The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. DUNS numbers identify your organization.

HOW LONG SHOULD IT TAKE?
Same Day. You will receive DUNS number information online.

WHAT IS A DUNS NUMBER & WHY DO I NEED OBTAIN ONE?
The **Data Universal Number System (DUNS)** number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. **Most large organizations, libraries, colleges and research universities already have DUNS numbers.** Ask your grant administrator or chief financial officer to provide your organization's DUNS number.

The left sidebar contains navigation links for FOR APPLICANTS (Find Grant Opportunities, Get Registered, Organization Registration, Individual Registration, Apply for Grants, Track Your Application, Applicant Resources, Search FAQs, User Guides and Site Information, APPLICANT SYSTEM-TO-SYSTEM, FOR GRANTORS, ABOUT GRANTS.GOV, HELP, CONTACT US, SITE MAP) and FOR GRANTORS (Agency Login, New Grantor Users, Resources). The right sidebar includes a sign-up for the "Succeed" Quarterly Newsletter, a New! Grants.gov Blog link, and a FOR APPLICANTS section with links for Grant Search, Grant Email Alerts, Get Registered, Applicant Login, and E-Biz POC Login.

Requesting a DUNS number is a process that is not completed on the Grants.gov website. The following steps below provide an overview of the process to request a DUNS number D&B's website:

1. Check to see if your Organization has a DUNS number:

Prior to requesting a DUNS number, you should investigate if your organization already has a DUNS number. Most large organizations, independent libraries, colleges and research universities already have DUNS numbers. You should ask your organization's chief financial officer, grant administrator, or authorizing official to provide your organization's DUNS number. Alternatively, you can determine if your organization has a DUNS number online by using the DUNS [web registration](#).

2. Register for a DUNS Number:

If your organization does not have a DUNS number, ask the chief financial officer, grant administrator, or authorizing official of your organization to register for a DUNS number. Or request a DUNS number online via [web registration](#). The process can take up to one business day to complete. If your organization is located outside of the United States, you can also request and register for a DUNS number online via [web registration](#).

D&B DUNS Numbers™
for US Government
Contractors & Grantees

Decide with Confidence

Welcome to the D&B Online Webform Process for US Govt Contractors and Grantees

Begin D-U-N-S Search/
Request Process

About the D&B
D-U-N-S Number

Frequently Asked
Questions (FAQ)

D&B, CCR, Grants
Contacts

D&B's Privacy
and Data Policy

Welcome to the D&B D-U-N-S Request Service
for US Federal Government Contractors and Grantees

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

[Click here](#) to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day.

[Click here](#) to request your D-U-N-S Number by phone, (for U.S., Puerto Rico, and U.S. Virgin Islands Only).

For technical difficulties, contact govt@dnb.com

Register Your Organization: Registering with CCR

The Central Contractor Registration (CCR) is a government-wide registry for vendors doing business with the federal government. The CCR centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses the CCR to establish roles and IDs for electronic grant applicants.

Tips for registering with CCR

1. Information for registering with the CCR and online documents can be found at <http://www.ccr.gov/>.
2. Before registering, applicants and recipients should review the Central Contractor Registration Handbook at <http://www.ccr.gov/handbook.asp>.

Instructions for Registering with CCR

On Grants.gov under For Applicants >> Get Registered >> Organization Registration, click on [Step 2: Register with CCR](#) to register online.

The screenshot shows the Grants.gov website interface. The main content area is titled "STEP 2: REGISTER WITH CCR" and includes the following sections:

- HAS MY ORGANIZATION REGISTERED WITH THE CENTRAL CONTRACTOR REGISTRATION (CCR)?**
Ask the grant administrator, chief financial officer, or authorizing official of your organization if your organization has registered with the CCR. If your organization is already registered, **take note of who is listed as your E-Business Point of Contact (E-Biz POC)**. This person will be responsible for authorizing who within your organization has the responsibility to submit applications at Grants.gov.
- If your organization is **NOT** registered, you can apply by phone (1-888-227-2423) or register online at <http://www.ccr.gov>. [EXIT Disclaimer]
- IS YOUR ORGANIZATION ALREADY REGISTERED WITH CCR?**
Check to see if your organization is already registered at the CCR website. You will be able to search CCR by using either your organization's Data Universal Number System (DUNS) Number or legal business name.
- [Search CCR](#) [EXIT Disclaimer]
- PURPOSE OF THIS STEP:**
Registering with the CCR is required for organizations to use Grants.gov.
- HOW LONG SHOULD IT TAKE?**
One to three days to gather the internal organization information and prepare the application.
- If your organization already has an Employer Identification Number (EIN) or Taxpayer Identification Number (TIN), then you should allow a minimum of **48 hours** to complete the entire CCR registration.
- If your organization does not have an EIN or TIN, then you should allow **two weeks** for obtaining the information from IRS when requesting the EIN or TIN via phone or Internet. The reason for the one to three day delay is due to security information that needs to be mailed to the organization.
- Note:** Your organization needs to renew their CCR registration once a year.
- WHAT IS CCR AND WHY DO I NEED TO REGISTER?**
The **Central Contractor Registration (CCR)** is a web-enabled government wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract award, grants, and the electronic payment processes.
- When your organization registers with CCR, you must designate an E-Business Point of Contact (E-Biz POC). The E-Biz POC uses the MPIN (Marketing Personal Identification Number) given by the CCR to login to Grants.gov and to designate which

The left sidebar contains a navigation menu with the following items:

- FOR APPLICANTS
 - Find Grant Opportunities
 - Get Registered
 - Organization Registration (highlighted with an arrow)
 - STEP 1: Obtain DUNS Number
 - STEP 2: Register with CCR
 - STEP 3: Username & Password
 - STEP 4: AOR Authorization
 - STEP 5: Track AOR Status
 - Individual Registration
- Apply for Grants
- Track Your Application
- Applicant Resources
- Search FAQs, User Guides and Site Information
- APPLICANT SYSTEM-TO-SYSTEM
- FOR GRANTORS
- ABOUT GRANTS.GOV
- HELP
- CONTACT US
- SITE MAP

The right sidebar contains the following items:

- Sign-up for our "Succeed" Quarterly Newsletter
- Quick Links
- New! Grants.gov Blog
- FOR APPLICANTS
 - Grant Search
 - Grant Email Alerts
 - Get Registered
 - Applicant Login
 - E-Biz POC Login
- FOR GRANTORS
 - Agency Login
 - New Grantor Users
 - Resources

Registering with CCR is a process that is not completed on the Grants.gov website. The following steps below provide an overview of the process to register on CCR's website:

If your organization has the necessary information ready, online registration will

take about 30 minutes to complete, depending upon the size and complexity of your organization. If the organization completes the CCR registration process by 6:00 PM EST and passes the IRS Tax Identification validation, the organizational representatives will be able to begin their registration process the very next business day. Once your CCR registration becomes active, you will be able to register with the Credential Provider.

1. Visit the **CCR** website at <http://www.ccr.gov/>.
2. Click the **Start New Registration** link at the top left of the screen.



3. Next follow the on screen instructions, once you select one of the choices, click on the **Continue** link to proceed.



4. On the next screen review the four key items you will need before registering. Then click **Continue with Registration** at the bottom of the screen.

Address <http://www.ccr.gov/StartRegistration.aspx>

CENTRAL CONTRACTOR REGISTRATION

Home | Contractors | Grantees | International Registrants | Small Businesses | Help | 450405 Active Registrants

Start New Registration

IMPORTANT: Review the following FOUR key items you need before beginning registration. (International Registrants click [here](#).)

1. Data Universal Numbering System (DUNS) Number provided by Dun and Bradstreet (D&B)
[Click here](#) for more detail.

2. Tax Identification Number (TIN) and Taxpayer Name used in Federal tax matters
Not required for non-U.S. registrants
[Click here](#) for more detail.

3. Statistical Information about your business
[Click here](#) for more detail.

4. Electronic Funds Transfer (EFT) Information for payment of invoices
Not required for non-U.S. registrants
[Click here](#) for more detail.

NOTE: STEPS 1 AND 2 MAY BE DONE SIMULTANEOUSLY.

[Click here to see a full listing and descriptions of all information needed to register.](#)

[Continue with Registration](#)

Related Links
[D&B Web Form for DUNS Number Request](#)
[IRS EIN Program](#)
[Information Needed to Register](#)

5. Enter your DUNS Number and click on the **Next** button to begin your registration with CCR.

Address <https://www.bpn.gov/ccr/NewRegistration.aspx>

CENTRAL CONTRACTOR REGISTRATION

CCR Home Search CCR
Quit CCR New Registration Help

New Registration

Enter Your DUNS number

To begin your registration we must verify your company information using your DUNS number provided by D&B. Please use your DUNS number and click submit. If you have received a new DUNS number from D&B, please wait until 24 hours have passed before you begin a New Registration.

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.
Version 4.07.3.

Integrated Acquisition Environment

USA.gov
Government Made Easy

CCR Registration Worksheet for Grant Applicants

General Information

Enter information into all fields with an "M" (Mandatory Required) placed next to the line. You will be unable to submit your registration online unless all of the mandatory information is provided. Additional information about specific fields is listed below: To register fill out the following information.

Cage Code

For U.S. applicants, do not enter a Cage Code. One will be assigned.

For foreign applicants, follow the instructions in the CCR.

Legal Business Name

Enter the name of the business or entity as it appears on legal documents.

Business Name

Enter the name of the organization/entity which is applying for a grant.

Annual Revenue

For some organizations/entities this can be an annual budget.

Type of Organization

In this section, indicate whether the organization/entity is Tax Exempt or Not. Indicate what type or how the organization is recognized. Use "Other" if the organization does not fit in the designated categories.

Owner Information

Fill in if a sole proprietorship.

Business Types

As indicated, check all that apply. Check the ones that are the closest description to your organization. Most grant applicants can use "Nonprofit Institution" plus any other type that may fit the description. (The listing is being revised to include grant applicants' business types.)

Party Performing Certification

Enter information only if the organization has a certification from SBA.

Most grant recipients and applicants do not fall into this category.

Goods and Services

This section is required. It will require the grant applicant/recipient to look up a code and enter the ones that best fit the type of services the organization provides. It is not required to fill-in all the spaces provided for the codes.

NAICS Code

Is required. Follow the instructions.

SIC Code

Is required. Follow the instructions.

Financial Information

Follow the instructions found under "US Federal TIN" – the Tax Identification Number information will be validated at IRS;

<http://www.ccr.gov/handbook.asp> (Financial information can be found on pg 13 in the handbook)

Registration Acknowledgement and Point of Contact Information

Enter information into all fields with an "M" (Mandatory Required) placed next to the line. You will be unable to submit your registration online unless all of the mandatory information is provided. Additional information about specific fields is listed below:

CCR Point of Contact

Mandatory. Enter the name of the person that knows and acknowledges that the information in the CCR is current, accurate and complete. The Primary and the alternate POC are the only people authorized to share the information with the CCR Assistance Center personnel. An email address is required. An alternate is also required for registration.

Government Business Point of Contact

Not mandatory; review under "Point of Contact;" <http://www.ccr.gov/handbook.asp> (Point of Contact information can be found on pg 14 in the handbook)

Electronic Business Point of Contact

Mandatory. The E-Business Point of Contact is the individual designated by your organization who will become the sole authority within the organization to designate, or revoke, an individual's ability to submit grant applications on behalf of his organization through Grants.gov. Your email address and phone number are required. An alternate is also required for registration. The Grants.gov E-Business Point of Contact will have the responsibility of assigning the "Authorized Applicant" role to all who register to submit applications for their organization. The E-Business Point of Contact will receive an email each time someone registers with Grants.gov in order to be able to submit applications on behalf of their organization. The E-Business Point of Contact will need to login to the E-Business Point of Contact section of Grants.gov and manually assign the "Authorized Applicant" role to designate someone as an "Authorized Organization Representative (AOR)."

Past Performance Point of Contact

Not required.

Marketing Partner ID (MPIN)

Mandatory for Grants.gov submission. This is a self-defined access code that will be shared with authorized electronic partner applications. The MPIN will act as your password in other systems. The MPIN must be nine positions and contain at least one alpha character, one number and no spaces or special characters. The E-Business Point of Contact designated by your organization will need to know the MPIN to login to Grants.gov.

Registration Notification

If your registration was submitted successfully then you will receive an email welcoming you to CCR.

Once the CCR Registration is complete, your organization is finished registering. Now you must register with Grants.gov to establish yourself as an Authorized Organization Representative (AOR), an individual authorized to submit grant applications for your organization.

Username and Password

In order to safeguard the security of your electronic information, Grants.gov requires all users to create an account with the Grants.gov system. In order to access the account the user must verify that they are able to obtain a username and password. This process determines that someone really is who he/she claims to be.

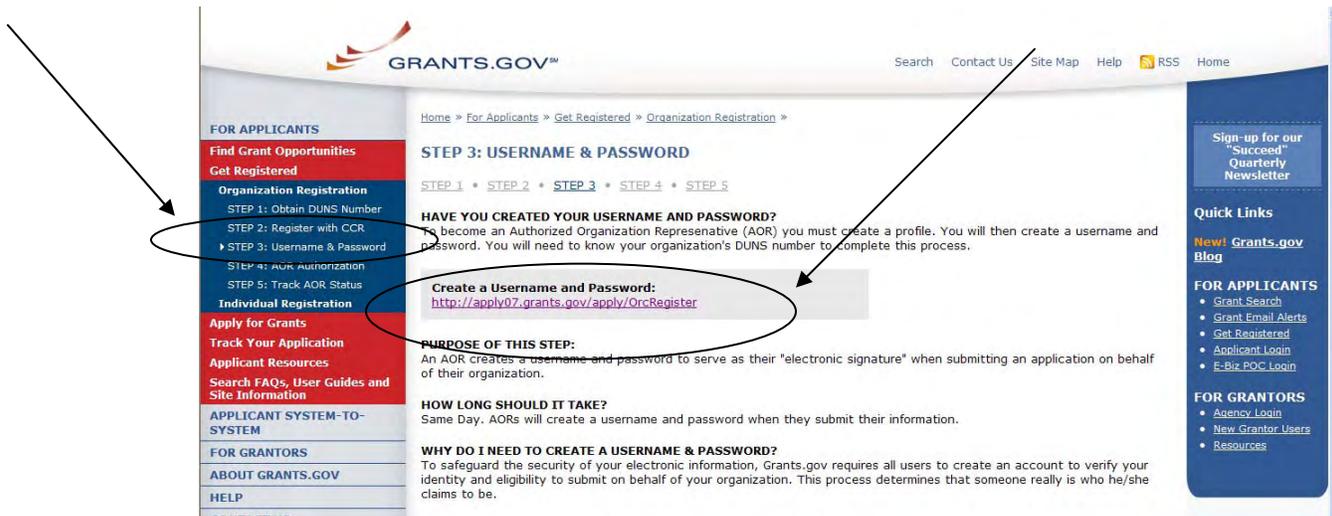
Tips for obtaining your username and password

1. Your **CCR registration must be complete** and active before you can obtain your username and password.
2. Once you have completed the online CCR Registration, it will take up to 72 hours before your CCR Registration becomes active. If you are updating or renewing your registration information it will take approximately 24 hours to become active.
3. Upon completing the online form on Grants.gov, you will create a username and password. This username and password is used to submit your application package to the appropriate government agency safely and securely through Grants.gov.

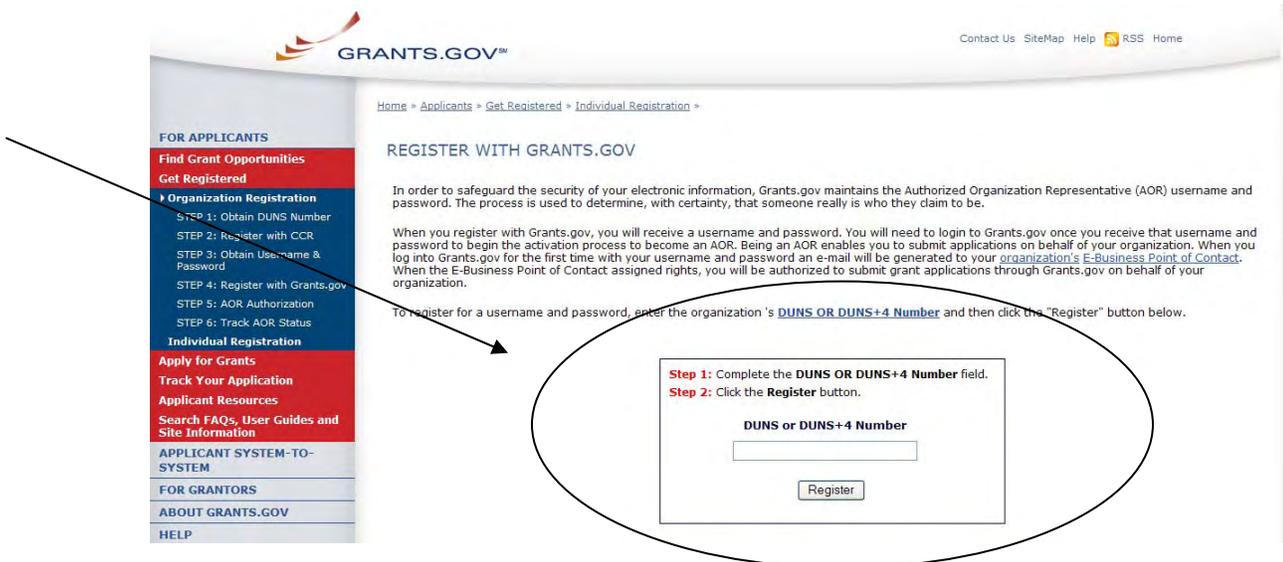
Instructions for obtaining your Username and Password

Your organization's CCR registration must be complete and active before you can obtain a username and password.

1. Click **Get Registered** in the Quick Links on the blue boxed left navigation of any Grants.gov page. This will take you to the Get Registered screen.
2. Under the Get Registered heading, click **Organization Registration** in the left navigation.
3. Under Organization Registration, click **STEP 3: Username & Password**.
4. Once you are on **STEP 3: Username & Password** screen, click on the [Create Username and Password](#) in the gray bar on the screen.



- At the bottom of the screen you will need to enter your organization's DUNS Number and click the **Register** button. Your organization's CCR registration must be complete and active before you can create a Grants.gov account.



- After entering your organization's DUNS Number, you will be taken to the online form.
- Complete the form (all fields are required except "Address 2"). When entering an email address, please keep in mind that all correspondence with Grants.gov will be sent to that email address. For the Secret Question/Answer fields, enter a question's only you would be able to answer and will be able to remember in the future. When you have completed the form click on the **Submit** button.

(White outlined boxes are in place to protect the privacy for the examples shown)

GRANTS.GOVSM Contact Us SiteMap Help RSS Home

Home>For Applicants

FOR APPLICANTS

Find Grant Opportunities
Get Registered
Apply for Grants
Track Your Application
Applicant Resources
Search FAQs, User Guides and Site Information

APPLICANT SYSTEM-TO-SYSTEM
FOR GRANTORS
ABOUT GRANTS.GOV
HELP
CONTACT US
SITE MAP

FOR APPLICANTS

First Name: Cynthia MI: L Last Name: []

DOB: 10/28/80 Job Title: Grantwriter DUNS: []

Address1: 123 House

Address2: []

City: Springfield

State: Virginia Telephone: []

Country: United States Zip Code: 22150

Email: []@yahoo.com

Secret Question: What is my favorite football team?

Secret Answer: []

Warning Notice

Submit

Field requirements for the form:

DOB: example - mm/dd/yyyy – you must include the slash “/,” do not use a dash or hyphen

Telephone: include your area code – must be a 10 digit number

- Once you have clicked the submit button a confirmation screen will appear, if you have changes you would like to make choose the “Edit” button and the form will return to a screen where you can make changes. If you have no changes click on the “Confirm” button.

(White outlined boxes are in place to protect the privacy for the examples shown)

GRANTS.GOVSM Contact Us SiteMap Help RSS Home

Home>For Applicants

FOR APPLICANTS

Find Grant Opportunities
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Search FAQs, User Guides and Site Information

APPLICANT SYSTEM-TO-SYSTEM
FOR GRANTORS
ABOUT GRANTS.GOV
HELP
CONTACT US
SITE MAP

FOR APPLICANTS

First Name: Cynthia MI: L Last Name: []

DOB: 10/28/0000 Job Title: Grantwriter DUNS: 000 []

Address1: 123 House

Address2: []

City: Springfield

State: Virginia Telephone: []

Country: United States Zip Code: 22150

Email: []@yahoo.com

Secret Question: What is my favorite football team?

Secret Answer: []

Warning Notice

This is a U.S. Government computer system which may be accessed and used only for authorized Government business by authorized personnel

Edit Confirm

- On this page you will create your username and password. Scroll to the bottom of the page and type a username and password then confirm your password by typing it in again. Please write down your username and

password for future reference. Once this is completed click on the **Submit** button.

(White outlined boxes are in place to protect the privacy for the examples shown)

The screenshot shows the registration form on the Grants.gov website. The form includes fields for First Name (Cynthia), MI, Last Name, DOB (10/28/0080), Job Title (Grantwriter), DUNS (00), Address1 (123 House), Address2, City (Springfield), State (Virginia), Telephone, Country (United States), Zip Code (22150), Email (yahoo.com), Secret Question (What is my favorite football team?), Secret Answer, User Name (cindylcraig), Password (masked with asterisks), and Confirm Password (masked with asterisks). A red 'Warning Notice' is visible at the bottom left. The 'Submit' button is circled in blue, and an arrow points to it from the right side of the page.

10. You will see a message at the top of the screen that will read “You are successfully registered.” To continue to the Applicant login page click the **Continue** button on the bottom right. If you don’t receive the successful message another message will appear stating what issue needs to be addressed with the form. Simply correct the error and click **Submit** until you receive the successful message.

(White outlined boxes are in place to protect the privacy for the examples shown)

The screenshot shows the same registration form as above, but with a message at the top: "FOR APPLICANTS You are successfully registered." The 'Continue' button is circled in blue, and an arrow points to it from the right side of the page. The 'Submit' button is no longer visible. The 'Warning Notice' is still present at the bottom left.

11. Using the username and password you just created, fill out the form and click on “Login” this is where you can track your AOR status, manage your profile and in the future check your application status.

FOR APPLICANTS

This section of the site is designed to provide Federal grant applicants with the ability to log on to Grants.gov to determine if they have registered successfully with Grants.gov, to check the status of their grant application submissions and to manage their applicant profiles.

In the future, this section of the site will also allow a user from an organization to verify if they have been granted Authorized Organization Representative (AOR) status which is a person authorized to submit applications through Grants.gov on behalf of their organization.

To gain access to your applicant profile, enter the username and password that you obtained when completing the [Get Registered](#) step for Registering with the Credential Provider and then click on the "Login" button.

Note: In order to login, you also need to complete the [Get Registered](#) step for Registering with Grants.gov. If you do not have a username and password, please refer to [Get Registered](#) for information on how to Register with the Credential Provider to obtain a username and password.

Please enter your Username and Password to login to the Grants.gov system.

Username
cindylcraig

Password

Login

[Forgot My Username](#)
[Forgot My Password](#)

Warning Notice!

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

After you have created an account with Grants.gov, the E-Business Point of Contact listed on your organization's CCR registration will receive a notification stating that you have registered by email, you will also receive a copy of this email. The E-Business Point of Contact will need to login to the E-Biz section of Grants.gov and assign the "Authorized Applicant" role to you. You will be able to login to see if you have received your authorized status. You can find the Applicant Login quick link on the right side of any screen throughout the website.

FOR APPLICANTS

Welcome to the Applicants section!

You have successfully registered with Grants.gov. You can now use this section of the site to manage your applicant profile and to check the status of your applications.

[Check Application Status](#)

Once you have submitted an application, you can check the status of your application submission in this section. You can identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number. The following status information is provided:

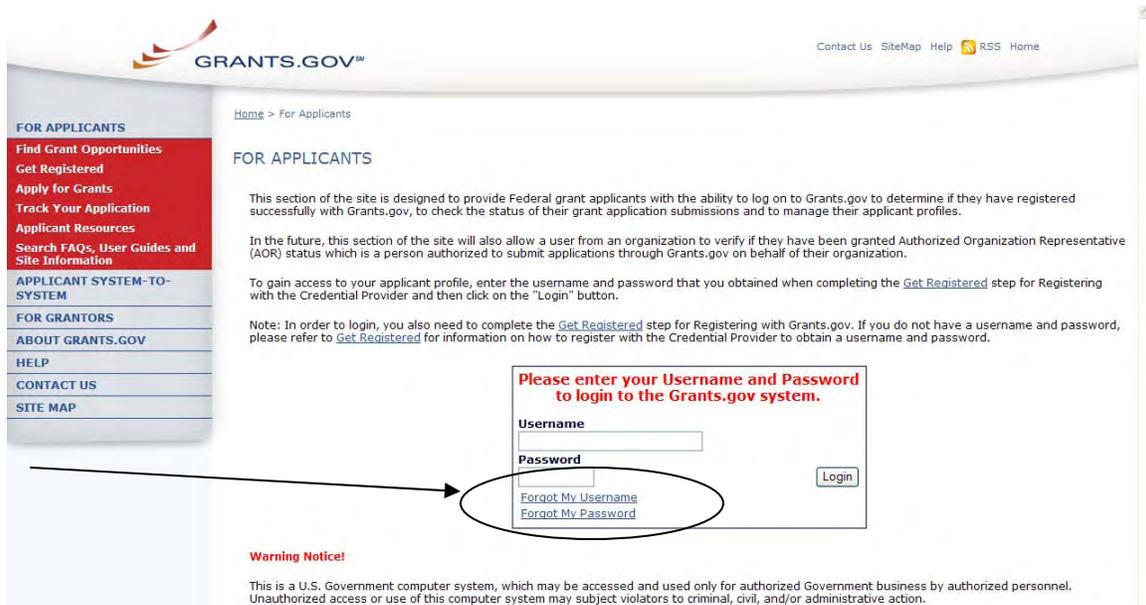
- Date/Time: The date and time Grants.gov received your application.
- Status: Application statuses include the following:
 - Received: Grants.gov has received the application, but the application is awaiting validation.
 - Validated: Grants.gov validated the application and it is available for the agency to download.

You will NOT be able to submit applications until the E-Business Point of Contact has completed the authorization of your Grants.gov profile.

Forgot My Password (Organization)

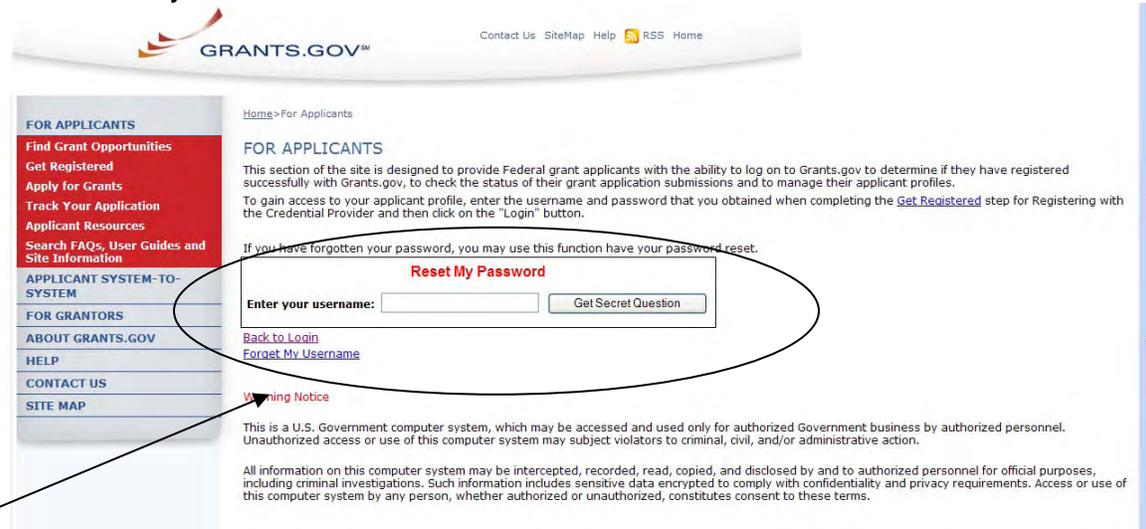
In the event that you forget your password, you can obtain a new password from the [Applicant login](#) page.

Go to the [Applicant login](#) page and click on the link “Forgot My Password”.



The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with links for Contact Us, SiteMap, Help, RSS, and Home. Below this is a sidebar menu for applicants, including options like Find Grant Opportunities, Get Registered, and Applicant Resources. The main content area is titled 'FOR APPLICANTS' and contains instructions for logging in. A login form is displayed with fields for Username and Password, and a Login button. The 'Forgot My Password' link is circled in red, and an arrow points to it from the text above. Below the login form, there is a 'Warning Notice' section.

Then enter your username and click the **Get Secret Question** button.



The screenshot shows the Grants.gov website interface, specifically the 'Reset My Password' page. The page title is 'Reset My Password'. Below the title, there is a form with a text input field labeled 'Enter your username:' and a button labeled 'Get Secret Question'. The button is circled in red, and an arrow points to it from the text above. Below the form, there are links for 'Back to Login' and 'Forgot My Username'. At the bottom, there is a 'Warning Notice' section.

You will be directed to the reset my password page. Simply enter the answer to your secret question and then click the **Submit Answer** button to reset your password.

FOR APPLICANTS

Home>For Applicants

FOR APPLICANTS

This section of the site is designed to provide Federal grant applicants with the ability to log on to Grants.gov to determine if they have registered successfully with Grants.gov, to check the status of their grant application submissions and to manage their applicant profiles.

To gain access to your applicant profile, enter the username and password that you obtained when completing the [Get Registered](#) step for Registering with the Credential Provider and then click on the "Login" button.

If you have forgotten your password, you may use this function have your password reset.

Reset My Password

Enter your username:

Secret Question:

Secret Answer:

[Back to Login](#)
[Forgot My Username](#)

Once your answer is validated you will be directed to enter a new password. Enter a password and then enter it again into the confirm password field and click on the **Reset My Password** button.

FOR APPLICANTS

Home>For Applicants

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If you have forgotten your password, you may use this function have your password reset.

Reset My Password

Enter your username:

Secret Question:

Secret Answer:

Enter new Password: Confirm Password:

[Back to Login](#)
[Forgot My Username](#)

Once you have reset your password a message will appear that your password was reset successfully.

FOR APPLICANTS

Home>For Applicants

FOR APPLICANTS

This section of the site is designed to provide Federal grant applicants with the ability to log on to Grants.gov to determine if they have registered successfully with Grants.gov, to check the status of their grant application submissions and to manage their applicant profiles.

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If you have forgotten your password, you may use this function have your password reset.

Reset My Password

Enter your username:

Secret Question:

Secret Answer:

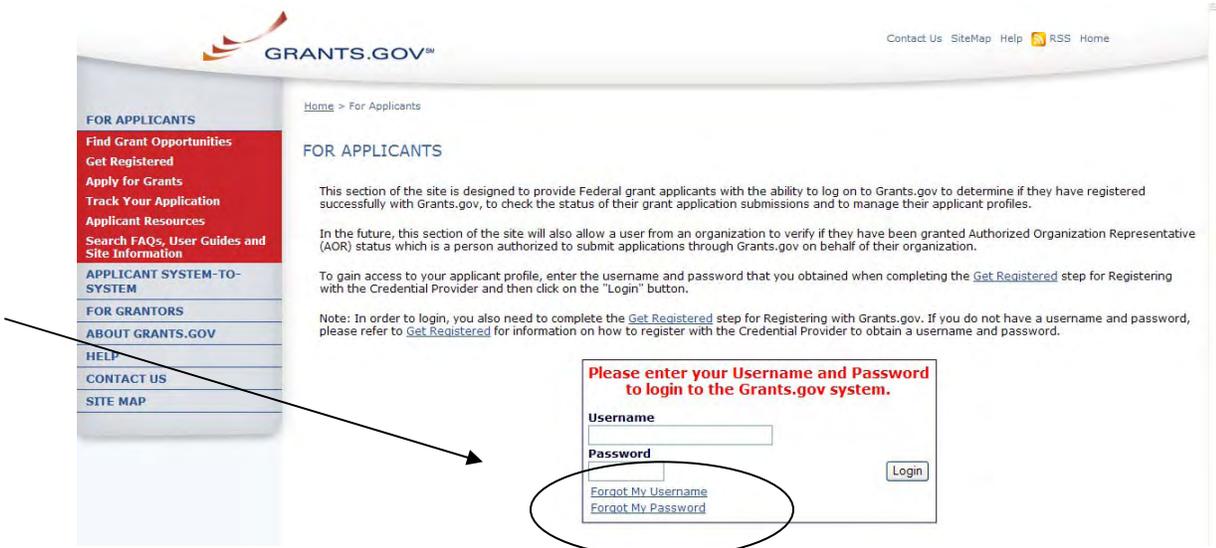
Enter new Password: Confirm Password:

Password reset successfully
[Back to Login](#)
[Forgot My Username](#)

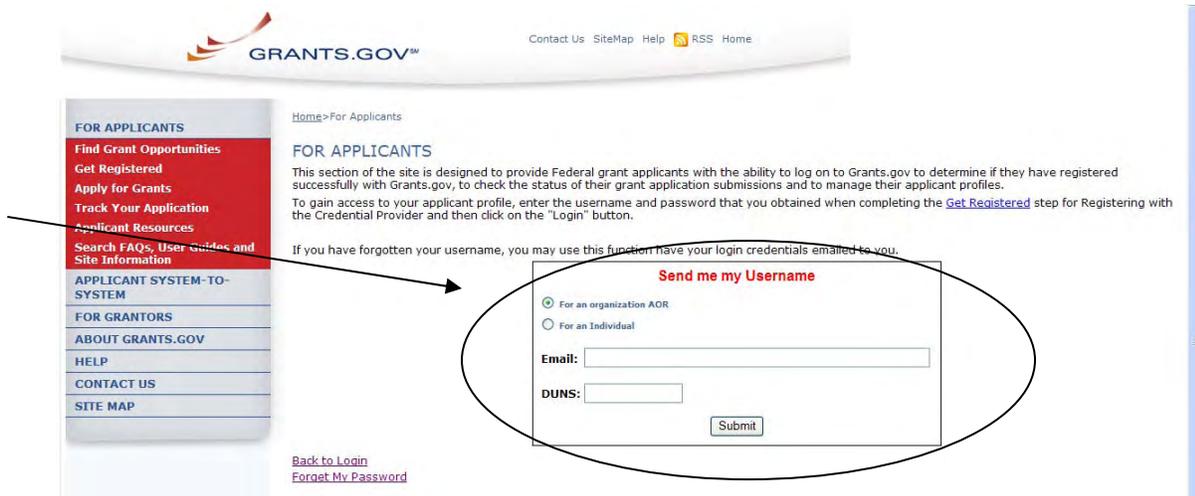
Forgot My Username (Organization)

In the event that you forget your username, you can obtain a new username from the [Applicant login](#) page.

Go to the [Applicant login](#) page and click on the link “Forgot My Password”.



Please select “For an organization AOR”. Once you select what type of applicant you are then enter the email and or email and DUNS you used when you registered with Grants.gov.



Once you have entered the email and or the email/DUNS you used when you registered with Grants.gov, simply click on the **Submit** button. After clicking **Submit** you will see a message stating “An email was sent to your mailbox”.

- FOR APPLICANTS
 - Find Grant Opportunities
 - Get Registered
 - Apply for Grants
 - Track Your Application
 - Applicant Resources
 - Search FAQs, User Guides and Site Information
- APPLICANT SYSTEM-TO-SYSTEM
- FOR GRANTORS
- ABOUT GRANTS.GOV
- HELP
- CONTACT US
- SITE MAP

Home>For Applicants

FOR APPLICANTS

This section of the site is designed to provide Federal grant applicants with the ability to log on to Grants.gov to determine if they have registered successfully with Grants.gov, to check the status of their grant application submissions and to manage their applicant profiles.

To gain access to your applicant profile, enter the username and password that you obtained when completing the [Get Registered](#) step for Registering with the Credential Provider and then click on the "Login" button.

If you have forgotten your username, you may use this function have your login credentials emailed to you.

Send me my Username

For an organization AGR
 For an Individual

Email:

DUNS:

An email was send to your mailbox

[Back to Login](#)
[Forgot My Password](#)

If you are an Applicant Registered on behalf of an Organization and do not know the email or DUNS number associated with your Grants.gov registration, you should contact the E-Biz POC for your organization. The E-Biz POC will be able to login to their account and give you your username. With your username you will be able to follow the instructions for "Forgot My Password" and will have the ability to reset your password.

AOR Authorization

Authorize Your AORs

Prior to submitting grant application packages, representatives of your organization need to register to submit on behalf of your organization. Your organization's E-Business Point of Contact (E-Biz POC), identified during CCR Registration, and must authorize someone to become an Authorized Organization Representative (AOR). This safeguards your organization from individuals who may attempt to submit grant application packages without permission.

Note: In some organizations, a person may serve as both an E-Biz POC and an AOR.

After an AOR registers with Grants.gov, the E-Biz POC will have to approve the request. The E-Biz POC will approve the request after the AOR has completed the following two steps:

1. AORs Register with Grants.gov

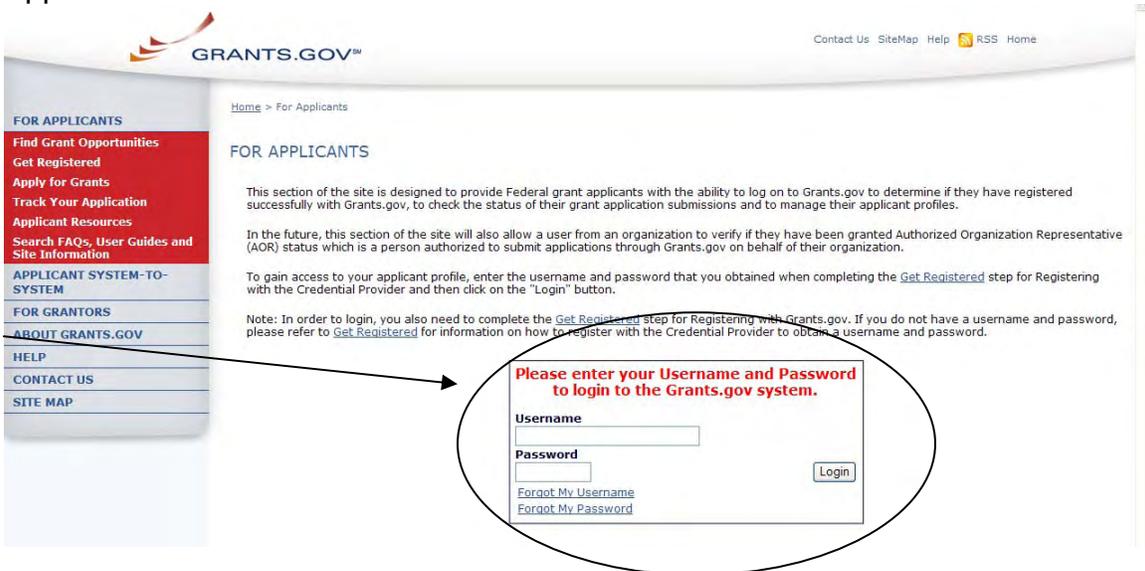
After the AOR has submitted their request, the E-Biz POC will complete the fifth step in this process as depicted on the page.

The screenshot shows the Grants.gov website interface. At the top, there is a search bar and navigation links for Contact Us, Site Map, Help, RSS, and Home. The main content area is titled "STEP 5: TRACK AOR STATUS" and includes a breadcrumb trail: Home > For Applicants > Get Registered > Organization Registration >. Below the title, there are links for STEP 1, STEP 2, STEP 3, STEP 4, and STEP 5. The main text explains where to go to track AOR status and provides a "Check Your AOR Status" link with a URL: <https://at07apply.grants.gov/apply/logincontrol.jsp?goto=/secured/ApplicantLogin.jsp&loginpage=/jsp/ApplicantLoginGetID.jsp>. It also includes sections for "PURPOSE OF THIS STEP", "HOW LONG SHOULD IT TAKE?", and "WHAT DOES MY E-BIZ POC NEED TO DO?". A sidebar on the left contains navigation links for Applicants and Grantors, and a sidebar on the right contains quick links and a newsletter sign-up.

Applicants also have the ability to login and check their AOR status by logging in as an applicant. To login as an Applicant click the **Applicant Login** link on the Quick Links in the right blue navigation bar on the Grants.gov page.



On the For Applicants page enter your username and password, obtained while registering with Grants.gov. Then click the **Login** button to enter into the Applicant section.



In the Applicant section you can check your check your AOR status under Manage Applicant Profile. Click the **Manage Applicant Profile** link on the left navigation menu.



On the Manage Applicant Profile page, check to be sure the information listed is correct. You can also check your AOR Status located at the bottom left of the dialog box.



Login as an E-Biz POC

The E-Business Point of Contact (E-Biz POC) performs the final step in the Grants.gov registration process. The E-Biz POC actually authorizes someone to submit a grant application on behalf of their organization. This step safeguards an organization from individuals who may attempt to submit a grant application package without permission. Only one E-Biz POC is assigned per each of an organization's DUNS (Data Universal Number System) number. If your organization only has one DUNS number, then there will be only one E-Biz POC for your organization.

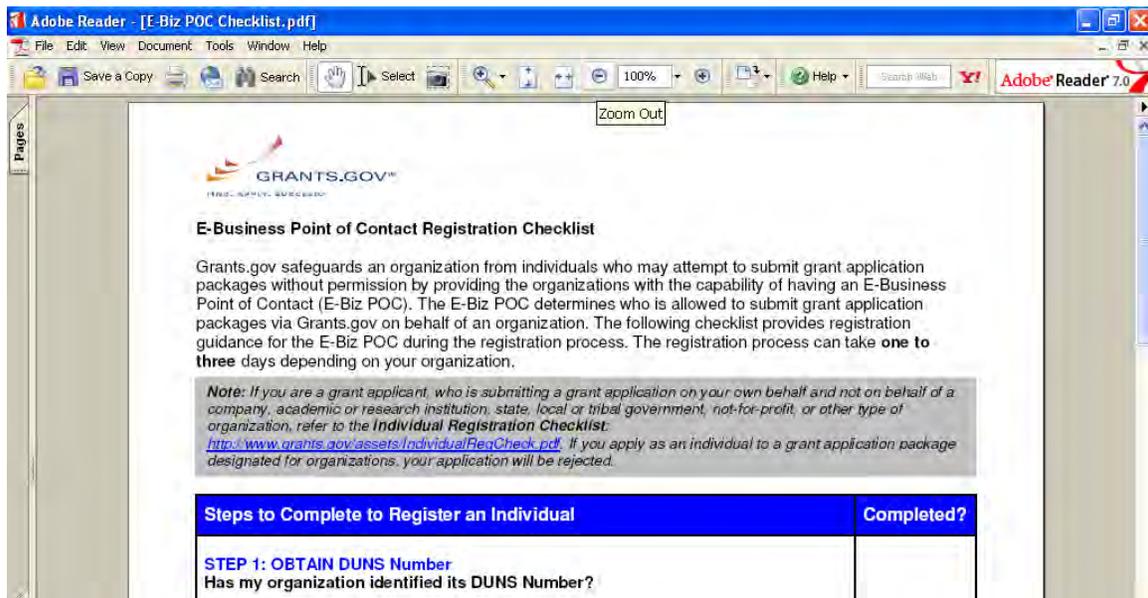
Grants.gov has developed an E-Business Point of Contact (E-Biz POC) Registration checklist to help authorize your organization's AOR (Authorized Organization Representative).

Instructions for reviewing the E-Business Point of Contact Registration Checklist

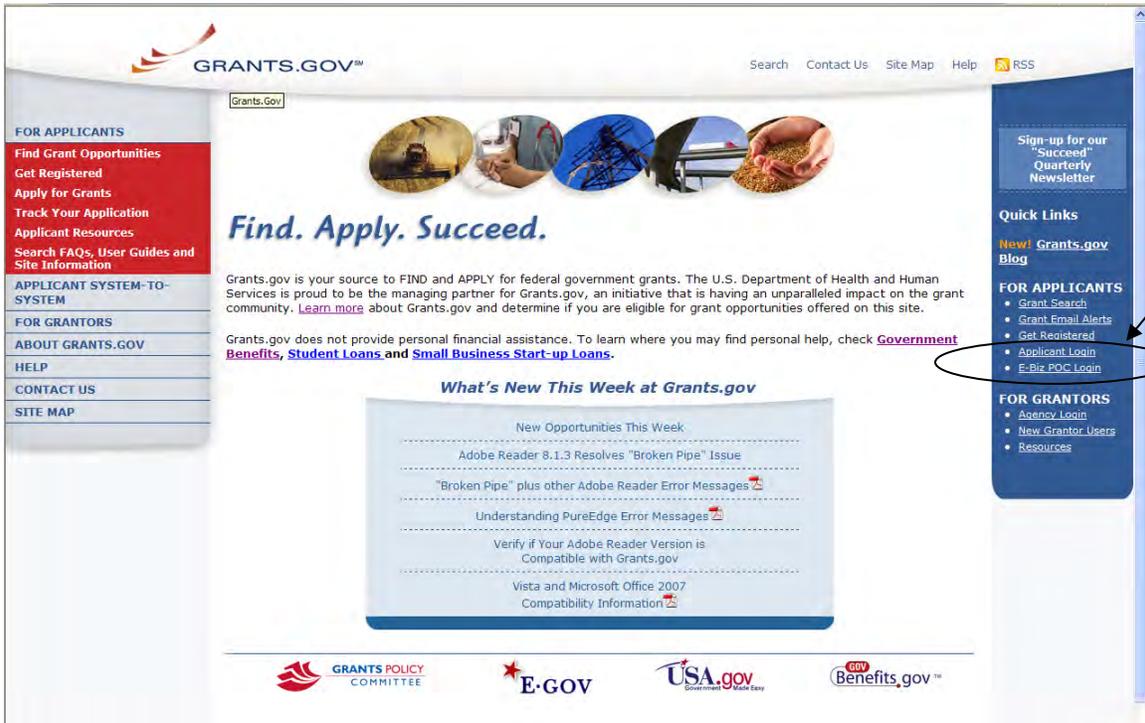
Follow the steps below to review the E-Biz POC Registration Checklist.

1. Click **Get Registered** in the Quick Links on the blue boxed left navigation of any Grants.gov page. This will take you to the Get Registered screen.
2. Select **Organization Registration** from the left navigation.
3. Once on the Organization Registration page, select **STEP 5: AOR Authorization** from the navigation.
4. Once on the **STEP 5: AOR Authorization** page, click on the **E-Business Point of Contact Registration Checklist** link on the screen.

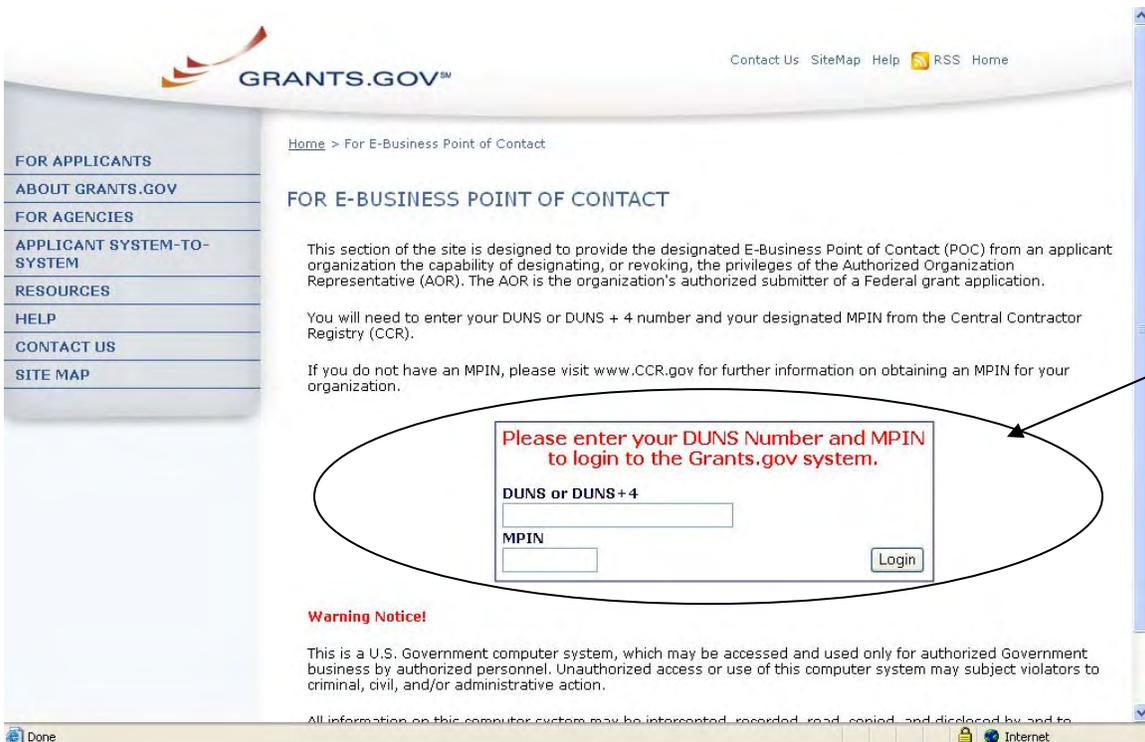
The Registration Checklist is a PDF document, which you may review on-screen or print and retain for future reference.



To login as an E-Biz POC, click on the **E-Biz POC Login** link in the right navigation menu under Quick Links in the blue box, on any Grants.gov page.



On the For E-Business Point of Contact screen enter your organization's DUNS number and MPIN.

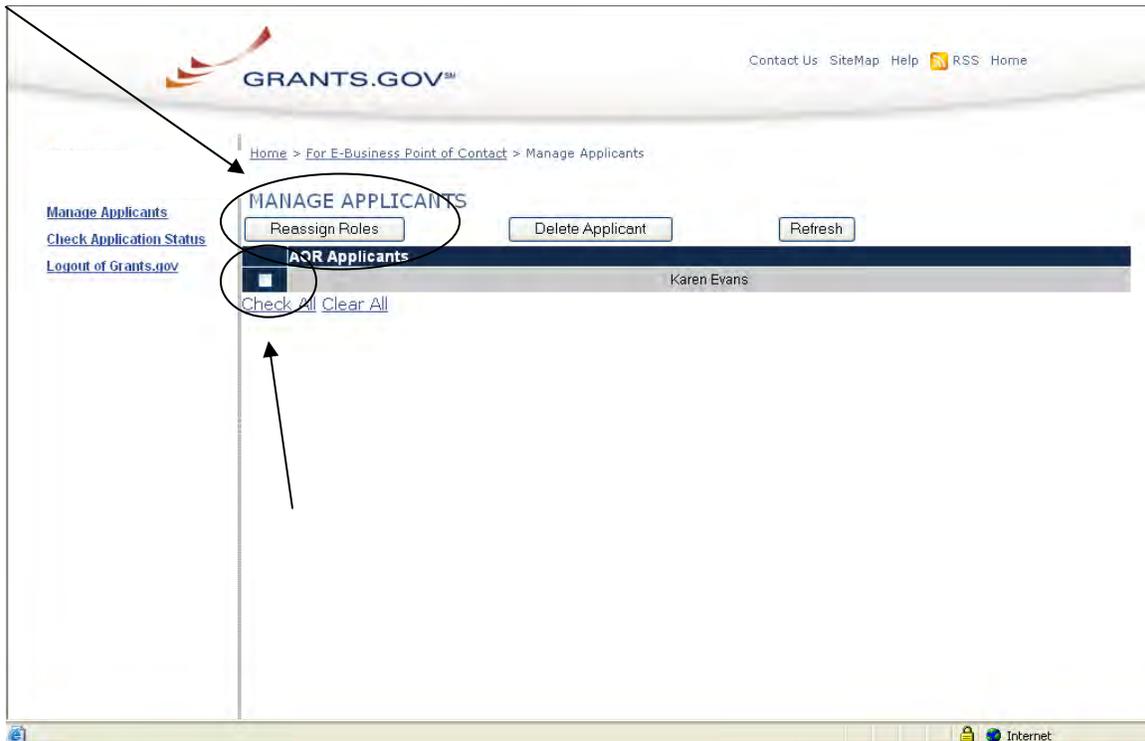


Assigning the Authorized Applicant Role

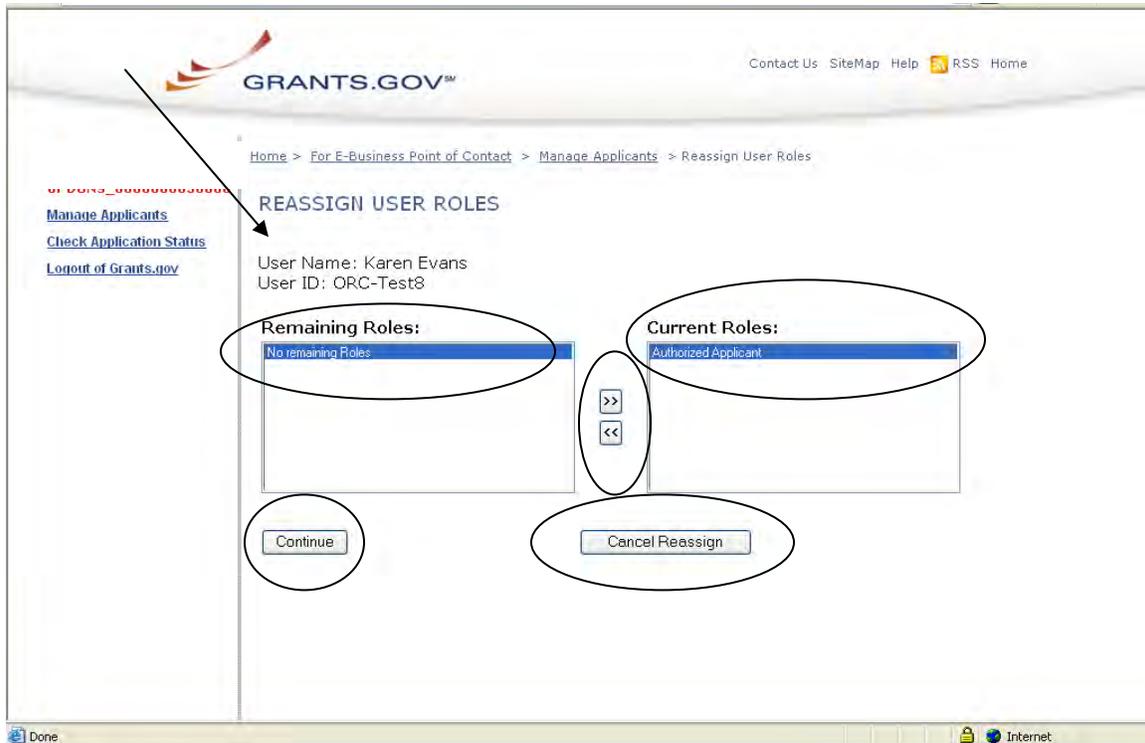
Instructions for Assigning the Authorized Applicant Role

Follow the steps below to assign the Authorized Applicant Role.

1. Login to the E-Biz POC section of Grants.gov by clicking on the link in the right navigation menu under Quick Links in the blue box, **E-Biz POC Login** on any Grants.gov page.
2. This will take you to the For E-Business Point of Contact screen. Enter your organization's DUNS number and MPIN.
3. Once you are logged in, click the **Manage Applicants** link on the left of the screen. This will take you to the Manage Applicants screen.
4. Select the name of the person for whom you want to assign the Authorized Applicant role by clicking in the checkbox next to that person's name.
5. Click the **Reassign Roles** button.



6. This will take you to the Reassign User Roles screen. Select the Authorized Applicant role in the Remaining Roles box by clicking it. Click the double arrow pointing toward the Current Roles box.
7. To save your changes, click the **Continue** button. The AOR will now be able to submit an application. OR to cancel your changes, click the **Cancel Reassign** button.



8. Once you have reassigned roles, the applicant is now authorized and can submit applications on Grants.gov.