



WebGrants Registration Guidebook For Participants

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WebGrants Registration Guidebook for Participants

Register for your [WebGrants](#) account at least one week before applications close (please check [our website](#) for the exact date). It will take one to two business days for your registration to be approved. WebGrants can be accessed using any web browser (Chrome, Internet Explorer, etc.). WebGrants works best on a laptop or desktop. You may encounter problems using a cellphone.

The application requires an internet connection to complete. If you do not have access to a stable internet connection, need assistance accessing the application, or have technical problems using the form, please contact RRRgrants@deq.oregon.gov.

Registering for WebGrants

Enter the URL for DEQ Grants: <https://deqgrants.oregon.gov/index.do>

On the Login page, click on 'Click here to Register'

The screenshot shows the WebGrants Login/Registration page. At the top, there is a banner image of a mountain range with the DEQ logo on the left. Below the banner, the page is divided into two main sections. On the left is the 'Login' section, which includes a heading 'Enter your user id and password', two input fields for 'User ID' and 'Password', a green 'SIGN IN' button, and two links: 'Forgot User ID?' and 'Forgot Password?'. Below the login section is a yellow button labeled 'Click here to Register'. On the right is the 'Announcements' section, which has a heading 'Announcements', a sub-heading 'WELCOME TO THE NEW DEQ GRANTS WEBSITE!', and a paragraph stating 'Use this link to return to the DEQ home page:' followed by the URL 'https://www.oregon.gov/deq/Pages/index.aspx'. At the bottom right of the page, there is a footer with the text 'Copyright © 2001-2023 Dulles Technology Partners Inc.', 'Dulles Technology Partners Inc.', and 'WebGrants 7.3.11'.

Figure 1. WebGrants Log In/Registration Page

Personal and organizational information

On the Registration page, enter the requested Personal Contact Information and Organization Information. All required fields are shown with a **red asterisk (*)**.

The screenshot shows the 'Registration' page with a 'Personnel Contact Information' section. A blue banner at the top of the section states: 'Please note that fields in red font with an asterisk indicates a required field. Any non-required, black font, fields can be skipped.' The form includes the following fields:

- Name:** A dropdown for 'Salutation' and text boxes for 'First Name', 'Middle', and 'Last Name'.
- Title:** A text box labeled 'Title'.
- Email*:** A text box labeled 'Email'.
- Address*:** Three stacked text boxes labeled 'Address 1', 'Address 2', and 'Address 3'.
- City:** A text box labeled 'City'.
- State/Province:** A dropdown menu currently showing 'Oregon'.
- Postal Code/Zip:** A text box labeled 'Zip'.
- Phone*:** Two text boxes labeled 'Phone' and 'Ext.'.
- Fax:** A text box labeled 'Fax'.
- Program Area of Interest:** A dropdown menu.
- Copy Personnel Information to Organization?:** Two buttons labeled 'Yes' and 'No'.

Placeholder text for phone and fax numbers is shown as '###-###-####'.

Figure 2. Personal Contact Information

This is the information for the individual who will complete and submit the application on behalf of the organization.

- **Name*:** Enter your First and Last name.
- **Title*:** Enter your job title at the organization.
- **Email*:** Enter your contact email.
- **Address*:** Enter the address of the organization to which you are employed.
- **Phone*:** Enter the telephone number where you can be reached.
- **Program Area of Interest*:** Select "Reduce, Reuse, Reimagine"
- **Copy Personal Information to Organization:** Select Yes or No.

- If you are Affiliated with an Organization: Select Yes or No. If you select No, then click Save Registration Information. Your registration is complete. If you selected Yes, then proceed.

Organization Information

IMPORTANT: Check YES that you are affiliated with an Organization and enter the details for the Organization you represent which intends to apply for grant funds. Your profile will be linked to that Organization so you can conduct business on its behalf within this grant system.

Are you Affiliated with an Organization?:

Name*:

Organization Type*:

Tax Id:

For more information about UEID# visit: <https://sam.gov/content/duns-uei>.

UEID #:

SAM Validation:

SAM Expiration Date:

Organization Website:

Address*:

City State/Province Zip
City State/Province Postal Code/Zip

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

Fax:
###-###-####


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

Figure 3. Organization Contact Information

- Name*: Enter the name of your organization
- Organization Type*: Use the to select the one that best matches your organization
- Tax Id/UEID#/SAM Validation: These fields are not required at the time of registration but may be asked for prior to the disbursement of funds
- Organizational Website: Enter your organization's website
- Address*: Enter the address for your organization
- Phone*: Enter the telephone number for your organization
- Fax: Enter the fax number for your organization
- Click Save Registration Information at the top or bottom of the form

Registration confirmation and other notifications

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



Figure 4. Registration request confirmation

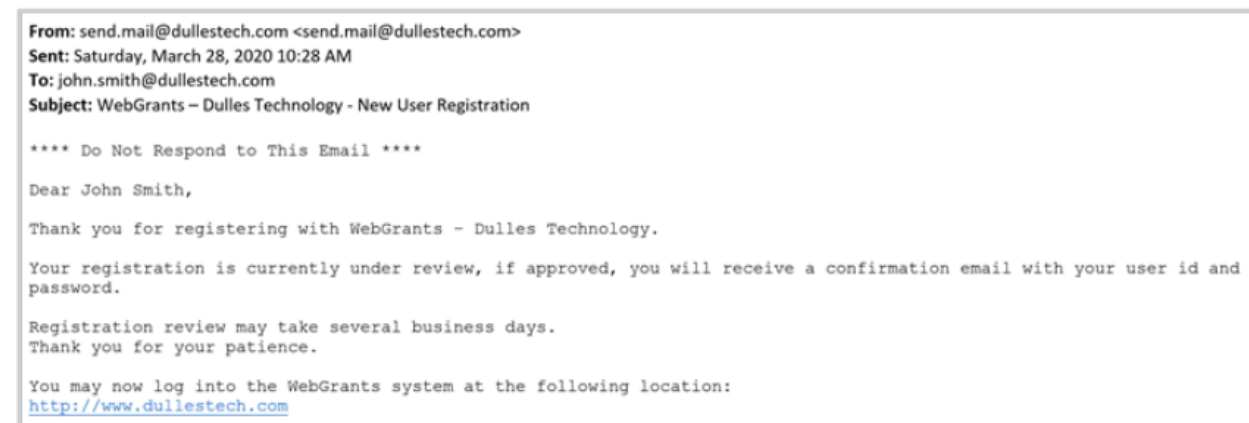


Figure 5. Email alert of your registration being received

Note: Your registration will be approved manually by DEQ's grants coordinator, please allow one to two business days.

User ID and password

After your registration is approved, you will receive two separate email notifications with your assigned User ID and temporary password. Each email provides the URL for logging into DEQ Grants. See below examples of alert notifications.

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/>

Figure 6. 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 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/>

Figure 7. Email with temporary password

Logging into your account

Once both emails are received, you may log into the DEQ Grants system. Make sure to keep both emails for your records. If you try to register again but you already have an existing account, you will be directed to log in with your existing account.