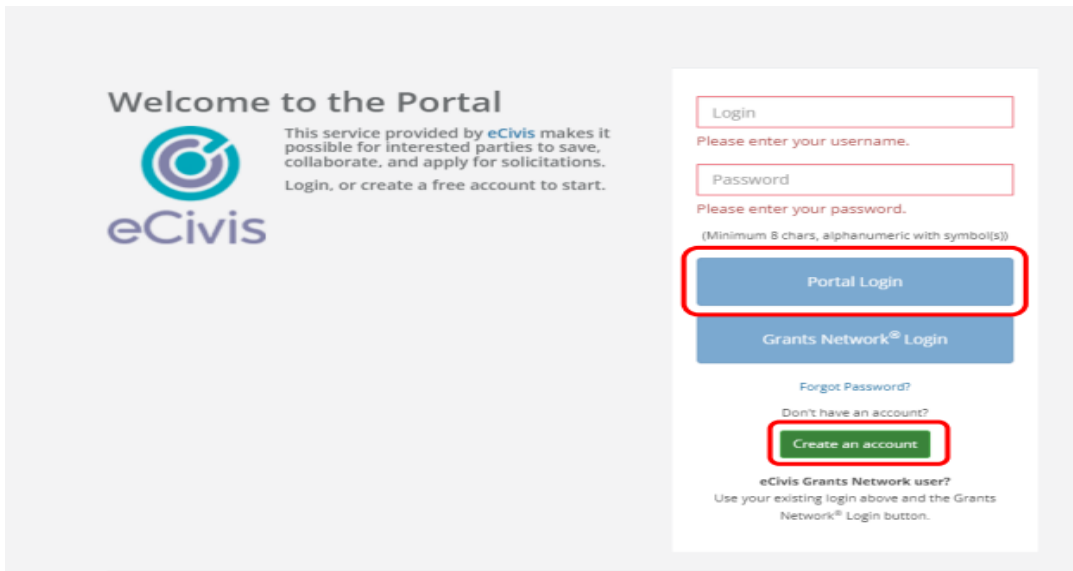


Setting Up Grants Network Account

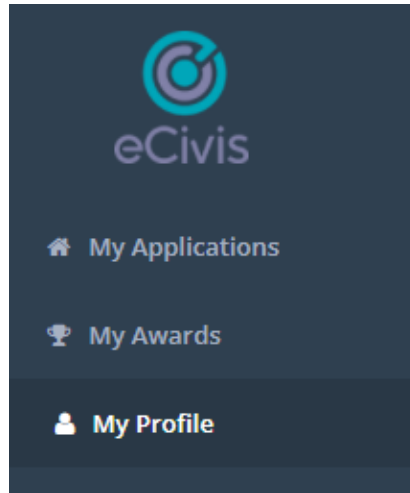
1. Navigate to the [State Agency Grant Opportunities](#) webpage on the State Budget Agency website.
2. Select the desired grant solicitation and click the “**Apply**” button above the solicitation.



3. You will now be prompted to log in. If this is your first-time logging into the eCivis Portal, you will need to click on the green **Create an Account** button and enter your first name, last name, email address, and create a password. If you already have an account, enter your username and password and click **Portal Login**.



- Once you have created your account and logged in, click on the **My Profile** option in the top left corner of your screen.



- You will now be on the Profile Page. Every user in the Grants Management System (GMS) must have a profile attached to their account. Please fill out the information on this form and hit **Mark Complete** when you are finished.

The 'My Profile' page features a grey silhouette of a person's head and shoulders in a square box on the left. Below the silhouette is the text 'My Profile'. The main content area is divided into two columns of form fields. The left column is titled 'Applicant Information' and contains fields for 'First Name:*' (filled with 'Marcus'), 'Last Name:*' (filled with 'Galvin'), 'Email:' (filled with 'Marcus.Galvin.CTR@omb.ri.gov'), 'Title:', 'Company:', 'Company Website:', 'City:', and 'State:*' (a dropdown menu). The right column is titled 'Organization Information' and contains fields for 'Organization Name:', 'Employer Identification Number (EIN):', 'DUNS:', 'UEI:', 'Authorized Representative:', and 'Business/Finance Representative:'.

Applicant Information		Organization Information	
First Name:*	<input type="text" value="Marcus"/>	Organization Name:	<input type="text"/>
Last Name:*	<input type="text" value="Galvin"/>	Employer Identification Number (EIN):	<input type="text"/>
Email:	<input type="text" value="Marcus.Galvin.CTR@omb.ri.gov"/>	DUNS:	<input type="text"/>
Title:	<input type="text"/>	UEI:	<input type="text"/>
Company:	<input type="text"/>	Authorized Representative:	<input type="text"/>
Company Website:	<input type="text"/>	Business/Finance Representative:	<input type="text"/>
City:	<input type="text"/>		
State:*	<input type="text"/>		