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Organization Registration User Guide

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Updated June 2009

Organization Registration User Guide

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Introduction

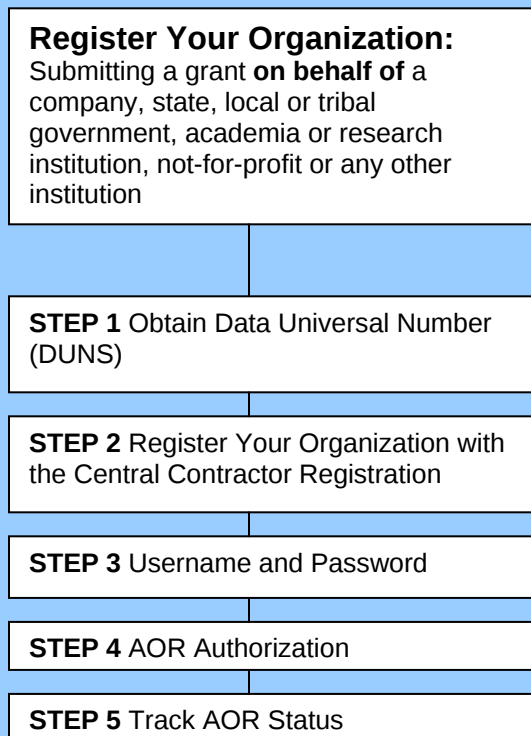
Grants.gov has been designed to make it easier for organizations to find and apply for more than \$500 billion in federal grants. With electronic access to more than 1,000 grant programs offered by all federal grant-making agencies, Grants.gov leverages the power of the Web to streamline your grant acquisition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

Get Registered: Overview

Organization Registration

This is an overview of the steps you will take during the registration process.



Register Your Organization

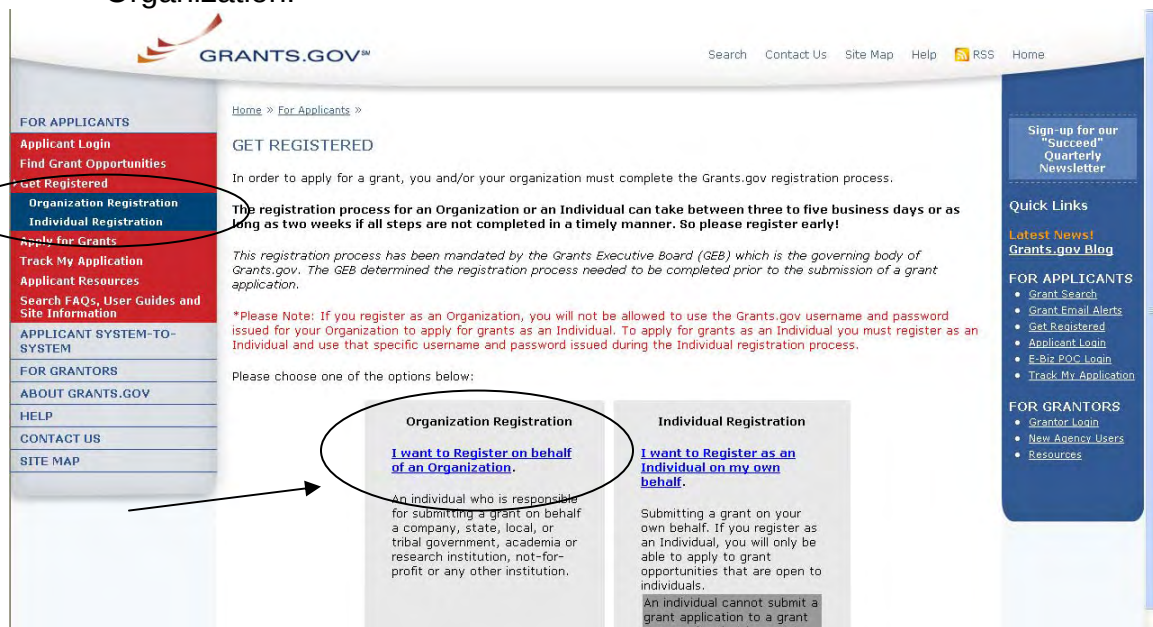
Review this overview if you are submitting a grant **on behalf of** a company, state, local or tribal government, academia or research institution, not-for-profit or any other institution.

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. Select **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."

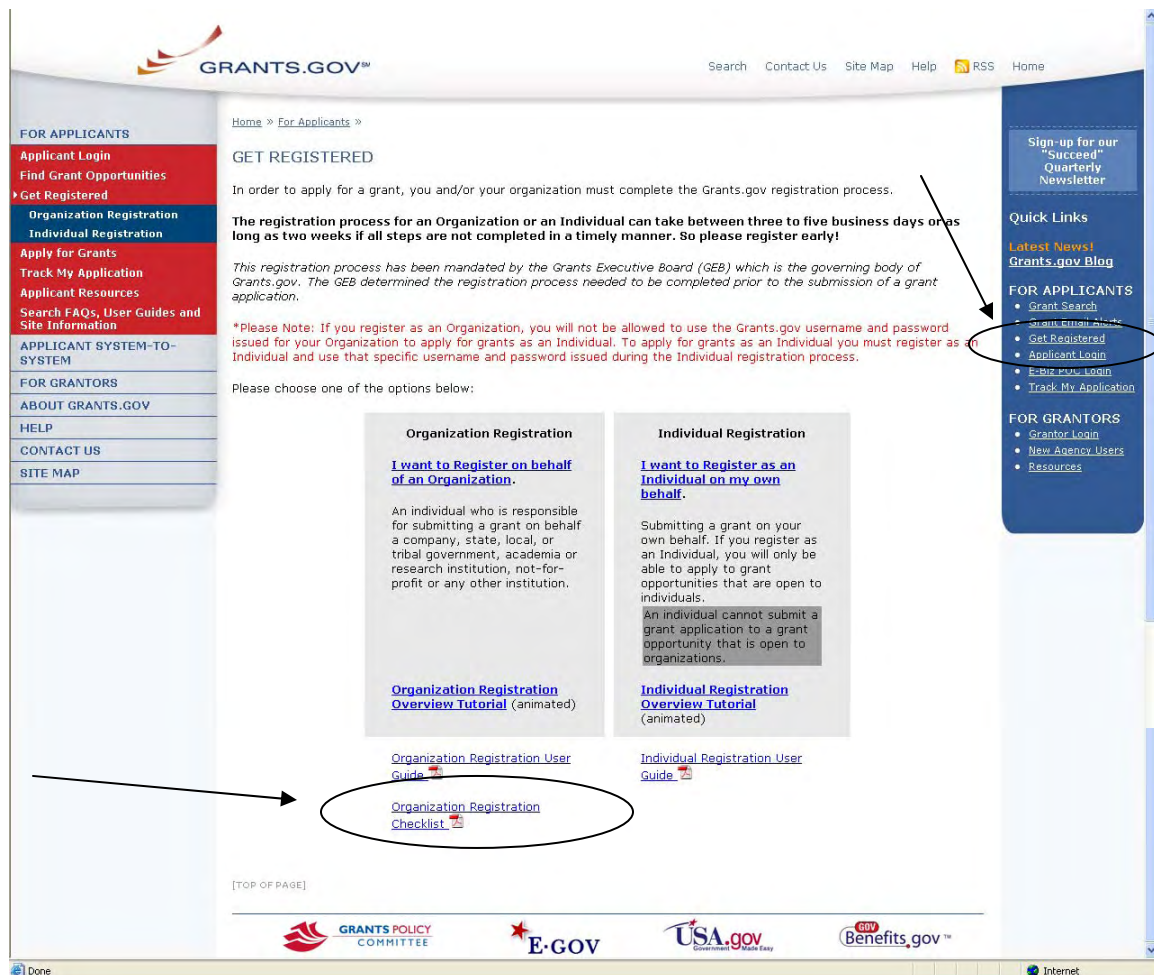


Registration Checklist for Organizations

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.



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 select the link for the [Organization Registration Checklist](#).

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ORGANIZATION REGISTRATION

This is where the process of registering your organization for access to Grants.gov begins; the process takes 3-5 business days but it is recommended you allow yourself four weeks to register in the event you experience any issues. The added time will allow you to complete the process to ensure you meet the closing deadline of the grant opportunity. To submit an application on behalf of your organization you will need to be registered with Grants.gov; check with your organizations grant administrator to verify whether your organization is already registered.

It is the E-Business Point of Contact (E-Biz POC) within your organization who must register your organization. The E-Biz POC oversees all of the organization's Grants.gov transactions and assigns Authorized Organizational Representatives (AOR). The AOR is the person who submits the application to Grants.gov and must register. [Watch an animated tutorial](#) or see a registration overview below:

Faculty or Staff of Educational Institutions: Before you begin the registration process, [click here](#) to read important information.

[Organization Registration Checklist](#)

[Organization Registration User Guide](#)

Registration in Brief:

STEP 1: Obtain DUNS Number
Same day. Your organization will need to obtain a DUNS Number. If your organization does not have one, you will need to go to the Dun & Bradstreet website at <http://fedgov.dnb.com/webform> [EXIT Disclaimer] to obtain the number.

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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.

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Organization Registration Checklist

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.

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 [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.

Steps to Complete to Register an Organization	Completed?
STEP 1: OBTAIN DUNS NUMBER Has my organization identified its Data Universal Number System (DUNS) number? 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 at http://fedgov.dnb.com/webform/displayHomePage.do. 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.	○
STEP 2: REGISTER WITH CCR 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 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. 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	○

Step 1: Obtaining a DUNS Number

In order to register with the Central Contractor Registration (CCR), a requirement for registering with Grants.gov, your organization will need a Data Universal Number System (DUNS) number. A DUNS Number is a unique nine-character identification number provided by the commercial company [Dun & Bradstreet \(D&B\)](#). 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, select [Step 1: Obtain DUNS Number](#) to register online.

The screenshot shows the Grants.gov website interface. On the left sidebar, under 'FOR APPLICANTS', the 'Organization Registration' link is circled in red, with an arrow pointing to it from the left. The main content area is titled 'STEP 1: OBTAIN DUNS NUMBER'. It includes a breadcrumb trail: 'Home > For Applicants > Get Registered > Organization Registration >'. Below this, it says 'STEP 1 • STEP 2 • STEP 3 • STEP 4 • STEP 5'. The main heading is 'HAS MY ORGANIZATION IDENTIFIED ITS DATA UNIVERSAL NUMBER SYSTEM (DUNS)?'. The text states: '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]'. Below this, it says '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. List of Information you will need to obtain a DUNS number (if your organization does not already have one):' followed by a bulleted list: '• Name of organization', '• Organization address', '• Name of the CEO/organization owner', '• Legal structure of the organization (corporation, partnership, proprietorship)', '• Year the organization started', '• Primary type of business', '• Total number of employees (full and part time)'. At the bottom, it says: 'If your organization does not have a DUNS number, use the Dun & Bradstreet (D&B) online registration to receive one free of charge. If your organization is located outside the United States, you can request and register for a DUNS number also online via web registration.'

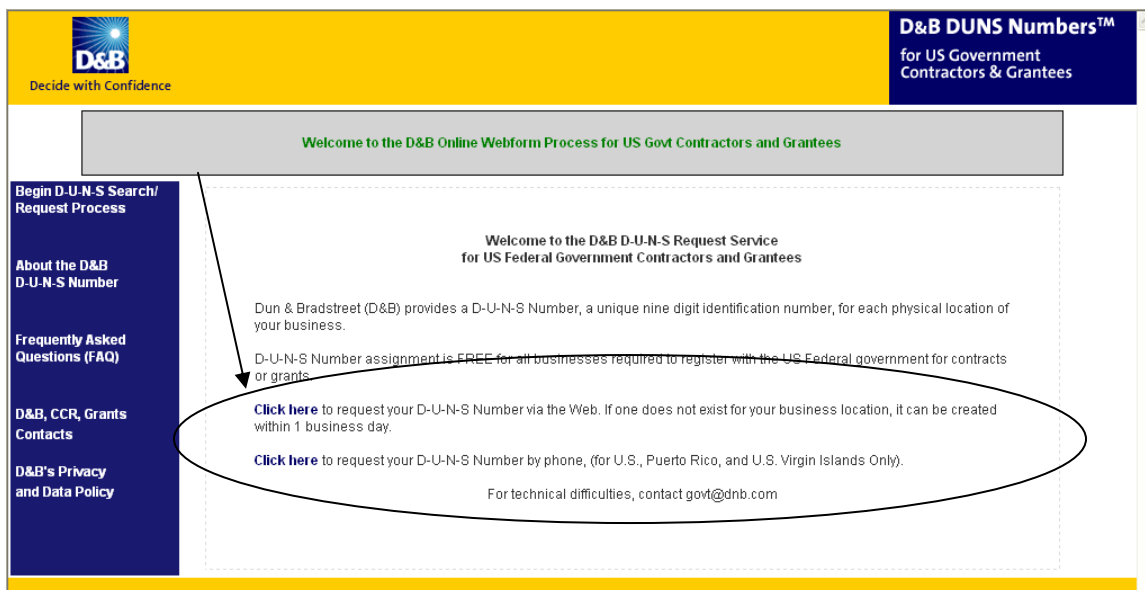
Requesting a DUNS Number is a process that is not completed on the Grants.gov website. The following steps below provide an overview of the process to request a DUNS Number on D&B's website:

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. 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](#).



Step 2: Register with CCR

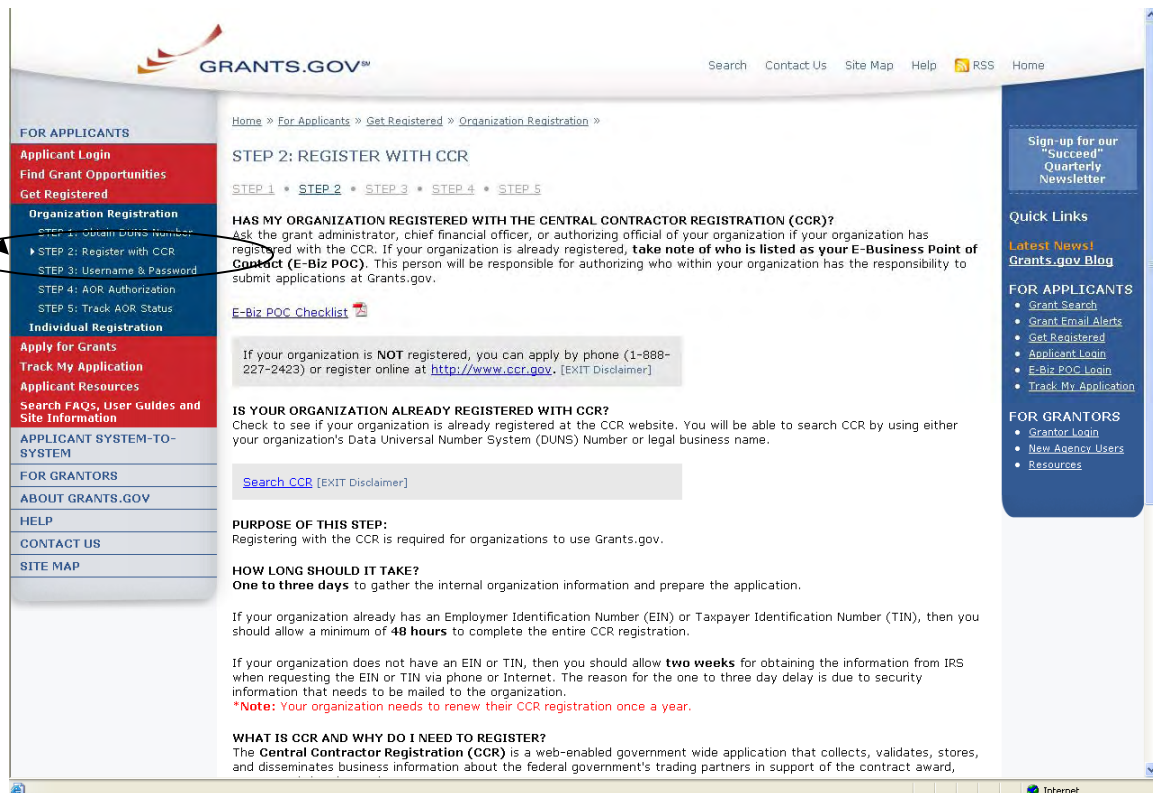
The Central Contractor Registration (CCR) is a government-wide registry for vendors doing business with the federal government. The CCR centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses the CCR 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 user guide at <http://www.ccr.gov/handbook.asp>.

Instructions for Registering with CCR

On Grants.gov under For Applicants >> Get Registered >> Organization Registration, select [Step 2: Register with CCR](#) in the left navigation to register online.



The screenshot shows the Grants.gov website interface. The left navigation menu is on the left, with 'STEP 2: Register with CCR' highlighted. The main content area is titled 'STEP 2: REGISTER WITH CCR' and contains 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.
- E-Biz POC Checklist**
- 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.

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. Select the **Start New Registration** link at the top left of the screen.



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



4. On the next screen review the four key items you will need before registering. Then select **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 select 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.

USA.gov
Government Made Easy

Register Your Organization: CCR Registration Worksheet

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" (more details can be found on page 9 in the CCR user guide) – the Tax Identification Number information will be validated at IRS; <http://www.ccr.gov/handbook.asp> (Financial information can be found on pg 16 in the user guide)

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 18 in the user guide)

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.

Step 3: Username & Password

In order to safeguard the security of your electronic information, Grants.gov requires all users to create an account in 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.

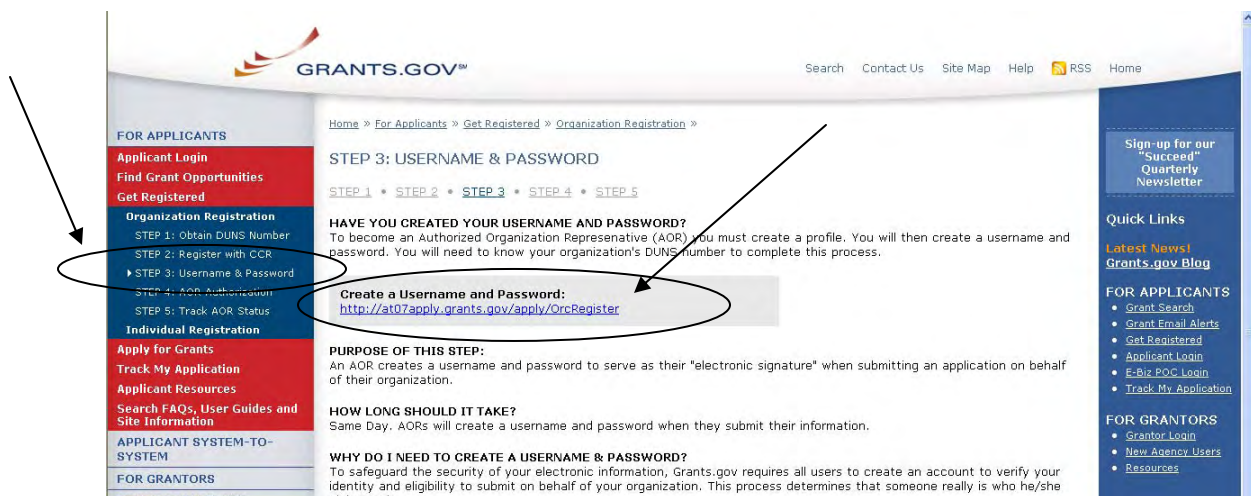
Tips for obtaining your username and password

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. Select **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, select **Organization Registration** in the left navigation.
3. Under Organization Registration, select **STEP 3: Username & Password**.
4. Once you are on **STEP 3: Username & Password** screen, select the link **Create Username and Password** in the gray bar on the screen.



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

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REGISTER WITH GRANTS.GOV

In order to safeguard the security of your electronic information, Grants.gov maintains the Authorized Organization Representative (AOR) username and password. The process is used to determine, with certainty, that someone really is who they claim to be.

When you register with Grants.gov, you will receive a username and password. You will need to login to Grants.gov once you receive that username and password to begin the activation process to become an AOR. Being an AOR enables you to submit applications on behalf of your organization. When you log into Grants.gov for the first time with your username and password an e-mail will be generated to your [organization's E-Business Point of Contact](#). When the E-Business Point of Contact assigned rights, you will be authorized to submit grant applications through Grants.gov on behalf of your organization.

To register for a username and password, enter the organization's [DUNS OR DUNS+4 Number](#) and then click the "Register" button below.

Step 1: Complete the **DUNS OR DUNS+4 Number** field.
Step 2: Click the **Register** button.

DUNS or DUNS+4 Number

Register

Tips for registering:

1. The work identifier (DUNS or DUNS+4 Number) must be entered in the DUNS or DUNS+4 Number field. The DUNS or DUNS+4 Number must be entered in the DUNS or DUNS+4 Number field.

6. After entering your organization's DUNS Number, you will be taken to the online form.
7. Complete the form. 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 only you would be able to answer and will be able to remember in the future. When you have completed the form select the **Continue** button.

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

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Home > Applicant Registration

APPLICANT REGISTRATION

Please enter your information below. Required fields are denoted with an asterisk (*).

* First Name: Cindy MI: L * Last Name: Craig

* DOB: 01/01/1973 (MM/DD/YYYY)

* Job Title: Grant Writer DUNS: [Redacted]

* Address 1: 8280 Green Drive

Address 2: [Redacted]

* City: Springfield

State: Virginia * Zip Code: 22150 (Numeric Only) Country: United States

* Telephone: 703-000-0000 (xxx-xxx-xxxx) * Email: cindy [Redacted]

* Secret Question: Where do you find Grants?

* Secret Answer: grants.gov

* User Name: [Redacted]

* Password: [Redacted] * Confirm Password: [Redacted]

Continue

Field requirements for the form:

DOB: mm/dd/yyyy – you must include the slash"/" do not use a dash or hyphen

Telephone: include your area code "000-000-0000" – must be a 10 digit number

Zip Code: zip code five digits – "12345"

8. Once you have selected the Continue 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 select the “Submit” button.

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

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APPLICANT REGISTRATION

Please review the information entered below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please click the Submit button on the bottom of the page.

First Name: Cindy
MI: L
Last Name: Craig
DOB: 01/01/1973
Job Title: [White outlined box]
DUNS: [White outlined box]
Address 1: [White outlined box]
Address 2: [White outlined box]
City: Springfield
State: Virginia
Zip Code: 22150
Country: United States
Telephone: 703-000-0000
Email: [White outlined box]
Secret Question: [White outlined box]
Secret Answer: [White outlined box]
User Name: [White outlined box]

9. 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 select 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 select **Submit** until you receive the successful message.

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

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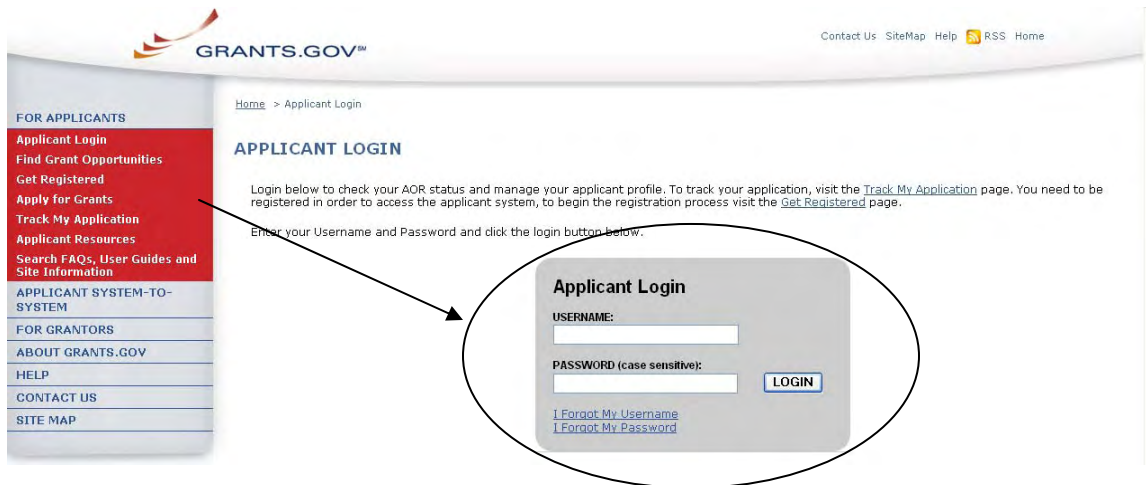
APPLICANT REGISTRATION

Please review the information entered below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please click the Submit button on the bottom of the page.

• You are successfully registered.

First Name: Cindy
MI: L
Last Name: Craig
DOB: 01/01/1973
Job Title: Grant Writer
DUNS: [White outlined box]
Address 1: [White outlined box]
Address 2: [White outlined box]
City: Springfield
State: Virginia
Zip Code: 22150
Country: United States
Telephone: [White outlined box]
Email: [White outlined box]
Secret Question: [White outlined box]
Secret Answer: [White outlined box]
User Name: [White outlined box]

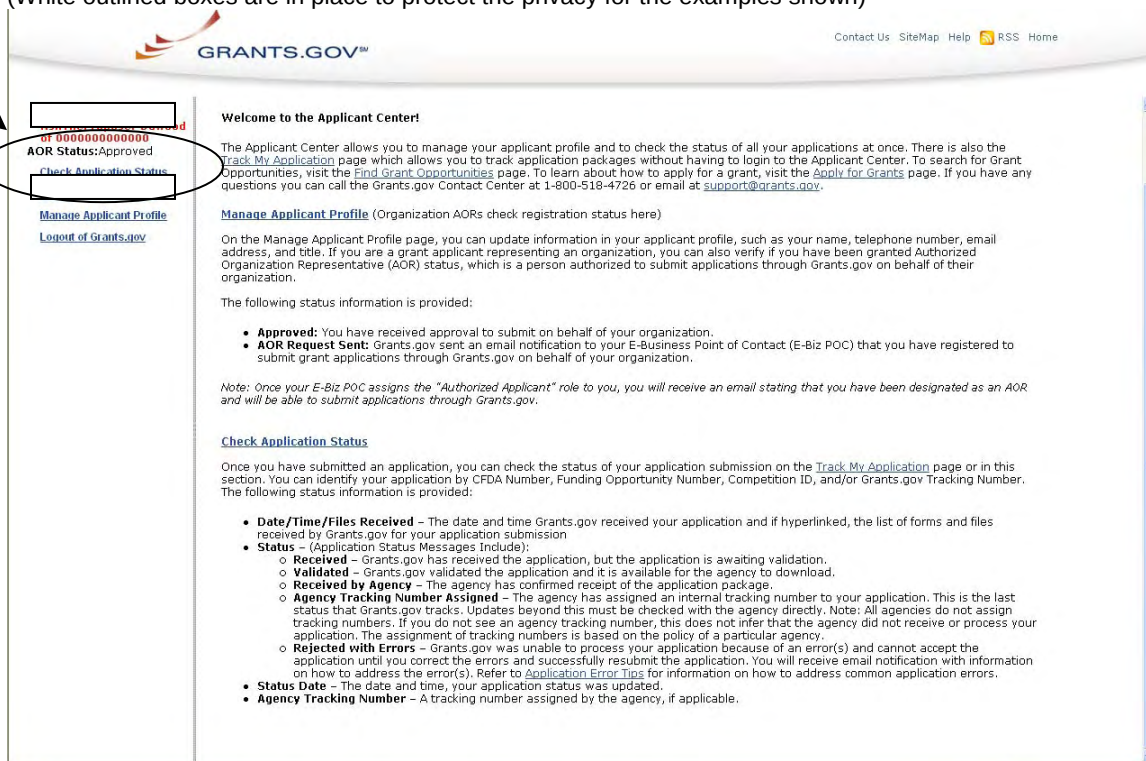
10. Using the username and password you just created, fill out the form and select the **Login** button, this is where you can track your AOR status, manage your profile and in the future check your application status.



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 check your AOR status by visiting the Applicant Center, simply login using the link on the left navigation or in the right quick links throughout the website.

Once logged into the Applicant Center your AOR status appears in the left navigation as shown below.

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



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 select the link “I Forgot My Password”.

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APPLICANT LOGIN

Login below to check your AOR status and manage your applicant profile. To track your application, visit the [Track My Application](#) page. You need to be registered in order to access the applicant system, to begin the registration process visit the [Get Registered](#) page.

Enter your Username and Password and click the login button below.

Applicant Login

USERNAME:

PASSWORD (case sensitive):

LOGIN

[I Forgot My Username](#)

[I Forgot My Password](#)

Then enter your username and select the **Login** button.

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I FORGOT MY PASSWORD

If you have forgotten your password, enter your username and click on the Submit button to reset you password.

Password Reset

USERNAME:

SUBMIT

[Back to Applicant Login](#)

[I Forgot My Username](#)

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.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including

You will be directed to the I Forgot My Password page. Simply enter the answer to your secret question and then select the **Submit** button to reset your password.

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I FORGOT MY PASSWORD

Enter the answer to your secret question and click on the Submit button.

Password Reset

USERNAME: cindyrcraig

SECRET QUESTION: What is my favorite football team?

SECRET ANSWER:

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Warning Notice!

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 select the **Submit** button.

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I FORGOT MY PASSWORD

Reset your password below. Please remember that when you enter your new password it is case sensitive.

Password Reset

USERNAME: cindyrcraig

SECRET QUESTION: What is my favorite football team?

SECRET ANSWER:

ENTER NEW PASSWORD: CONFIRM PASSWORD:

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

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I FORGOT MY PASSWORD

Reset your password below. Please remember that when you enter your new password it is case sensitive.

Password has been changed.

Password Reset

USERNAME: cindyfcraig

SECRET QUESTION: What is my favorite football team?

SECRET ANSWER:

ENTER NEW PASSWORD: CONFIRM PASSWORD:

.....

SUBMIT

[Back to Applicant Login](#)

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 select the link "Forgot My Username."

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Login below to check your AOR status and manage your applicant profile. To track your application, visit the [Track My Application](#) page. You need to be registered in order to access the applicant system, to begin the registration process visit the [Get Registered](#) page.

Enter your Username and Password and click the login button below.

Applicant Login

USERNAME:

PASSWORD (case sensitive):

LOGIN

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[I Forgot My Password](#)

Please select "I am registered as an Organization AOR." Then enter the email and DUNS Number you used when you registered with Grants.gov.

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I FORGOT MY USERNAME

If you have forgotten your username, select what type of applicant you are, and then enter the email you used when you registered with Grants.gov. Once all the fields are completed click the Submit button. An email will be sent with your username.

Email My Username

☒ I am registered as an Organization AOR

☐ I am registered as an Individual

EMAIL:

DUNS:

Submit

[Back to Applicant Login](#)

[I Forgot My Password](#)

Once you have entered the email and DUNS Number you used when you registered with Grants.gov, simply select the **Submit** button. After selecting

Submit you will see a message stating “An email has been sent with your username.”

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I FORGOT MY USERNAME

If you have forgotten your username, select what type of applicant you are, and then enter the email you used when you registered with Grants.gov. Once all the fields are completed click the Submit button. An email will be sent with your username.

An email has been sent with your username.

Email My Username

☒ I am registered as an Organization AOR

☐ I am registered as an Individual

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-Business Point of Contact (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.

Step 4: AOR Authorization

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 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. 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.

Note: In some organizations, a person may serve as both an E-Biz POC and an AOR, in this case you will need perform this step and approve yourself as an AOR. If you are the E-Biz POC and want to submit applications on Grants.gov, you will need to register with Grants.gov as an AOR, using an alternate email than the one used in correlation with the E-Biz POC, and authorize yourself as an AOR.

After an AOR registers with Grants.gov, the E-Biz POC will have to approve the request. After the AOR has submitted their request, the E-Biz POC will complete the fourth step in this process as depicted on the page.

The screenshot shows the Grants.gov website interface. On the left, there is a navigation menu with a blue header 'FOR APPLICANTS'. Under this header, the 'Organization Registration' section is expanded, showing a list of steps: STEP 1: Obtain DUNS Number, STEP 2: Register with CCR, STEP 3: Username & Password, STEP 4: AOR Authorization, and STEP 5: Track AOR Status. The 'E-Biz POC Checklist' link is highlighted with a red circle and a red arrow pointing to it. The main content area displays 'STEP 4: AOR AUTHORIZATION' and provides information about the E-Biz POC login process and the purpose of this step. The right sidebar contains links for 'Sign-up for our "Succeed" Quarterly Newsletter', 'Quick Links', 'Latest News!', 'Grants.gov Blog', and sections for 'FOR APPLICANTS' and 'FOR GRANTORS'.

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).

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

1. Select **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 4: AOR Authorization** from the navigation.
4. Once on the **STEP 4: AOR Authorization** page, select 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.



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E-Business Point of Contact Registration Checklist

Grants.gov safeguards an organization from individuals who may attempt to submit grant application packages without permission by providing the organizations with the capability of having an E-Business Point of Contact (E-Biz POC). The E-Biz POC determines who is allowed to submit grant application packages via Grants.gov on behalf of an organization. The following checklist provides registration guidance for the E-Biz POC during the registration process. The registration process can take one to three days depending on your organization.

Note: If you are a grant applicant, who is submitting a grant application 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 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.

Steps to Complete	Completed?
STEP 1: OBTAIN DUNS NUMBER Has my organization identified its DUNS Number? 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, call Dun & Bradstreet at 1-866-705-5711 and follow the automated prompts to find this information. 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 at the conclusion of the phone call. A recipient with a NEW DUNS number must wait 24 hours before applying for CCR registration.	
STEP 2: REGISTER WITH CCR Has my organization registered with the Central Contractor Registry (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 not registered, you can apply by phone (1-888-227- 2423) or register online at http://www.ccr.gov. When you register be sure to name yourself as the E-Biz POC. Note: Your organization needs to renew their CCR registration once a year. PURPOSE OF THIS STEP: Registering with the CCR is required for organizations to use Grants.gov and you need to name yourself the E-Biz POC to authorize AORs to be able to apply for grants. HOW LONG SHOULD IT TAKE? One to three days to gather the internal organization information and prepare the application. One business day from the point of submitting the CCR Registration.	

To login and assign the Authorized Applicant Role as an E-Biz POC, select the [E-Biz POC Login](#) link in the right navigation menu under Quick Links in the blue box, on most Grants.gov pages.



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***IMPORTANT NOTICE: All applicants please read immediately**

Grants.gov does not provide personal financial assistance. To learn where you may find personal help, check [Government Benefits](#), [Student Loans](#) and [Small Business Start-up Loans](#).

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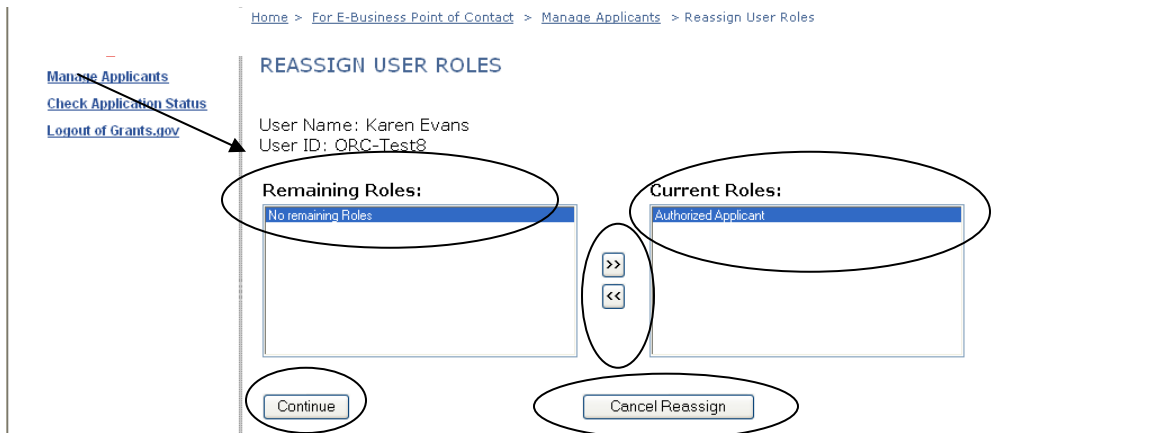
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1. On the For E-Business Point of Contact screen enter your organization's DUNS Number and MPIN and select the **Login** button.

2. Once you are logged in, select the **Manage Applicants** link on the left of the screen. This will take you to the Manage Applicants screen.
3. Select the name of the person for whom you want to assign the Authorized Applicant role by selecting in the checkbox next to that person's name.
4. Select the **Reassign Roles** button.

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



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

Step 5: Track AOR Status

Applicants have the ability to login and check their AOR status by logging in as an applicant. You can learn more on the [Step 5: Track AOR Status](#) page.

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STEP 5: TRACK AOR STATUS

STEP 1 • STEP 2 • STEP 3 • STEP 4 • **STEP 5**

WHERE DO I GO TO TRACK MY AOR STATUS?

AORs can track their status at any time by clicking on the Applicant Login link on the home page under "Quick Links" using their username and password (obtained in Step 3) to check if they have been approved.

Check Your AOR Status:

<https://at07apply.grants.gov/apply/logincontrol.jsp?goto=/secured/ApplicantLogin.jsp&loginpage=/jsp/ApplicantLoginGetID.jsp>

PURPOSE OF THIS STEP:

To verify that your organization's E-Biz POC has approved you as an AOR. You cannot apply for grants without approval.

HOW LONG SHOULD IT TAKE?

Logging in as an applicant is instantaneous, the approval process to become an AOR depends on how long it takes the E-Biz POC to login and approve your AOR status.

WHAT DOES MY E-BIZ POC NEED TO DO?

The E-Biz POC will receive an email regarding your AOR registration with links and instructions to complete the process. You will also be carbon-copied on this email. **The authorization process is dependent on the E-Biz POC logging in and providing authorization.** Therefore, you may want to let your E-Biz POC know that you are awaiting this authorization.

Your organization's E-Biz POC must login to Grants.gov, using the organization's Data Universal Number System (DUNS) number and Marketing Partner ID Number (MPIN) password (The MPIN is part of your organization's Central Contractor Registration (CCR) profile) to give you permission to submit applications. When your E-Biz POC approves your request to become an AOR, Grants.gov will send you a confirmation email.

Once you are authorized by your E-Biz POC you have completed the Organization Registration Process!

You are now ready to [Find](#) and [Apply](#) for grant opportunities.

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Applicants also have the ability to login and check their AOR status from the homepage. To login as an Applicant select the [Applicant Login](#) link on the right navigation or in the Quick Links in the right blue navigation bar on the Grants.gov page.

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On the Applicant Login page enter your username and password, obtained while registering with Grants.gov. Then select the **Login** button to enter into the Applicant Center.

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Login below to check your AOR status and manage your applicant profile. To track your application, visit the [Track My Application](#) page. You need to be registered in order to access the applicant system, to begin the registration process visit the [Get Registered](#) page.

Enter your Username and Password and click the login button below.

Applicant Login

USERNAME:

PASSWORD (case sensitive):

LOGIN

[I Forgot My Username](#)

[I Forgot My Password](#)

In the Applicant Center you can check your AOR status under Manage Applicant Profile and under the left navigation. To check your status select the **Manage Applicant Profile** link on the left navigation menu or review under the left navigation.

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APPLICANT CENTER

Welcome to the Applicant Center!

The Applicant Center allows you to manage your applicant profile and to check the status of all your applications at once. There is also the [Track My Application](#) page which allows you to track application packages without having to login to the Applicant Center. To search for Grant Opportunities, visit the [Find Grant Opportunities](#) page. To learn about how to apply for a grant, visit the [Apply for Grants](#) page. If you have any questions you can call the Grants.gov Contact Center at 1-800-518-4726 or email at support@grants.gov.

Manage Applicant Profile (Organization AORs check registration status here)

On the Manage Applicant Profile page, you can update information in your applicant profile, such as your name, telephone number, email address, and title. If you are a grant applicant representing an organization, you can also verify if you have been granted Authorized Organization Representative (AOR) status, which is a person authorized to submit applications through Grants.gov on behalf of their organization.

AOR Status:
AOR Request Sent

[Manage Applicant Profile](#)

[Logout of Grants.gov](#)

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.

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Home > For Applicants > Manage Applicant Profile

Applicant Profile

First: Last:

Tel: Email:

Title: DUNS#:

AOR Status: AOR Request Sent

Submit **Cancel**

Manage Applicant Profile

[Logout of Grants.gov](#)