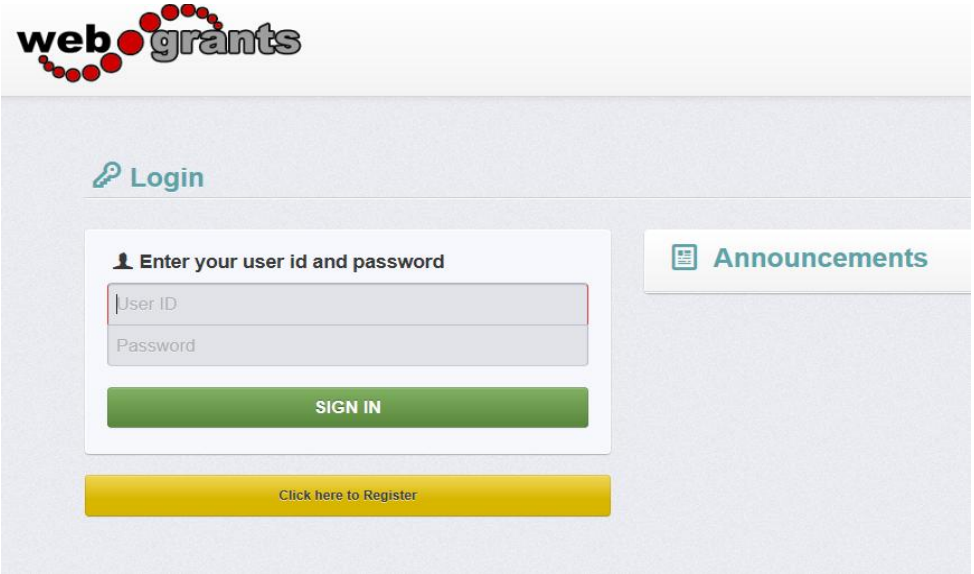
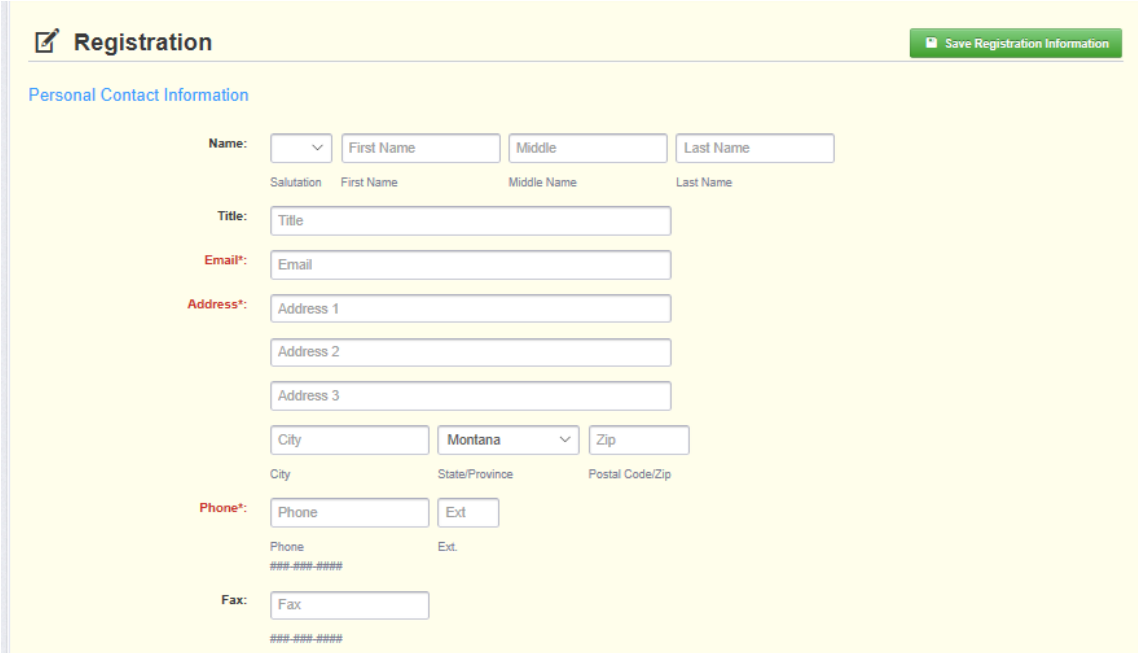
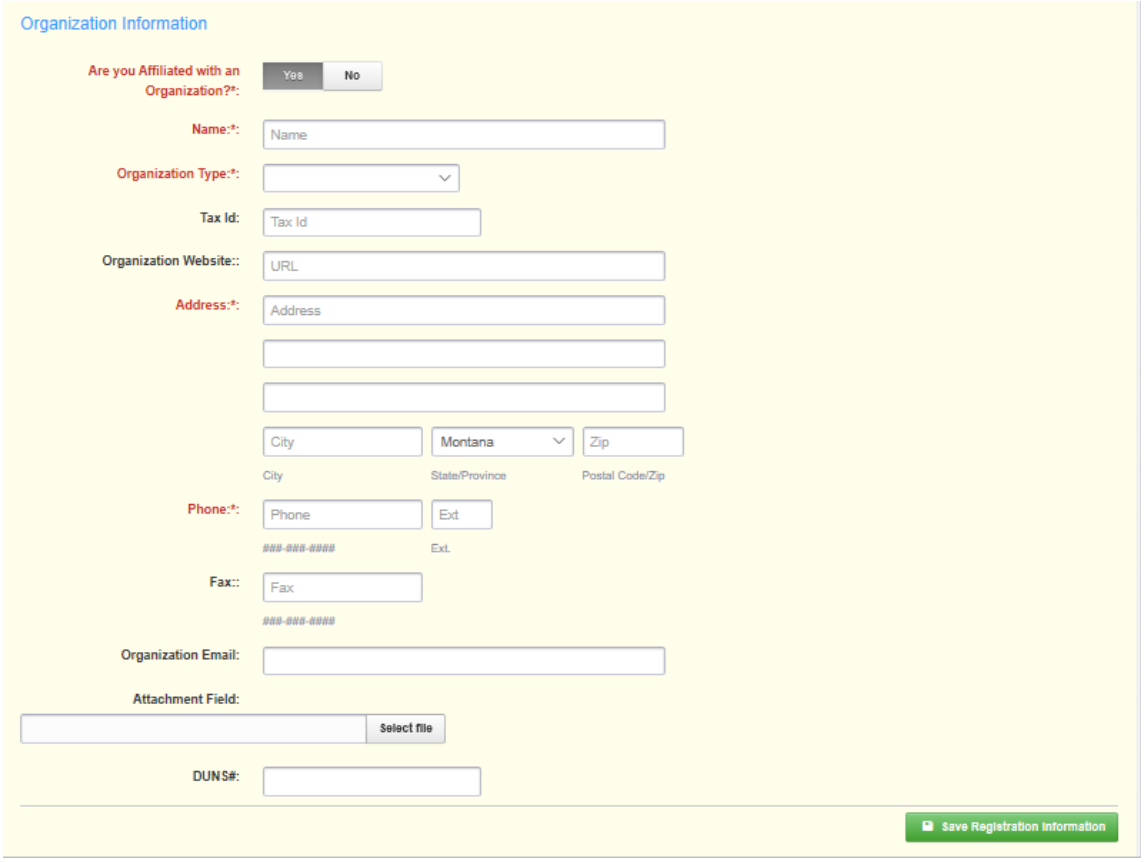
WebGrants Registration Instructions

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

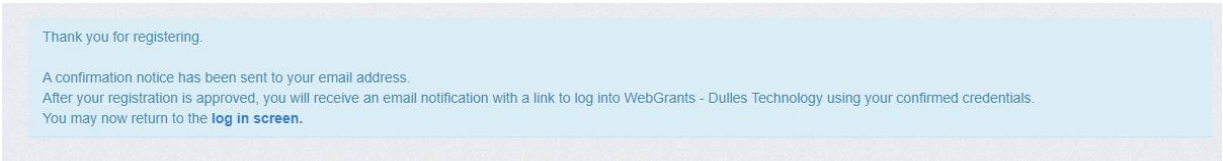


3. On the Registration page, enter the Personal Contact and Organization Information requested. All required fields are shown with a **Red Asterisk ***.





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

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: bybdlck

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**.