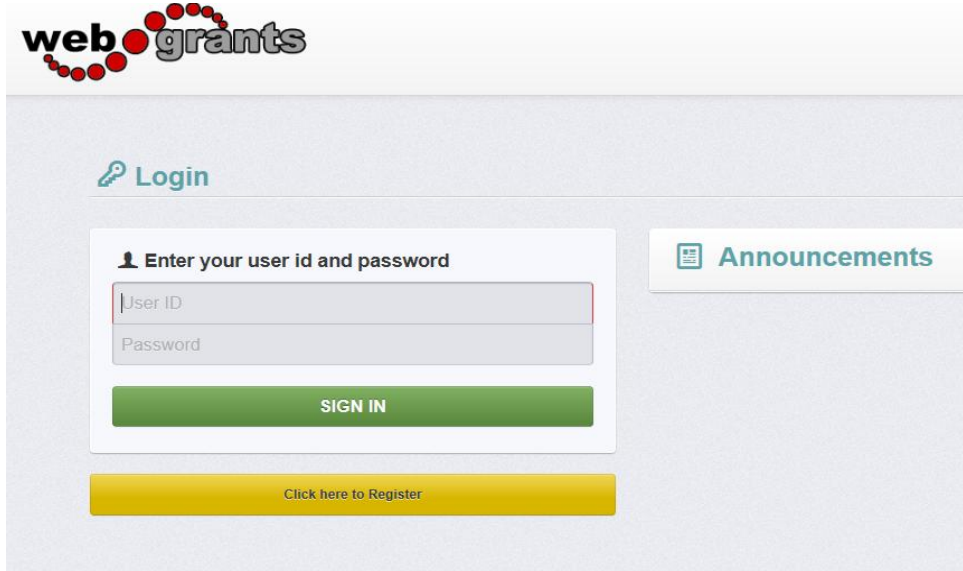


## WebGrants Registration Instructions

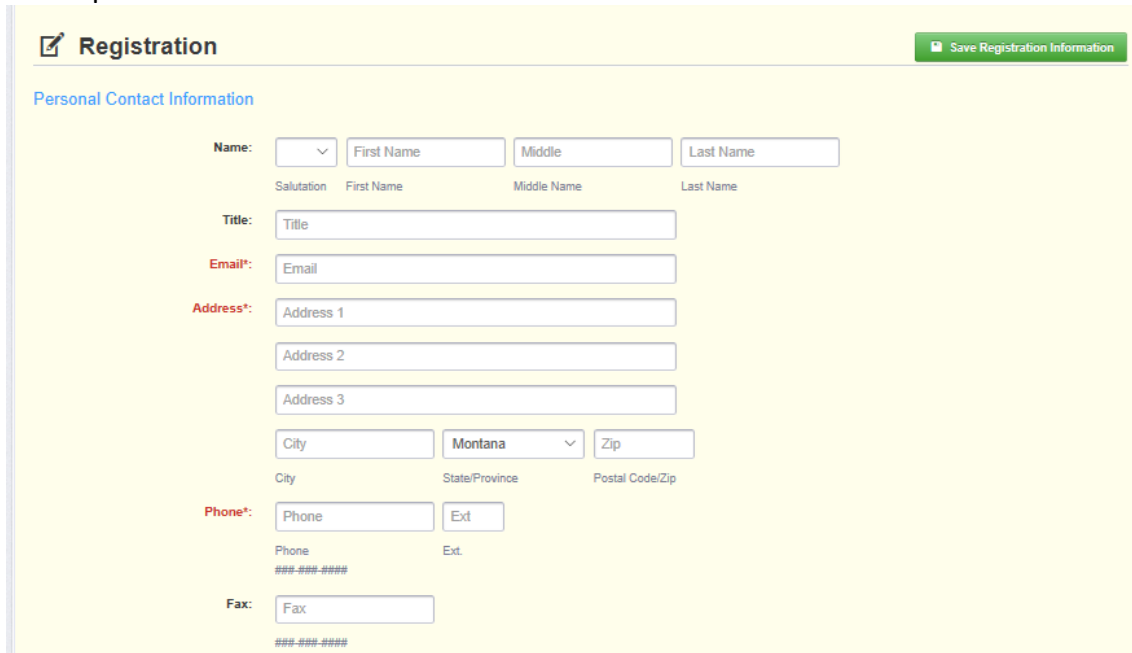
### WebGrants Registration Instructions

1. Go to WebGrants at <https://mtagr.webgrantscloud.com/index.do>.
2. On the Login page, click on **Click here to Register**.



The image shows the WebGrants login interface. At the top left is the 'webgrants' logo. Below it is a 'Login' section with a key icon. A box prompts the user to 'Enter your user id and password' with input fields for 'User ID' and 'Password', and a green 'SIGN IN' button. To the right is an 'Announcements' section with a document icon. At the bottom is a yellow button labeled 'Click here to Register'.

3. On the Registration page, enter the Personal Contact and Organization Information requested. All required fields are shown with a **Red Asterisk \***.



The image shows the WebGrants registration form. The title is 'Registration' with a pencil icon. A green button 'Save Registration Information' is in the top right. The section is 'Personal Contact Information'. The form includes: 'Name' (Salutation dropdown, First Name, Middle, Last Name), 'Title' (Title), 'Email\*' (Email), 'Address\*' (Address 1, Address 2, Address 3), 'City' (City), 'Montana' (State/Province dropdown), 'Zip' (Postal Code/Zip), 'Phone\*' (Phone, Ext.), and 'Fax' (Fax). Red asterisks (\*) indicate required fields.

## WebGrants Registration Instructions

Organization Information

Are you Affiliated with an Organization?:

Name\*:

Organization Type\*:

Tax Id:

Organization Website\*:

Address\*:

City:  State/Province:  Zip:

Phone\*:    
###-###-#### Ext. ###-###-####

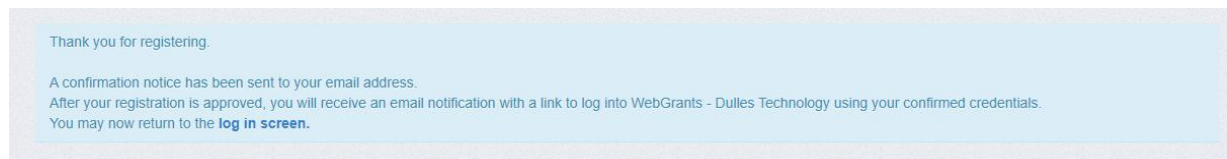
Fax\*:   
###-###-####

Organization Email:

Attachment Field:

DUNS#:

4. When complete, click **Save Registration Information** at the top or bottom of the page.
5. You will receive a confirmation of your registration with the message that an alert notification has been sent to your email address.



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

**From:** send.mail@dullestech.com <send.mail@dullestech.com>  
**Sent:** Saturday, March 28, 2020 10:28 AM  
**To:** john.smith@dullestech.com  
**Subject:** WebGrants – Dulles Technology - New User Registration

\*\*\*\* Do Not Respond to This Email \*\*\*\*

Dear John Smith,

Thank you for registering with WebGrants - Dulles Technology.

Your registration is currently under review, if approved, you will receive a confirmation email with your user id and password.

Registration review may take several business days.  
Thank you for your patience.

You may now log into the WebGrants system at the following location:  
<http://www.dullestech.com>

## WebGrants Registration Instructions

7. After your registration is approved, you will receive 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.

### Email with assigned User ID

---

**From:** send.mail@dullestech.com <send.mail@dullestech.com>  
**Sent:** Saturday, March 28, 2020 10:31 AM  
**To:** john.smith@dullestech.com  
**Subject:** WebGrants - Dulles Technology - Approved Registration

\*\*\*\* Do Not Respond to This Email \*\*\*\*

Dear John Smith,

Your new registration with WebGrants - Dulles Technology has been Approved.

Your user id is below:  
User id: jsmith1

Your temporary password will be sent in a separate email.

You may now log into the WebGrants system at the following location:  
<http://www.dullestech.com/>

### Email with temporary password

---

**From:** send.mail@dullestech.com <send.mail@dullestech.com>  
**Sent:** Saturday, March 28, 2020 10:31 AM  
**To:** john.smith@dullestech.com  
**Subject:** WebGrants - Dulles Technology - Approved Registration

\*\*\*\* Do Not Respond to This Email \*\*\*\*

Dear John Smith,

Your registration has been Approved. Your password is below:  
Password: bybdick

You should have received a separate email message with your User ID.

After you login for the first time, please reset your password by selecting "My Profile" then "Reset Password"

You may now log into the WebGrants system at the following location:  
<http://www.dullestech.com/>

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