

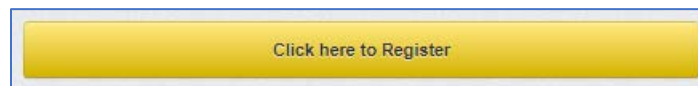


## Registering with the City of Elk Grove WebGrants System

Visit the City's WebGrants page at <https://elkgrove.webgrantscloud.com/index.do>.

The screenshot shows the City of Elk Grove WebGrants system interface. At the top left is the City of Elk Grove logo. The main content area is titled 'Login' and contains a form with two input fields: 'User ID' and 'Password'. Both fields have a red asterisk and the text 'This field is required.' below them. A green 'SIGN IN' button is positioned below the password field. Below the sign-in button are two links: 'Forgot User ID?' and 'Forgot Password?'. A yellow button labeled 'Click here to Register' is located below the login form. To the right of the login form is an 'Announcements' section with the following text: 'Welcome to the City of Elk Grove's online grant management system. If you are a first time User, please register your personal and organizational information by clicking the yellow "Click here to Register" button. Once your information is submitted, your registration will be approved by City staff within one or two business days. Do not register in WebGrants more than once. You can use the same account for multiple applications and awards. If you are a grant writer or associated with more than one organization, once you have an active registration, please email City staff to request help in linking additional organizations to your account.' Below the announcements is a blue button labeled 'View Current Funding Opportunities'.

Once on the Login page, click on the Click here to Register button:



On the Registration page, enter the required Personal Contact Information, Organization Information, and Organization Attachments requested. All required fields are shown in **red text** with a **red asterisk\***.

If you are the first person registering an organization please enter as much information about the organization as possible. If you do not have all the information or attachments available at the time of registration you will be able to add them later, once your account is set up, under "My Profile." If someone else has registered your organization already you do not need to re-enter all the organizational information. You only need to complete the **required\*** fields.

If you are a grant writer or associated with more than one organization, once you have an active registration, please [email](#) City staff to request help in linking additional organizations to your account.



## Registration

Save Registration Information

### Personal Contact Information

**Name:**

Salutation First Name Middle Name Last Name

**Title:**

**Email\*:**

**Address:**

City State/Province Postal Code/Zip

**Phone\*:**

Phone Ext.

### ### ####

**Fax:**

### ### ####

Copy Personal Information to Organization?:

### Organization Information

If you are the first person registering an organization please be sure to provide answers to all fields listed below not just the required fields.

**Legal Name of Organization\*:**

**DBA (if applicable):**

**Organization Type\*:**

**Organization Website:**

**Mailing Address\*:**

City State Postal Code/Zip

Physical Address: If different from mailing address and not confidential.

**Physical Address:**

City State Postal Code/Zip

**Phone\*:**

### ### #### Ext.

**Fax:**

### ### ####

EIN:

DUNS Number (if applicable):

SAM Unique Entity ID (if applicable):

Year Founded:

Mission Statement:

CEO/Executive Director Name:

CEO/Executive Director Title:

CEO/Executive Director Email:

**Organization Attachments**

If you are the first person registering an organization please upload the following attachments. If you do not have these attachments available at the time of registration you can add them later, once your account is set up, under "My Profile." Please download the City of Elk Grove's W-9 form [HERE](#), enter all of the required information and upload a signed copy.


Articles of Incorporation:

Bylaws (including all amendments):

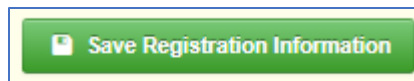
Current Board of Directors List:

IRS Federal Tax-Exempt Status Certification Letter (also called a Letter of Determination or an Affirmation Letter):

Signed W-9:

Captcha\*:  I'm not a robot  [Privacy](#) - [Terms](#)

When you have entered all the requested information, click on the Save Registration Information button at the top or bottom of the page.



Once your registration information has been you will see a confirmation of your registration with the message that an alert notification has been sent to your email address.

Thank you for registering.

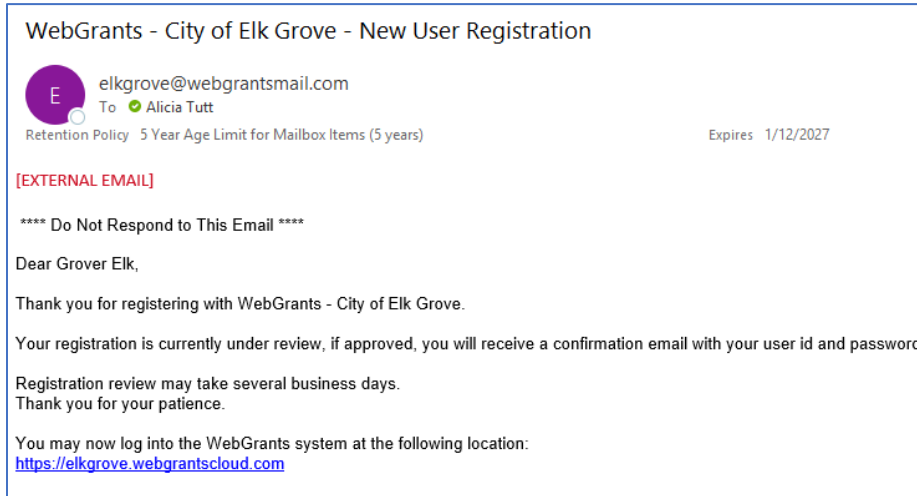
A confirmation notice has been sent to your email address.

After your registration is approved, you will receive an email notification with a link to log into WebGrants - City of Elk Grove using your confirmed credentials. You may now return to the [log in screen](#).



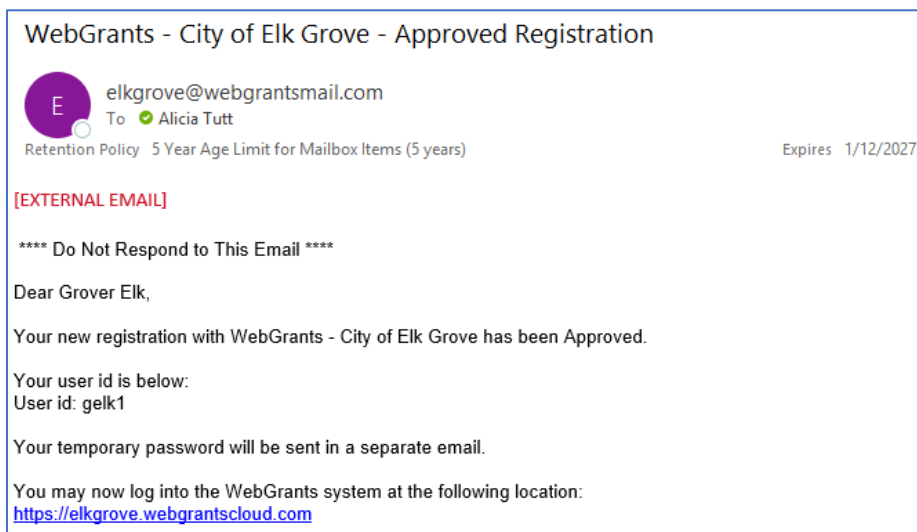
When using WebGrants, please note that all grant-related communications will be generated from within this system. Be aware that these messages may end up in your spam or junk mail. You may wish to add [elkgrove@webgrantsmail.com](mailto:elkgrove@webgrantsmail.com) to your list of acceptable senders to ensure you receive all notices about your applications/grants.

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



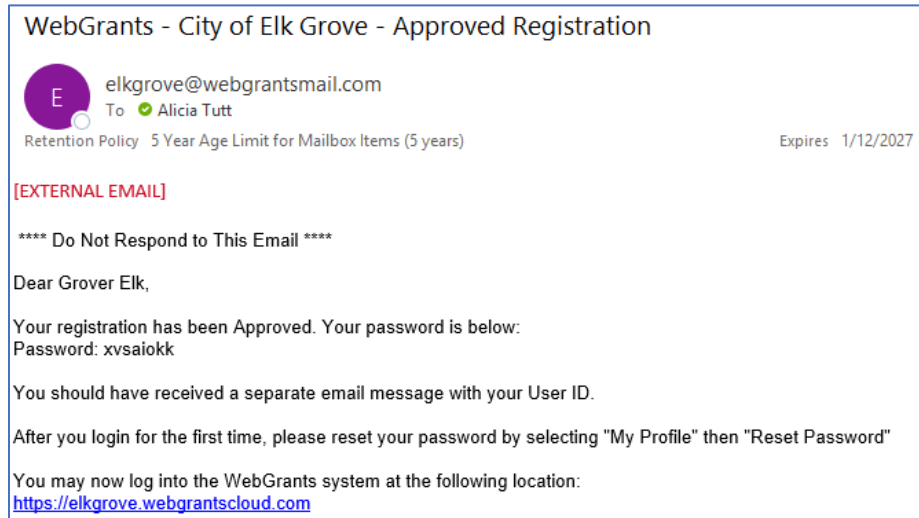
After your registration is approved by City staff, you will receive two (2) separate email notifications with your assigned User ID and temporary password similar to the alerts below. Each email provides the URL for logging into WebGrants.

The first is an email with your assigned User ID.





The second email will contain your temporary password.



Once both emails are received you may log into the WebGrants system.

Please note, WebGrants allows for multiple people to register under any one organization and for individuals to be associated with more than one organization. If awarded funding, you will use the same Login used to apply for funding, to manage the award. Individuals should not register in WebGrants more than one account. To request help linking additional organizations to your account please [email](#) City staff.

If you have forgotten your User ID or Password please use the links provided on the login page.

