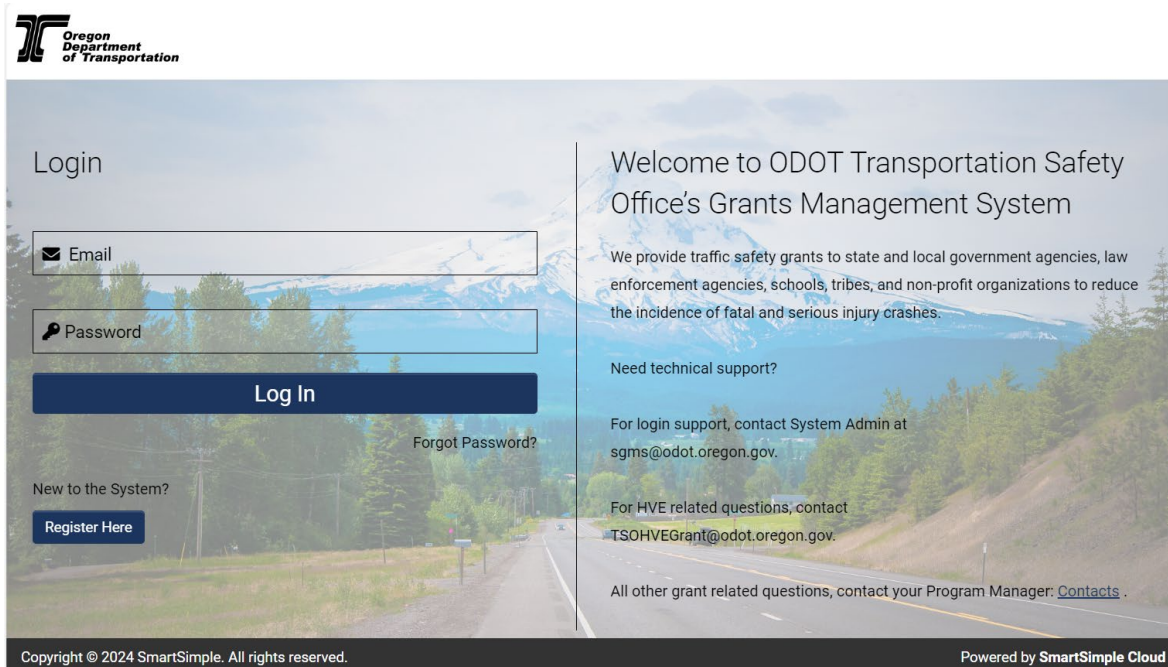
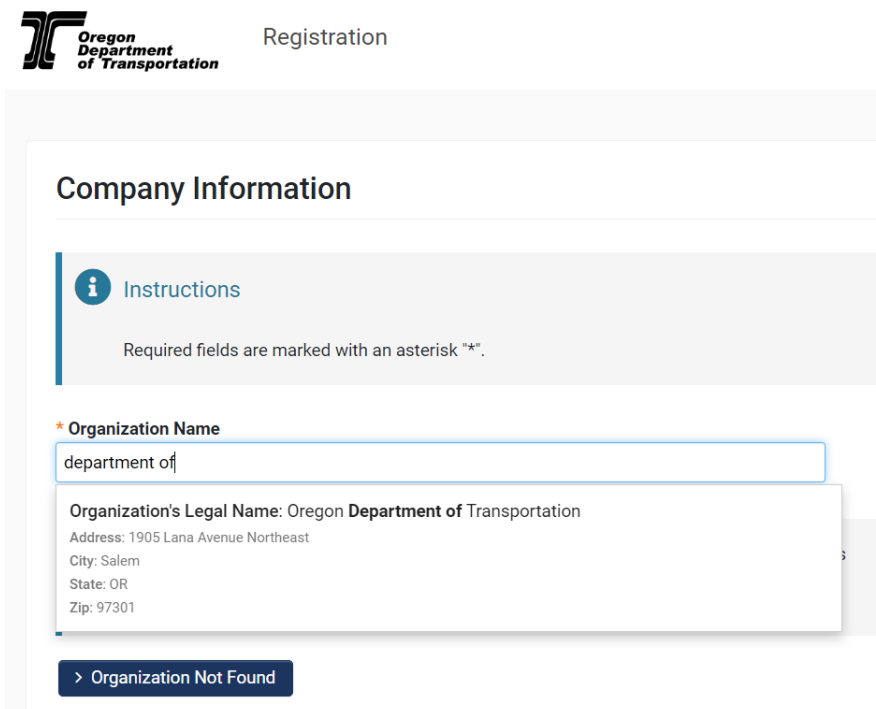


How to register as a new user in SGMS

- 1) Go to https://odot.smartsimple.com/s_Login.jsp
- 2) On the bottom left, click on the button “Register Here.”



- 3) Start typing the name of your organization, then select it from the options that appear. (If your organization name does not appear, click the “Organization Not Found” button below the box to register your organization.)



4) Type your organization details. Fields with a red * are required.



Registration

Organization Information



Instructions

Required fields are marked with an asterisk "**".

* Organization Name

Common Name

* Address

Address 2

* City

* State

Oregon

* Country

United States

* Zip / Postal Code

5) Below the Organization Information section will be a section for your Contact Information. Select the blue Copy Address button to copy the Organization address to your Contact. Enter your first and last name and email address. The other information is optional.

Contact Information

Copy Address

* First Name

* Last Name

* Email

Phone

Phone Ext.

Address

Address 2

City

Country

United States

State

Zip Code

I'm not a robot



Submit

- 6) At the bottom of the page, acknowledge you are not a robot (reCAPTCHA may ask you identify certain images – this helps protect websites from spam, abuse, and fraud) and click the blue “Submit” button.
- 7) You should receive an email with your temporary password within 5 minutes (example email below). If you do not receive it, please email your [Program Manager](#) or contact sgms.support@odot.oregon.gov for help getting logged in.

From: <donotreply@smartsimplemailer.com>
Date: Wed, Jan 22, 2025 at 12:47 PM
Subject: Oregon Department of Transportation (ODOT) New User Information
To: <testtesttest@gmail.com>

Dear FirstName LastName,

Thank you for registering for Oregon Department of Transportation (ODOT). Please click the link below to confirm your account and set your password:

- https://odot.smartsimple.com/ex/ex_activate.jsp?lang=1&token=%24tsuuX4cdCeXpkUAsmYXXLRMX4tGaFOp8YqwwszTRUauaDtIFYMtpEdQWmteum1%2FNMYrELBbaixUCa65Dl4xaNR8lxRkVoX35%2BfPsMijv4F4%3D

This link will expire in 24 hours. Once expired a new link can be requested by clicking the **Forgot Password** button on the main login page here: odot.smartsimple.com

If you have any issues accessing your account, please contact sgms.support@odot.oregon.gov or call us at .

- 8) When you click on the link to set your password, a window will open asking for a new password. There are some minimum criteria to set a strong password. Click the reCAPTCHA check box saying you are not a robot and click the Submit button.


Account Activation

New Password:

Confirm Password:

Policy:

- ✘ Password must have at least 8 characters
- ✘ Password must have at least one lowercase letter
- ✘ Password must have at least one uppercase letter
- ✘ Password must have at least one number
- ✘ Password must have at least one special character

I'm not a robot  reCAPTCHA
Privacy - Terms

- 9) Now, you should be logged into the system! Before applying for funding opportunities, please take a moment to update your organization information. In the upper right corner of the page, click on the first initial of your name, then select My Organization in the drop-down menu.



Grant Activities

- 10) Please update your Organization's:
- i. Unique Entity Identifier (UEI) – a 12-character alphanumeric government-provided number that's used to identify businesses eligible for federal grants, awards, and contracts. In April 2022, the federal government replaced its old identifier of choice, the Data Universal Numbering System (DUNS) number, with a government-issued UEI.
 - ii. Your EIN Employer Identification Number – a unique nine-digit number that identifies your entity for tax and reporting purposes. The EIN number is the Taxpayer Identification Number (TIN) assigned by the federal government.
 - iii. And if your organization is a nonprofit, you will be asked to upload your federal nonprofit status letter from the IRS. You can drag and drop a file to this box or select “browse files” to select a file from your computer.

Oregon Department of Transportation Home Menu

Main **Traffic Safety 101**

Contacts 1

Applications 1

*** Unique Entity Identifier (UEI):** XR7YHLN6LHR0

*** Employer Identification Number (EIN):** 93-1080630

*** Organization Name:** Traffic Safety 101

*** Address:** 455 Airport Rd SE, Bldg B, Salem, OR 97301

Address 2:

*** City:** Salem

*** State:** Oregon

*** Country:** United States

*** Zip / Postal Code:** 97301

Phone: (971) 388-4714

Fax:

Web Site:

*** Agency Type:**

Non-profit agencies must submit proof of exempt status under Code Sec. 501(c)(3).

- Law Enforcement
- Sovereign Nation
- Government Agency
- Non-Profit
- For Profit
- Community Based Org

*** Political Subdivision of a State:**

<https://www.ecfr.gov/current/title-23/chapter-III/part-1300>

- Yes
- No

*** Proof of Non-Profit Status:**

Drop files here or [browse files](#)
Maximum file size: 2 GB

11) That's it! Your Organization and Contact information is updated and you are ready to apply for grant projects!

Note: When logging in, if there is an extra space at the end of your password, it will be an invalid login.