

# GovGrants

## Subrecipient Registration



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# REGISTRATION PROCESS

The GovGrants registration process requires a valid EIN to complete your organization's registration. Your Organization's Certifying Official will submit the registration to Gwinnett County to be granted access to the GovGrants system.

## Registering an Organization in GovGrants

- 1) Navigate to <https://gwinnettcountygrants.my.site.com/ApplicantLogin4?username=null> to access the external portal.
- 2) Click on the **Register** button to initiate the GovGrants registration process for the Subrecipient Organization.

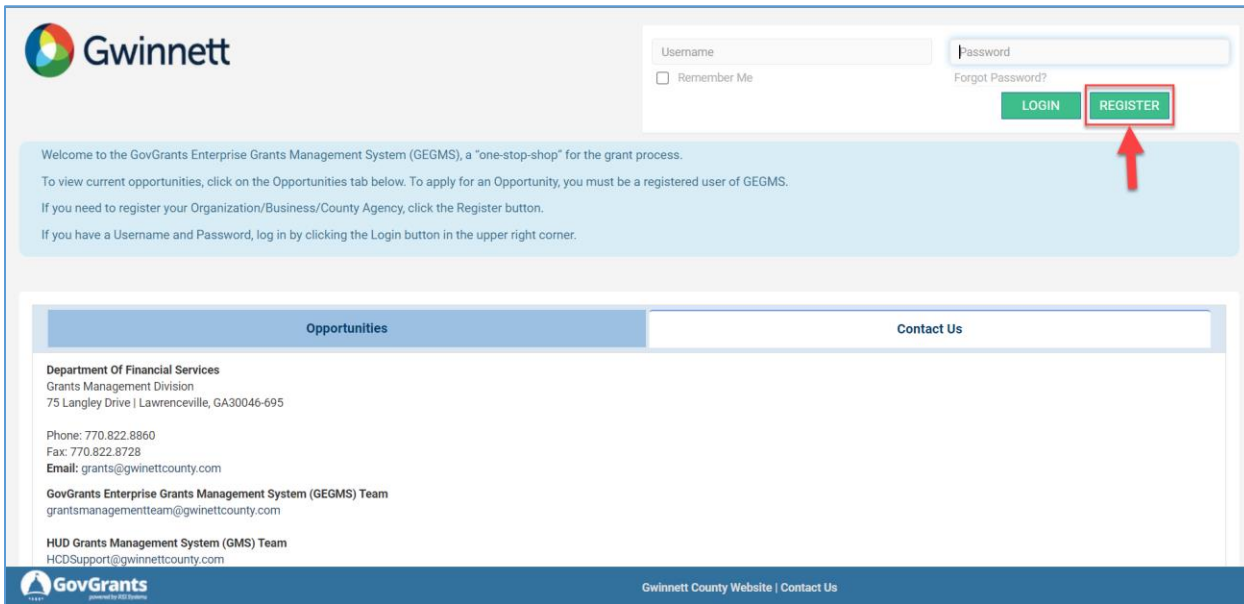


Figure 1: Registering a Subrecipient Organization

## Initiating the Registration Process

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

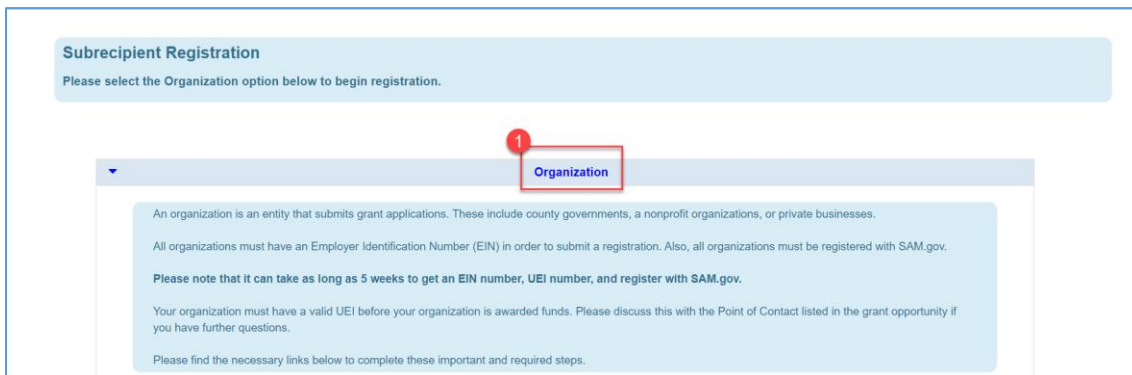


Figure 2: Subrecipient Registration – Organization Section

- Note: After clicking the **Organization** link, the section will expand and provide additional details on the registration process.

4) Within the **Organization** section, scroll down to the bottom and click the **Begin Registration** button to start the registration process.

a. <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

2. Register for your Unique Entity Identifier (UEI) number:

a. <https://sam.gov/content/entity-registration>

3. Register with SAM.gov:

a. <https://www.sam.gov/SAM/>

4. Register with GEGMS:

The GovGrants Enterprise Grants Management System (GEGMS) must validate your EIN in order to complete your registration. Registration can only be completed if the organization has a valid EIN. Once complete, the Organization's Certifying Official can submit the registration for an GEGMS account.

5. Additional Information

First Organizational Registration

1. The Certifying Official is the first user to register for any organization.
2. The Certifying Official is an authorized representative of the registered organization.
3. If you are NOT the Certifying Official for this organization, please stop and identify the proper individual to complete this initial registration OR have the signing authority or primary user send you an invitation.

**2**

**Begin Registration**

Figure 3: Subrecipient Registration – Begin Registration

- Note: After clicking the **Begin Registration** button, you will be navigated to two Legal Disclaimer pages.

## Registration Legal Disclaimers

5) Review the Non-Disclosure Agreement and click the **Agree** button if you agree to the terms and wish to proceed Conflict of Interest page.

- Note: If you select the **Disagree** button, the Subrecipient registration process will end.

Registration  
Legal Disclaimer 1 of 2 Agree Disagree

**Non Disclosure Agreement**

To continue, further agreement to the following is required:

**NDA Form**

The following consent form terms apply to your organization's submission of information and documents to GovGrants. By using GovGrants, you understand and consent to the following:

The funding application submitted herein, includes information that shall not be disclosed outside of Gwinnett County (herein referred to as the County) and shall not be duplicated, used or disclosed in whole or in part for any purpose, other than to evaluate this application, retain a record of submission and to receive, store, and transfer documents needed to process applications, conduct pre- and post-award transactions and to manage grant awards issued to the registrant organization. Organizational information shall be requested only for the purpose established by the County for creating and maintaining an account and submitting, reviewing, and processing applications and grant awards. No personally identifiable client-level data shall be required by the Organization for submission via GovGrants at any time.

The documents become public information and subject to review, audit, and public disclosure. If a grant is awarded following, or in connection with the submission, the application and its contents shall be incorporated by reference into the grantee's agreement and requirements, including pre-award conditions. The applicant agrees not to disclose any notice of intent to fund until the County issues an award or public notification of the award.

Figure 4: Subrecipient Registration – Non Disclosure Agreement

6) Review the Conflict of Interest and click the **Agree** button to proceed with the registration.

- Note: If you select the **Disagree** button, the Subrecipient registration process will end.

The screenshot shows a web page titled "Registration Legal Disclaimer 2 of 2" with "Agree" and "Disagree" buttons. The main content is a "Conflict of Interest" section. It contains three paragraphs of text. The first paragraph states that the undersigned certifies compliance with State laws and Gwinnett County laws regarding conflicts of interest. The second paragraph states that subrecipients will either adopt Gwinnett County's Code of Ethics or maintain their own code of standards of conduct. The third paragraph states that subrecipients must be mindful of any relationships with Gwinnett County employees, board members, consultants, or elected officials, and that all relationships must be transparent and comply with the County's Code of Ethics.

Figure 5: Subrecipient Registration – Conflict of Interest

## Registration Step 1 of 3 Page

The screenshot shows a web page titled "Registration Step 1 of 3". It includes a note: "To start the registration and verification process, provide the information and click on Save and Continue button. If your organization is not a registered vendor with Gwinnett County, please [click here](#) to complete the registration process." Below this are four required fields: "Employer Identification Number (EIN)", "Unique Entity Identifier (UEI)", "Vendor ID", and "Organization Type". The "Organization Type" field is a dropdown menu currently showing "--None--". At the bottom right are "Cancel" and "Save and Continue" buttons.

Figure 6: Subrecipient Registration – Step 1 of 3

7) Enter the organization's **Employer Identification Number (EIN)**.

- Note: EIN is a required field to proceed with the registration process.
- Note: If you receive a message indicating that the organization's EIN is already registered with GovGrants. Please contact Gwinnett County Grants Management Division at 770.822.8860 for further assistance.

8) If available, enter the organization's **Unique Entity Identification (UEI)**.

- **Note:** If the organization does not have a UEI at the time of registration, you may proceed with the registration, but you will not receive an Award until the organization has a UEI and the SAM registration is active.

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

- **Note:** If the organization is not a registered vendor with Gwinnett County, please [click here](#) to complete the registration process.

10) Select the **Organization Type**.

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

## Registration Step 2 of 3 Page

The screenshot shows a web form titled "Create External Registration" with "Step 2 of 3" indicated. At the top right are buttons for "Back", "Cancel", and "Save". Below the title bar, there are tabs for "Organization Profile" (selected) and "Files". A legend indicates that a red asterisk (\*) denotes fields "Required to Save" and a yellow triangle (▲) denotes fields "Required to Submit". The "Organization Information" section contains the following fields:

- Unique Entity Identifier (UEI): HJ78786342
- Employer Identification Number (EIN): 456678789
- Organization DBA: (empty field)
- \*Organization Name: (empty field)
- Organization Type: Nonprofit Organizations
- If Other, Please Specify: (empty field)
- \*Phone Number: (empty field)
- E-Mail: (empty field)
- Website: (empty field)
- Organization FY End Date (MM/DD): (empty field)

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

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

- Enter the **Organization DBA**
- Enter the **Organization Name** (required)
- If you selected 'Other' as the Organization Type, you must specify it in the space provided
- Enter the organization's **Phone Number** (required)
- Enter the organization's **E-Mail**
- Enter the organization's **Website**
- Enter the **Organization FY End Date (MM/DD)**

13) Scroll down to the **Operational Address** section and enter the operational address for Gwinnett County projects.

Figure 8: Subrecipient Registration – Step 2 of 3: Operational Address

- a. Enter **Address Line 1** (required)
- b. Enter **Address Line 2**
- c. Enter the **County**
- d. Enter the **City** (required)
- e. Select the **State** (required)
- f. Enter the **Zip Code** (required)
- g. Enter the **4-Digit Zip Code Extension**
- h. Enter the **Congressional District**

14) Scroll down to the **Organizational Headquarter Address** section, and enter the organization's headquarter address.

Figure 9: Subrecipient Registration – Step 2 of 3: Organizational Headquarter Address

- a. If the Organizational Headquarter Address is the same as the Operation Address, select 'Yes' for the **Same As Operational Address** field.

- Note: If you select 'Yes', the system will populate the Organizational Headquarter Address with the Operational Address.
- Note: If you select 'No', enter the headquarters address.

- b. Enter **Address Line 1** (required)
- c. Enter **Address Line 2**
- d. Enter the **City** (required)
- e. Select the **State** (required)
- f. Enter the **Zip Code** (required)
- g. Enter the **4-Digit Zip Code Extension**

15) Once you have entered all the information on the registration Step 2 of 3, click the **Save** button to proceed to **Step 3 of 3** of the registration process.

## Registration Step 3 of 3 Page

Figure 10: Subrecipient Registration – Step 3 of 3: Certifying Official Information

16) Navigate to the Certifying Official Information section and enter the details.

- **Note:** The Certifying Official is the person with signing authority for the organization and will be responsible for submitting documents like applications, amendment requests, etc., and committing the organization to funding opportunities and formal grant agreements.

- Select the **Prefix**
- Enter the **First Name**
- Enter the **Last Name**
- Enter the **Title**

- **Note:** The address will be populated with the organization's operational address. Please update as needed



e. Enter the **Primary Email** for the Certifying Official.

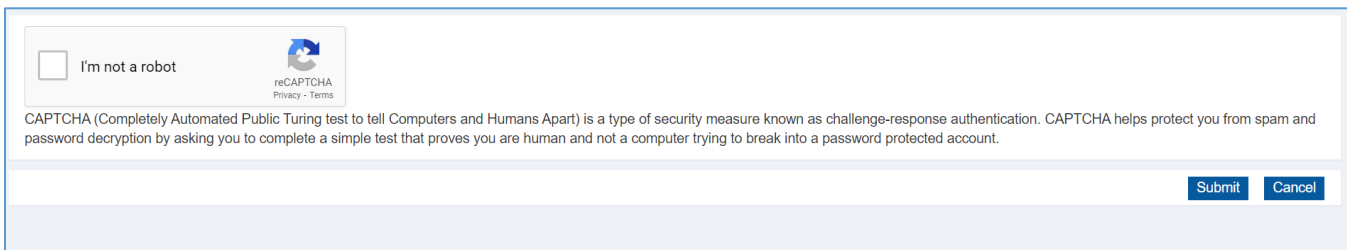
- Note: Once the registration is approved, the system will notify the Certifying Official via the email address provided.

f. Enter the **Phone Number**.

17) Once you have entered all the information on the registration Step 3 of 3, click the **Save** button to proceed to the verification page.

## Registration Verification Page

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



I'm not a robot

reCAPTCHA  
Privacy - Terms

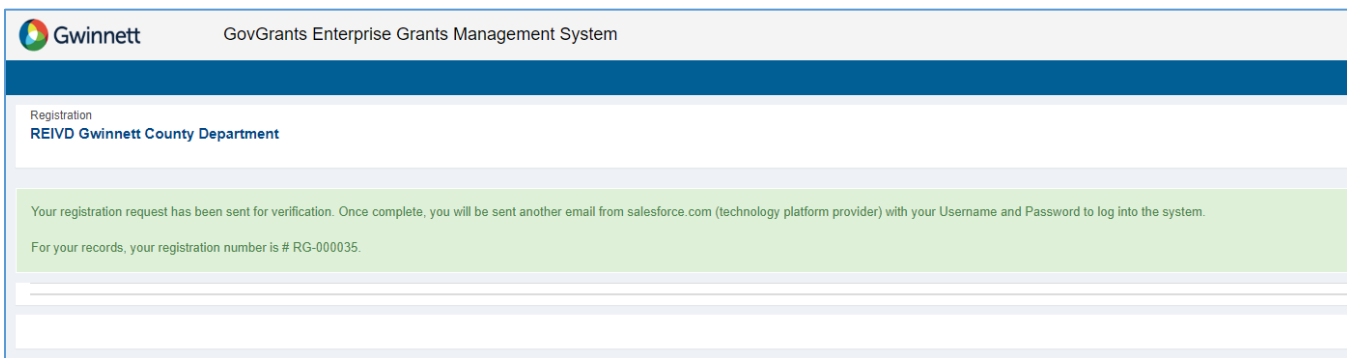
CAPTCHA (Completely Automated Public Turing test to tell Computers and Humans Apart) is a type of security measure known as challenge-response authentication. CAPTCHA helps protect you from spam and password decryption by asking you to complete a simple test that proves you are human and not a computer trying to break into a password protected account.

Submit Cancel

Figure 11: CAPTCHA

## Registration Confirmation Page

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



Gwinnett GovGrants Enterprise Grants Management System

Registration  
REIVD Gwinnett County Department

Your registration request has been sent for verification. Once complete, you will be sent another email from salesforce.com (technology platform provider) with your Username and Password to log into the system.

For your records, your registration number is # RG-000035.

Figure 12: Confirmation Page

If approved, you will receive an email notification regarding Organization Registration approval. After approval, the organization's Certifying Official will receive an email to set up their password for their user account.

# Completing Certifying Official User Account Setup

## Prerequisite

Gwinnett County has approved the organization's registration.

## Setting up your password

Once the organization registration is approved, The organization's Certifying Official will receive two emails; an email to inform the Certifying Official of the approval and an email to complete the user account setup.

- 1) You will receive a welcome email from Salesforce, which includes a link to get started with your user account set up.

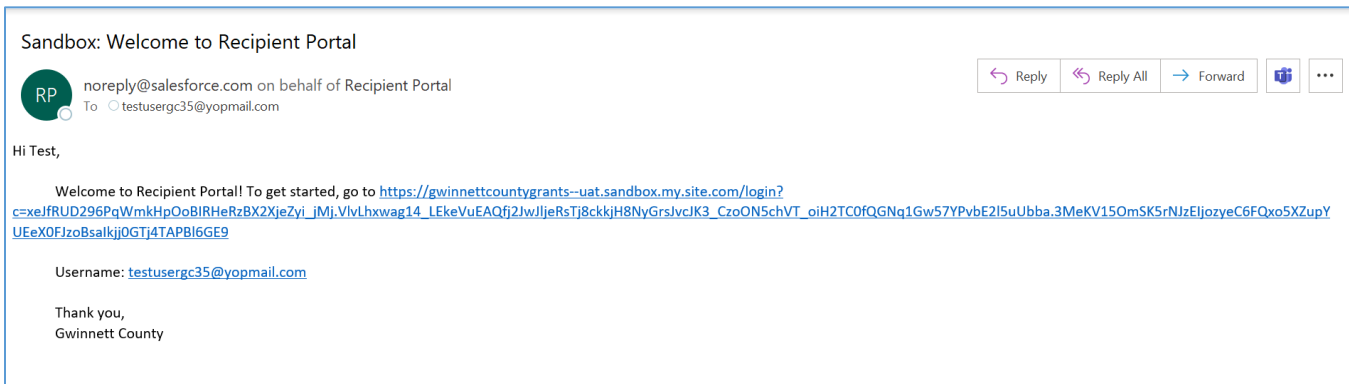


Figure 13: Welcome Email

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

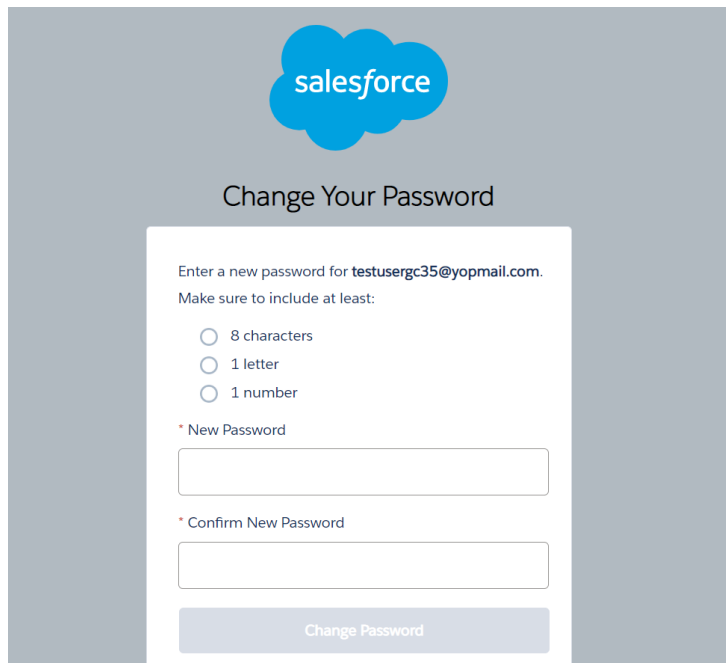
A screenshot of the Salesforce "Change Your Password" setup screen. At the top is the Salesforce logo. Below it, the title "Change Your Password" is centered. The main content area is a white box with a light gray border. It contains the text "Enter a new password for testuserg35@yopmail.com. Make sure to include at least:" followed by three radio button options: "8 characters", "1 letter", and "1 number". Below these are two input fields: "\* New Password" and "\* Confirm New Password". At the bottom of the white box is a gray button labeled "Change Password".

Figure 14: Password Setup

3) Record the username for future logins and enter your password in the spaces provided.

- Note: The password must meet the following criteria
- 8 Characters
- 1 letter
- 1 number

4) Once complete, click the Change Password button, and you will be routed to the GovGrants system.

## Accessing The System

Logging into the GovGrants requires an internet-connected browser. Current versions of Internet Explorer, Chrome and Firefox are supported.

### Prerequisite

You will need a username and password to access the system.

### Logging Into GovGrants

Figure 15: GovGrants External Portal Login Screen

- 1) Navigate to <https://gwinnettcountrygrants.my.site.com/ApplicantLogin4?username=null>
- 2) Enter your **Username** and **Password**
- 3) Click the **Login** button

## How To Reset Your Password

If you have forgotten or need to change your password, this can be done from the login page of the GovGrants recipient portal.

To reset your password, follow these steps:

1) Navigate to the external portal

- Note: External portal URL: <https://gwinnettcountrygrants.my.site.com/ApplicantLogin4?username=null>

2) In the Login, click on the 'Forgot Password?' link

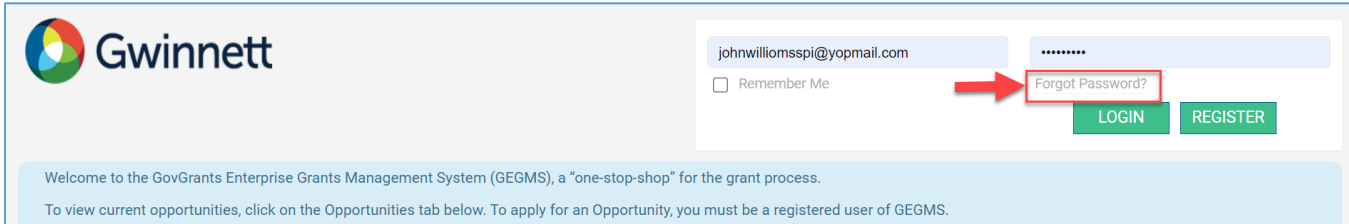


Figure 16: Forgot Password Link

3) In the next screen, enter your username and click the Reset Password button.

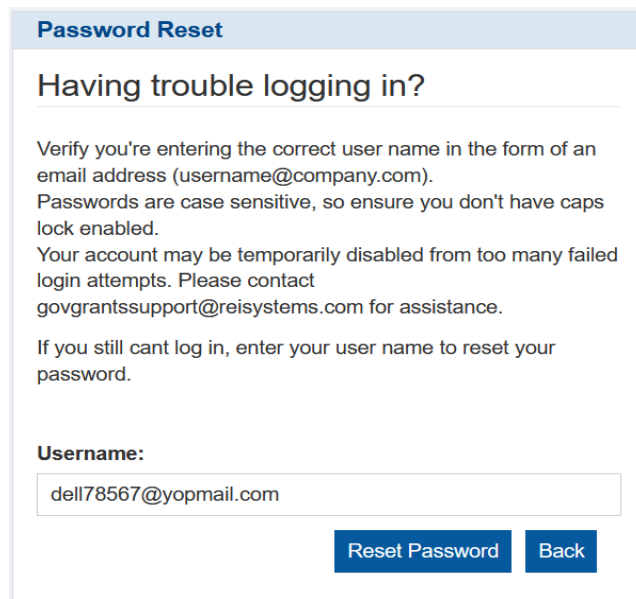


Figure 17: Password Reset

4) The next page will show a confirmation message, and an email will be sent to the email address associated with your user record.

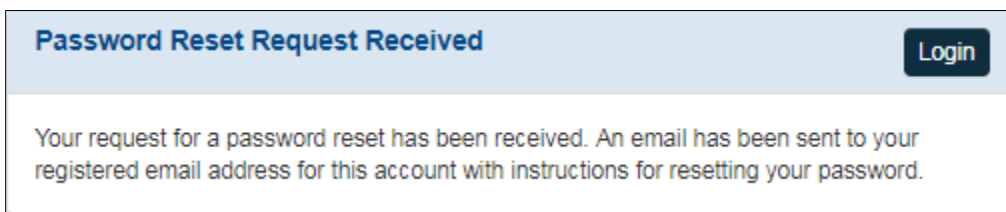


Figure 18: Confirmation Message

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