



# WebGrants Registration Guidebook For Participants

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# WebGrants registration guidebook for participants

Register for your [WebGrants](#) account by Tuesday, June 11, 2024 (one week before applications close). 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](mailto: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'

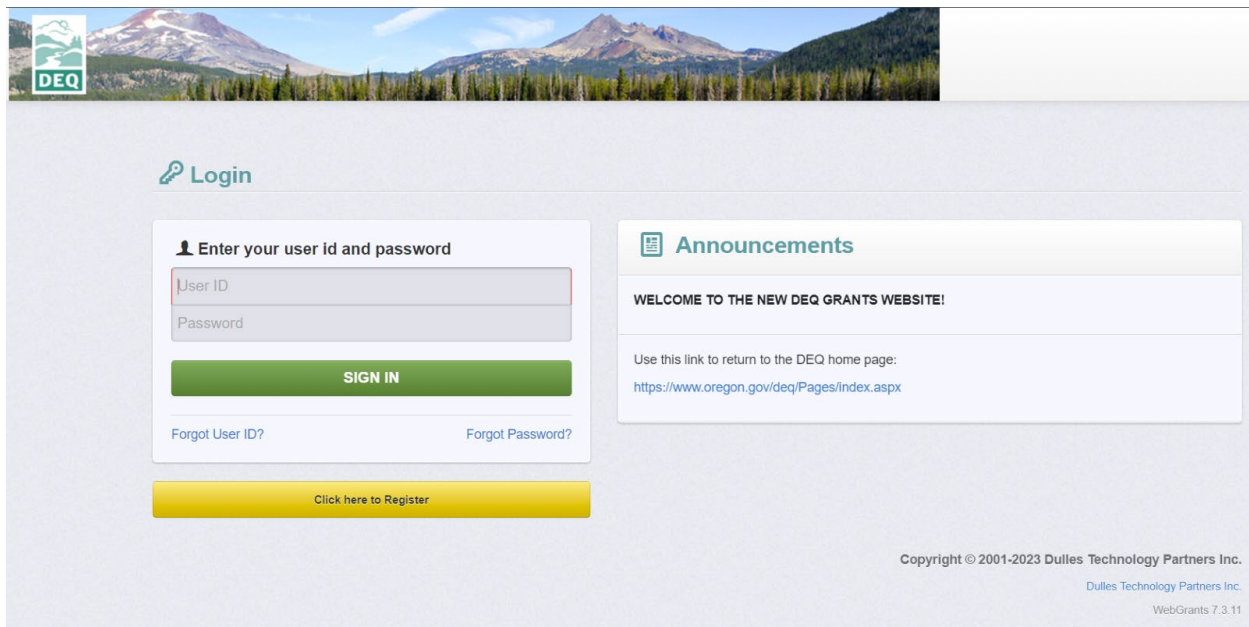


Figure 1. WebGrants Log In/Registration Page

# 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 a web form titled "Registration" with a "Save Registration Information" button. The form is for "Personnel Contact Information" and includes a note: "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 fields are: Name (Salutation, First Name, Middle, Last Name), Title, Email\*, Address\* (Address 1, 2, 3), City, State/Province (Oregon), Postal Code/Zip, Phone\* (Phone, Ext.), and Fax\*. At the bottom, there is a "Program Area of Interest" dropdown and a "Copy Personnel Information to Organization?" section with "Yes" and "No" buttons.

**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?:  Yes  No

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  Oregon  Zip


City State/Province Postal Code/Zip

Phone\*:

###-###-#### Ext.

Fax:

###-###-####

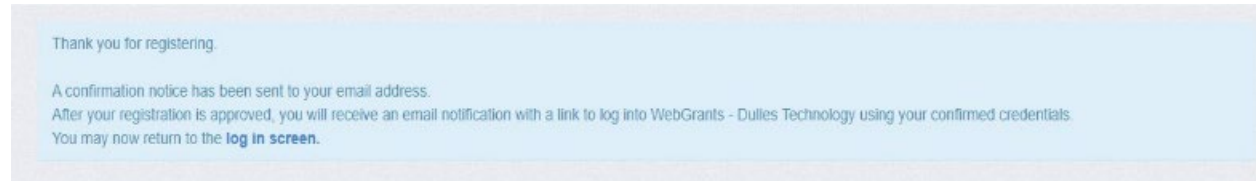
Captcha\*:  I'm not a robot  reCAPTCHA Privacy - Terms

**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: 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/>

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.