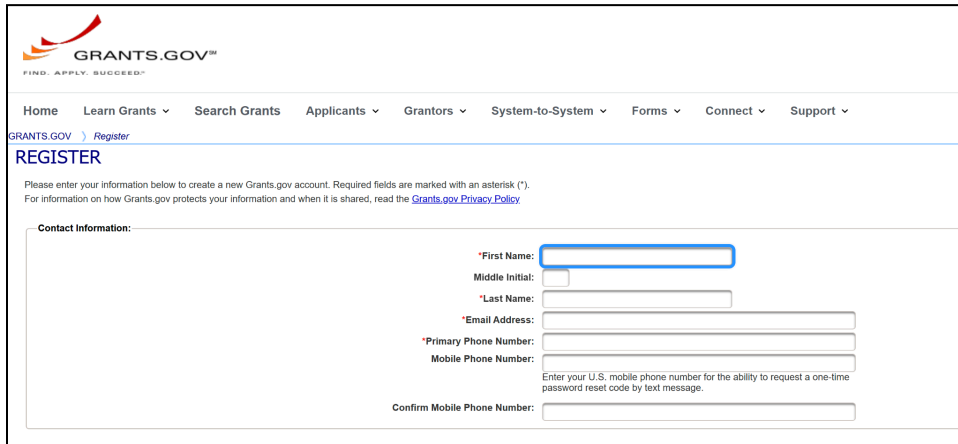


Grants.gov - Registration

1. Create Grants.gov Account

- a. Go to [grants.gov](https://www.grants.gov) to register
- b. Scroll down and click the [Get Registered Now] button.
- c. Complete the information and click on the [Continue] button.

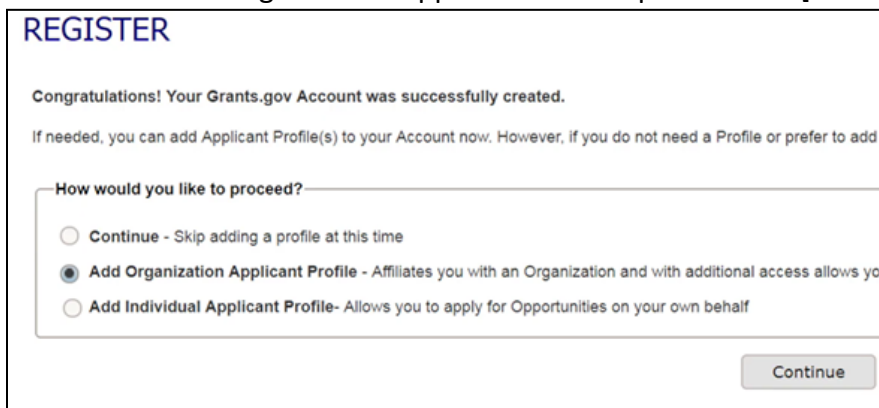


The screenshot shows the Grants.gov registration page. At the top is the Grants.gov logo with the tagline "FIND. APPLY. SUCCEED." and a navigation menu with links: Home, Learn Grants, Search Grants, Applicants, Grantors, System-to-System, Forms, Connect, and Support. Below the menu is the "REGISTER" heading. A message states: "Please enter your information below to create a new Grants.gov account. Required fields are marked with an asterisk (*). For information on how Grants.gov protects your information and when it is shared, read the Grants.gov Privacy Policy." The "Contact Information" section contains several input fields: *First Name (highlighted with a blue box), Middle Initial, *Last Name, *Email Address, *Primary Phone Number, Mobile Phone Number, and Confirm Mobile Phone Number. A note below the mobile phone fields says: "Enter your U.S. mobile phone number for the ability to request a one-time password reset code by text message."

- i. * are the required fields.
 - ii. You may optionally subscribe to grant.gov alerts and newsletter.
- d. Confirm your registration by clicking on the [Send Temporary Code] button. This will send you an email with the temporary code. **Do NOT close this page.**
 - e. Go to your email inbox for the temporary code. If you do not see this email in your inbox, please check your spam box as well.
 - f. Enter the temporary code from the email into the Grants.gov page, then click on the [Continue] button.

2. Linking the profile to the organization

- a. Click on the Add Organization Applicant Profile option > click [Continue] button.

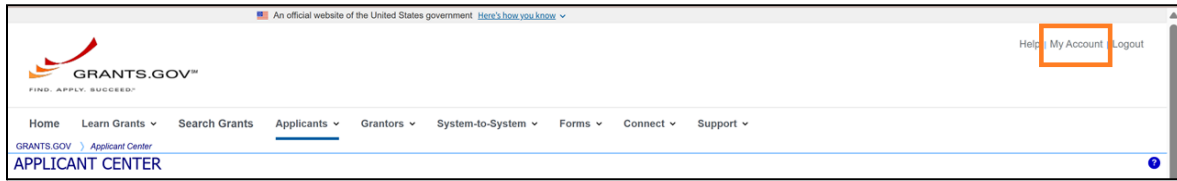


The screenshot shows the "REGISTER" confirmation page. It starts with the heading "REGISTER" and a message: "Congratulations! Your Grants.gov Account was successfully created." Below this, it says: "If needed, you can add Applicant Profile(s) to your Account now. However, if you do not need a Profile or prefer to add y". The "How would you like to proceed?" section has three radio button options: "Continue - Skip adding a profile at this time", "Add Organization Applicant Profile - Affiliates you with an Organization and with additional access allows you", and "Add Individual Applicant Profile- Allows you to apply for Opportunities on your own behalf". The "Add Organization Applicant Profile" option is selected. A "Continue" button is located at the bottom right of the form.

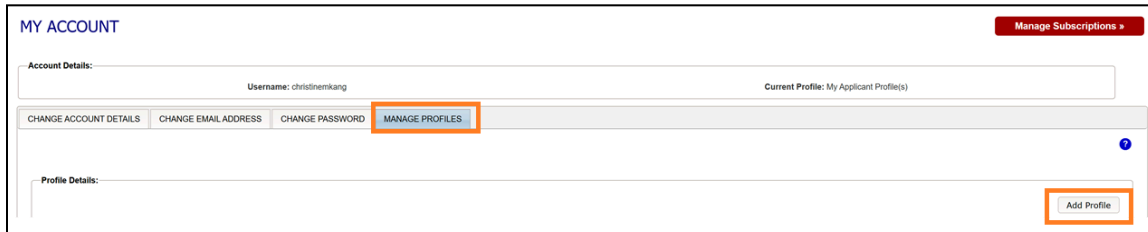
- i. Enter the UEI: **NPU8ULVAAS23**
 - ii. Enter Profile Name: Your Full Name
 - iii. Enter the Job Title: Your Job Title
 - iv. Then click [Save] button
- The UMD AOR (Authorized Organization Representative) will need to assign a role to your account. This process may take up to 1-2 business days.

If you **did not have an option to link the organization to your account** or you **missed that step**, you can add the organization once you completed registration.

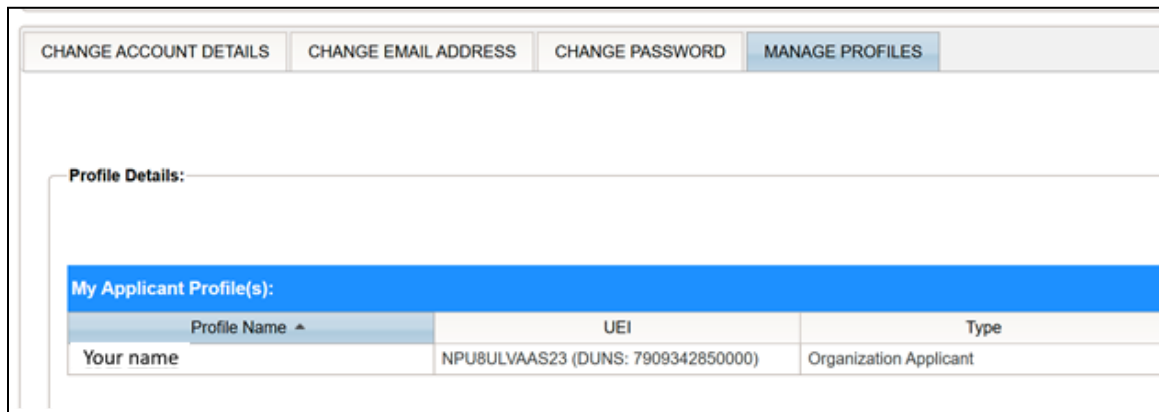
1. click on the [MY ACCOUNT] link on the right top corner of Grants.gov page.



2. Click on the [Manage Profiles] tab, then click on the [Add Profile] button to add an organization.



- a. Enter the UEI: **NPU8ULVAAS23**
 - b. Enter Profile Name: Your Full Name
 - c. Enter the Job Title: Your Job Title
3. Then click the [Save] button.
 4. Once it is completed the page will refresh and the organization's UEI will be shown.



- The UMD AOR (Authorized Organization Representative) will need to assign a role to your account. This process may take up to 1-2 business days.