

## Quick Sheet: Self Registration for Grant Recipients

**Audience:** Grantees

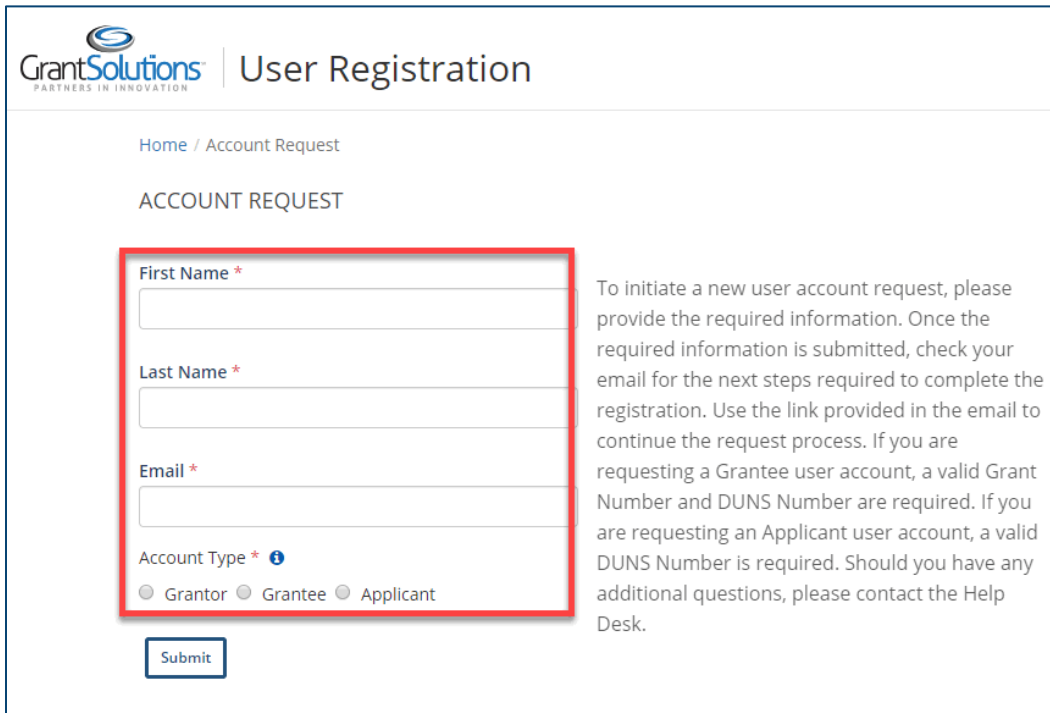
### PURPOSE

The purpose of this quick sheet is to provide **grantees** with instructions for requesting a new account using the GrantSolutions Self Registration (GSR) process.

### SUBMIT THE INITIAL REQUEST

To initiate the GrantSolutions Self Registration process, please complete the online “Account Request” form.

1. From an internet browser such as Internet Explorer, Chrome, or Firefox, go to <https://www.grantsolutions.gov/gsrstatic/registration/initiate-request>.
2. The “User Registration” screen appears. Enter information in the required fields as indicated by the red asterisks.
3. Under *Account Type*, select the **Grantee** radio button.



GrantSolutions | User Registration

Home / Account Request

ACCOUNT REQUEST

First Name \*

Last Name \*

Email \*


Account Type \* ⓘ

Grantor  Grantee  Applicant

Submit

To initiate a new user account request, please provide the required information. Once the required information is submitted, check your email for the next steps required to complete the registration. Use the link provided in the email to continue the request process. If you are requesting a Grantee user account, a valid Grant Number and DUNS Number are required. If you are requesting an Applicant user account, a valid DUNS Number is required. Should you have any additional questions, please contact the Help Desk.

4. Click the **Submit** button.



## User Registration

[Home](#) / [Account Request](#)

### ACCOUNT REQUEST

**First Name \***

**Last Name \***

**Email \***


**Account Type \***  
 Grantor  Grantee  Applicant

To initiate a new user account request, please provide the required information. Once the initial information (First Name, Last Name, and Email Address) is submitted, check your email for the next steps required to complete the registration. Use the link provided in the email to continue the request process. If you are requesting a Grantee user account, a valid Grant Number and DUNS Number are required. Should you have any additional questions, please contact the Help Desk.

5. The “Account Request Initiation” screen appears stating that a confirmation message is sent to the email address provided on the *Account Request* form.

The email contains a **[link to verify your email address and continue the process.](#)**


- If you do not receive the email message, check your spam or junk folder
- The confirmation message link is only valid for 24 hours
- If the message expires, initiate a new request



GrantSolutions™ | User Registration

Home / Account Request

ACCOUNT REQUEST

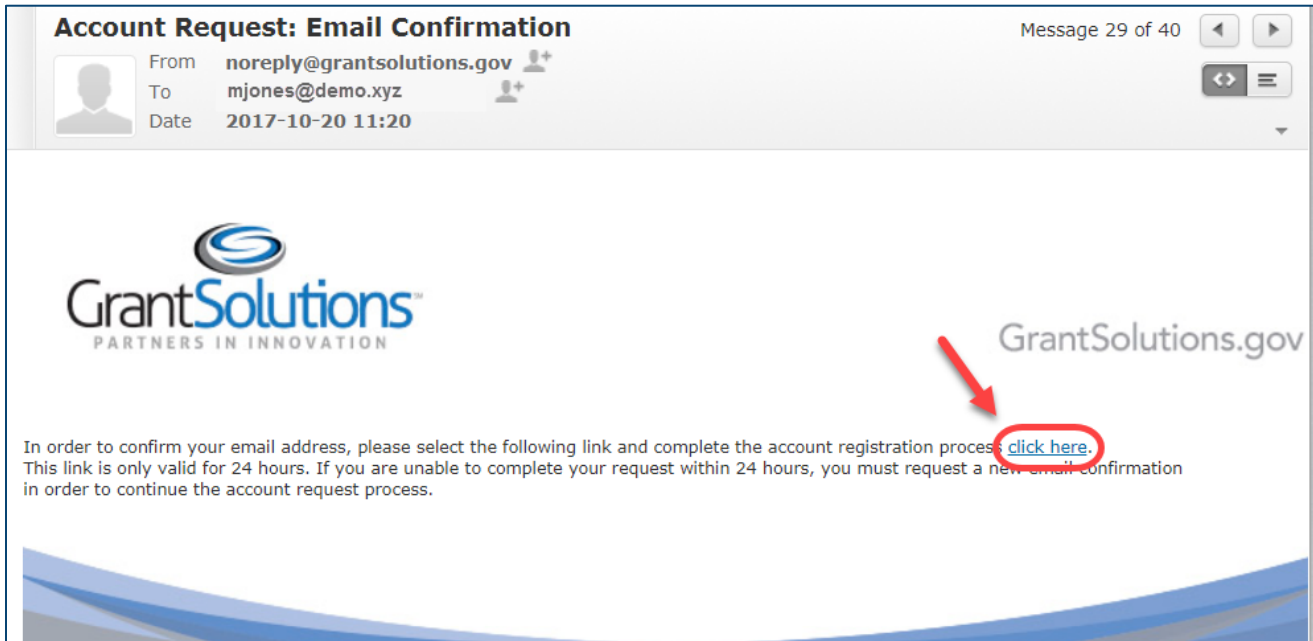
Account Request Initiation 

The process to request a new account has been initiated.  
A confirmation was sent to the provided email address **mjones@demo.xyz**.  
It may be necessary to check your spam folder for the confirmation email.  
The confirmation email is only valid for 24 hours.  
If the link expires before the account request is completed, please initiate another request.  
Should you have any additional questions, please contact the help desk at [help@grantsolutions.gov](mailto:help@grantsolutions.gov).

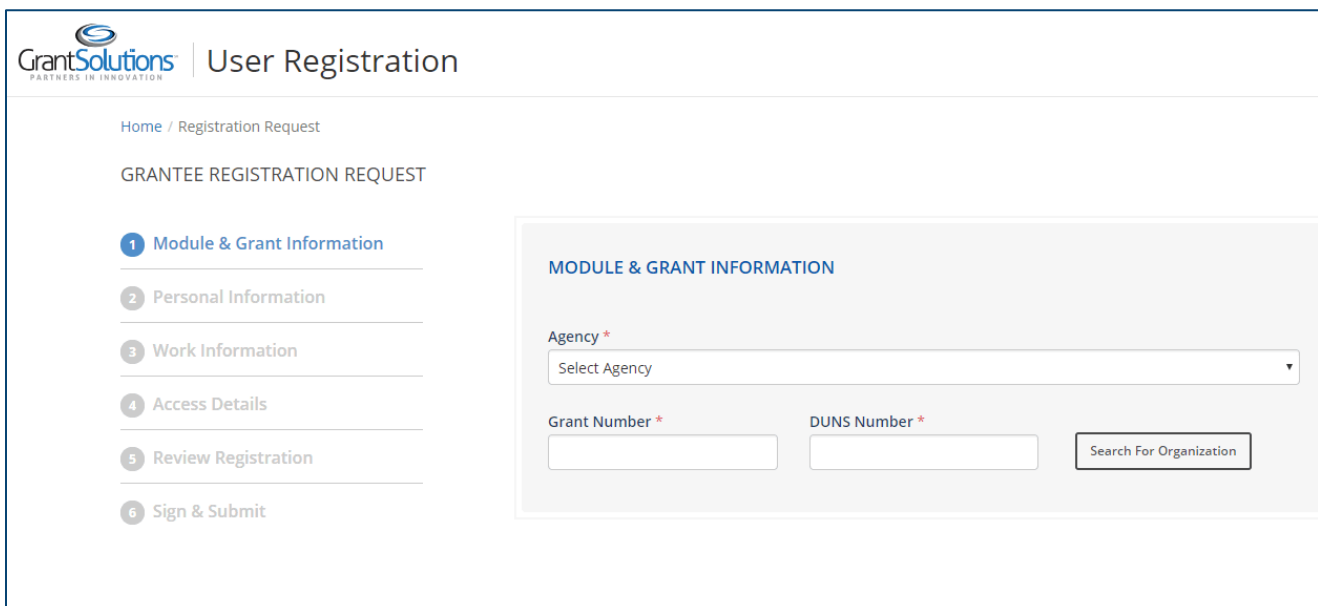
## COMPLETE THE EMAIL CONFIRMATION

After submitting the initial request, the next step is to complete the email confirmation process.

1. Open the email message, and select the **click here** link.



2. The "User Registration – Grantee Registration Request" screen appears.

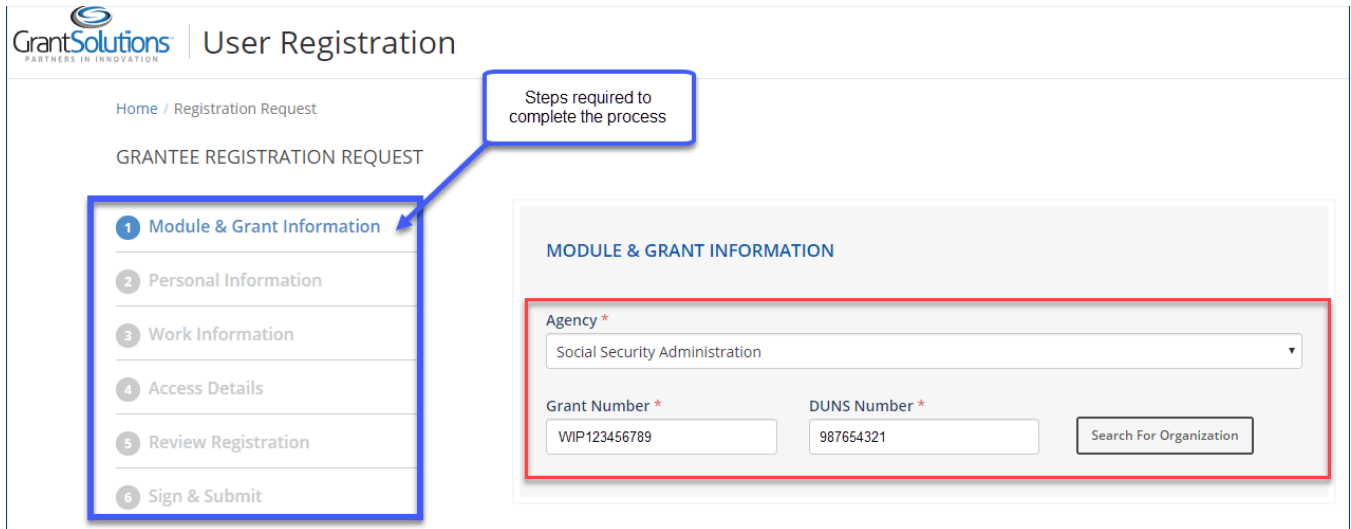


The screenshot shows the "User Registration" page with the GrantSolutions logo. The page title is "User Registration" and the breadcrumb is "Home / Registration Request". The main heading is "GRANTEE REGISTRATION REQUEST". On the left is a navigation menu with six steps: 1. Module & Grant Information, 2. Personal Information, 3. Work Information, 4. Access Details, 5. Review Registration, and 6. Sign & Submit. The main content area is titled "MODULE & GRANT INFORMATION" and contains a form with the following fields: "Agency \*" (a dropdown menu with "Select Agency" selected), "Grant Number \*" (a text input field), and "DUNS Number \*" (a text input field). A "Search For Organization" button is located to the right of the DUNS Number field.

## COMPLETE THE REGISTRATION PROCESS

There are six steps necessary to complete the Grantee Registration Request. Each step is listed on the left side of the screen. A check mark appears when a step is successfully completed.

1. The first screen to complete is *Module & Grant Information*. Select an **Agency**, enter a **Grant Number**, enter your organization's **DUNS Number**, and then click the **Search for Organization** button.



The screenshot displays the 'User Registration' interface. On the left, a vertical navigation menu lists six steps: 1. Module & Grant Information (highlighted with a blue box and a blue arrow), 2. Personal Information, 3. Work Information, 4. Access Details, 5. Review Registration, and 6. Sign & Submit. A blue callout box with an arrow points to the first step, containing the text 'Steps required to complete the process'. The main content area is titled 'MODULE & GRANT INFORMATION' and contains a form with the following fields: 'Agency \*' (a dropdown menu showing 'Social Security Administration'), 'Grant Number \*' (a text input field with 'WIP123456789'), and 'DUNS Number \*' (a text input field with '987654321'). A 'Search For Organization' button is located to the right of the DUNS Number field. A red box highlights the Agency, Grant Number, and DUNS Number fields.

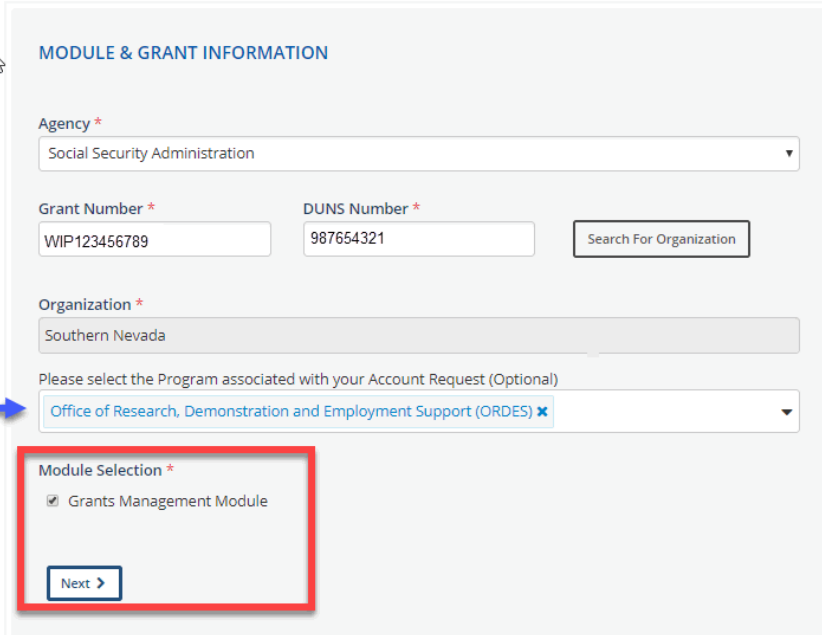
*Note: When the Agency selected is the US Department of Housing and Urban Development, the Grant Number field is optional.*

2. The screen refreshes and the Organization name appears.
3. (Optional) From the drop-down list towards the bottom of the page, *select the Program associated with your Account Request.*
4. Select the checkbox for Grants Management Module.
5. Click the **Next** button.

[Home](#) / [Registration Request](#)

GRANTEE REGISTRATION REQUEST

- 1 Module & Grant Information
- 2 Personal Information
- 3 Work Information
- 4 Access Details
- 5 Review Registration
- 6 Sign & Submit



**MODULE & GRANT INFORMATION**

Agency \*  
Social Security Administration

Grant Number \* WIP123456789      DUNS Number \* 987654321      Search For Organization

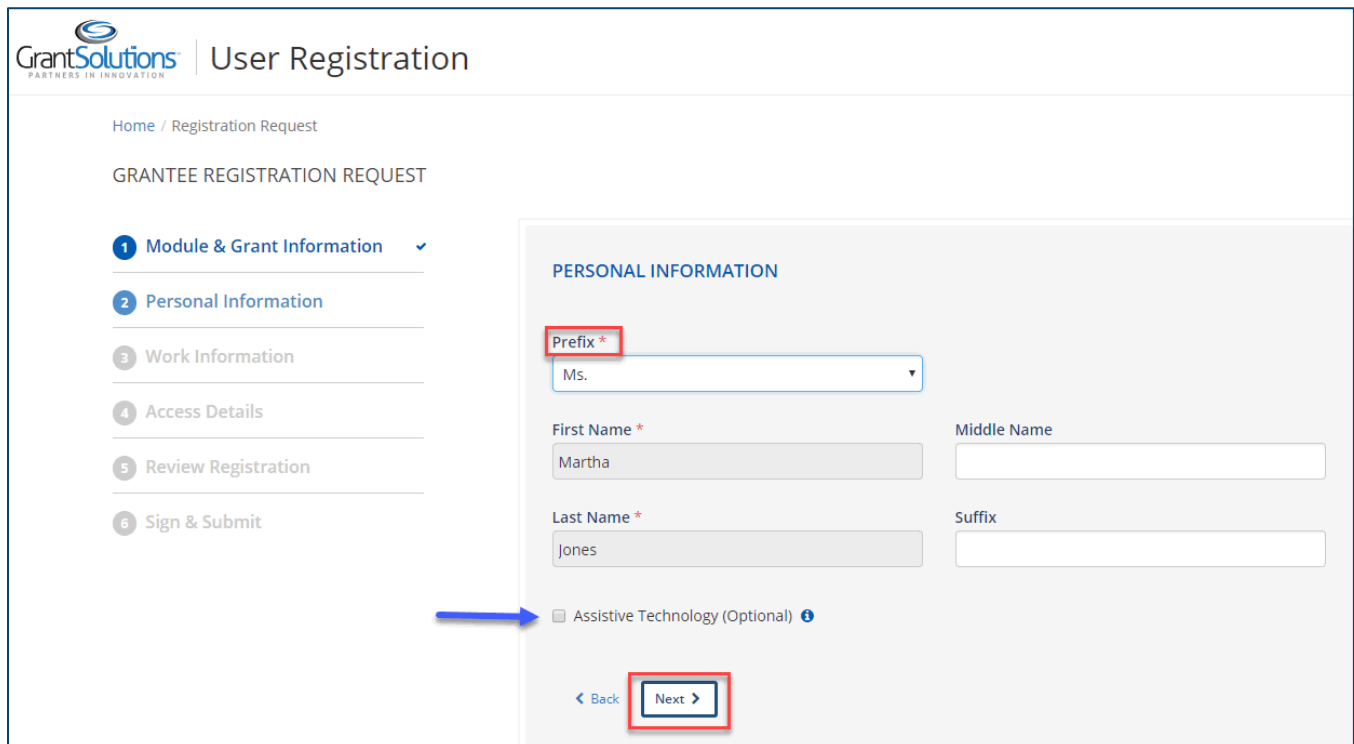
Organization \*  
Southern Nevada

Please select the Program associated with your Account Request (Optional)  
Office of Research, Demonstration and Employment Support (ORDES) x

Module Selection \*  
 Grants Management Module

Next >

6. The *Personal Information* screen appears. The First Name and Last Name fields are pre-filled based on information submitted in the initial request. (Optional) However, the **Middle Name** and **Suffix** fields may be added if desired.
7. Select the correct **Prefix**.
8. (Optional) Select the **Assistive Technology** checkbox if you use a tool such as JAWS, or other assistive technology.
9. Click the **Next** button.



GrantSolutions | User Registration

Home / Registration Request

GRANTEE REGISTRATION REQUEST

- 1 Module & Grant Information
- 2 Personal Information
- 3 Work Information
- 4 Access Details
- 5 Review Registration
- 6 Sign & Submit

**PERSONAL INFORMATION**

Prefix \*  
Ms.

First Name \*  
Martha

Last Name \*  
Jones

Middle Name

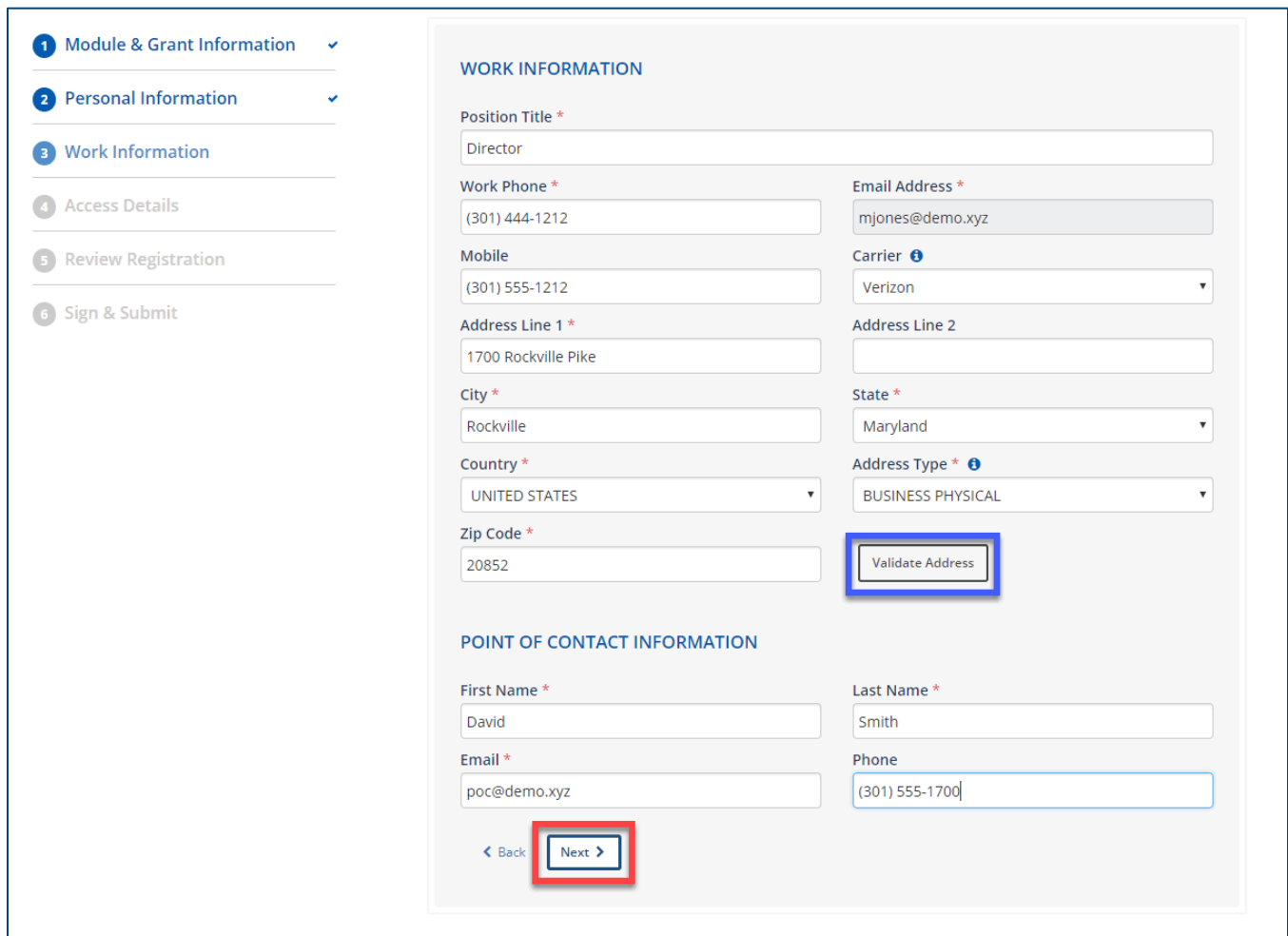
Suffix

Assistive Technology (Optional) ⓘ

< Back   Next >

**Tip:** Click the **Back** button to return to the previous screen.

10. The *Work Information* screen appears. Enter information in the required fields as indicated by the red asterisks. All other fields are optional.
11. (Optional) Click the **Validate Address** button.
12. When done, click the **Next** button.




The screenshot shows a registration form with a sidebar on the left and a main content area. The sidebar contains six steps: 1. Module & Grant Information (checked), 2. Personal Information (checked), 3. Work Information (active), 4. Access Details, 5. Review Registration, and 6. Sign & Submit. The main content area is titled 'WORK INFORMATION' and contains several fields: Position Title (Director), Work Phone ((301) 444-1212), Mobile ((301) 555-1212), Address Line 1 (1700 Rockville Pike), City (Rockville), Country (UNITED STATES), Zip Code (20852), Email Address (mjones@demo.xyz), Carrier (Verizon), Address Line 2 (empty), State (Maryland), and Address Type (BUSINESS PHYSICAL). A 'Validate Address' button is highlighted with a blue box. Below this is the 'POINT OF CONTACT INFORMATION' section with fields for First Name (David), Last Name (Smith), Email (poc@demo.xyz), and Phone ((301) 555-1700). At the bottom left, there are '< Back' and 'Next >' buttons, with the 'Next >' button highlighted by a red box.

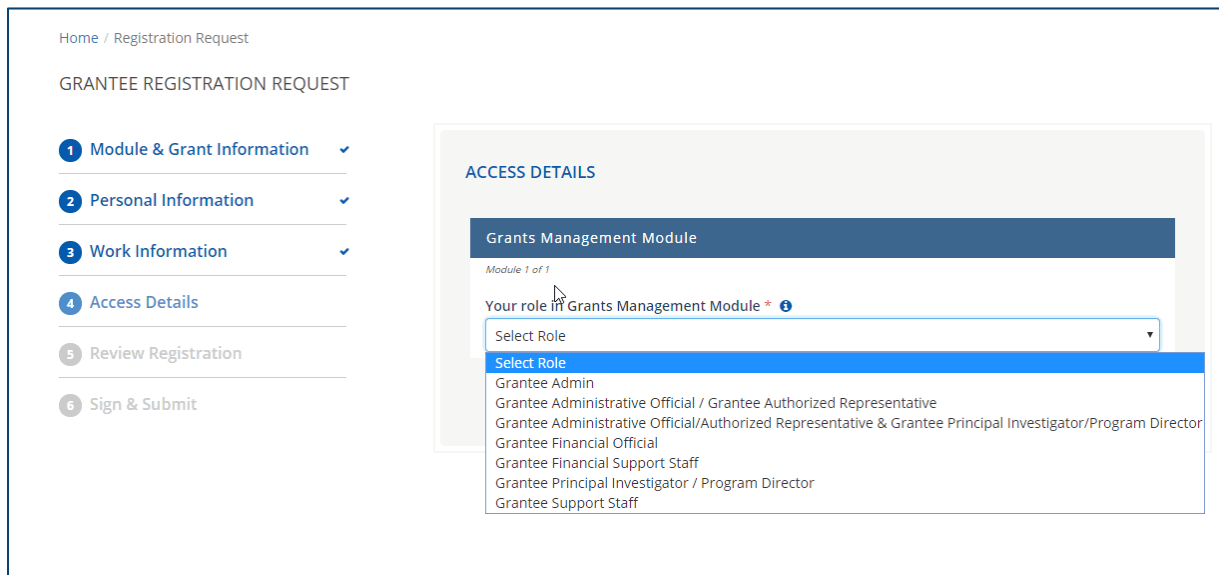


13. The *Access Details* screen appears. Use the *Select Role* drop-down list to select the desired **role**.

Some selections include a combination of roles, such as the *Grantee Administrative Official/Authorized Representative & Grantee Principal Investigator/Program Director*. The options are as follows:

- Grantee Admin
- Grantee Administrative Official/Grantee Authorized Representative
- Grantee Administrative Official/Authorized Representative & Grantee Principal Investigator/Program Director
- Grantee Financial Official
- Grantee Financial Support Staff
- Grantee Principal Investigator/Program Director
- Grantee Support Staff

**Tip:** Click the **information icon** (  ) for descriptions of the roles.



Home / Registration Request


GRANTEE REGISTRATION REQUEST

- 1 Module & Grant Information ✓
- 2 Personal Information ✓
- 3 Work Information ✓
- 4 Access Details
- 5 Review Registration
- 6 Sign & Submit

**ACCESS DETAILS**

Grants Management Module

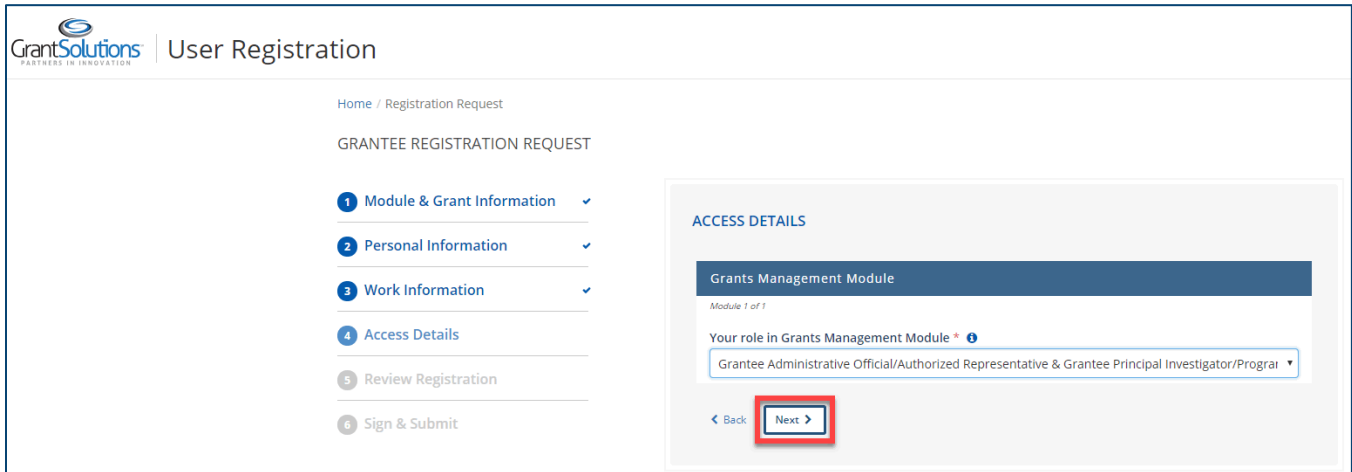
Module 1 of 1

Your role in Grants Management Module \* 

Select Role

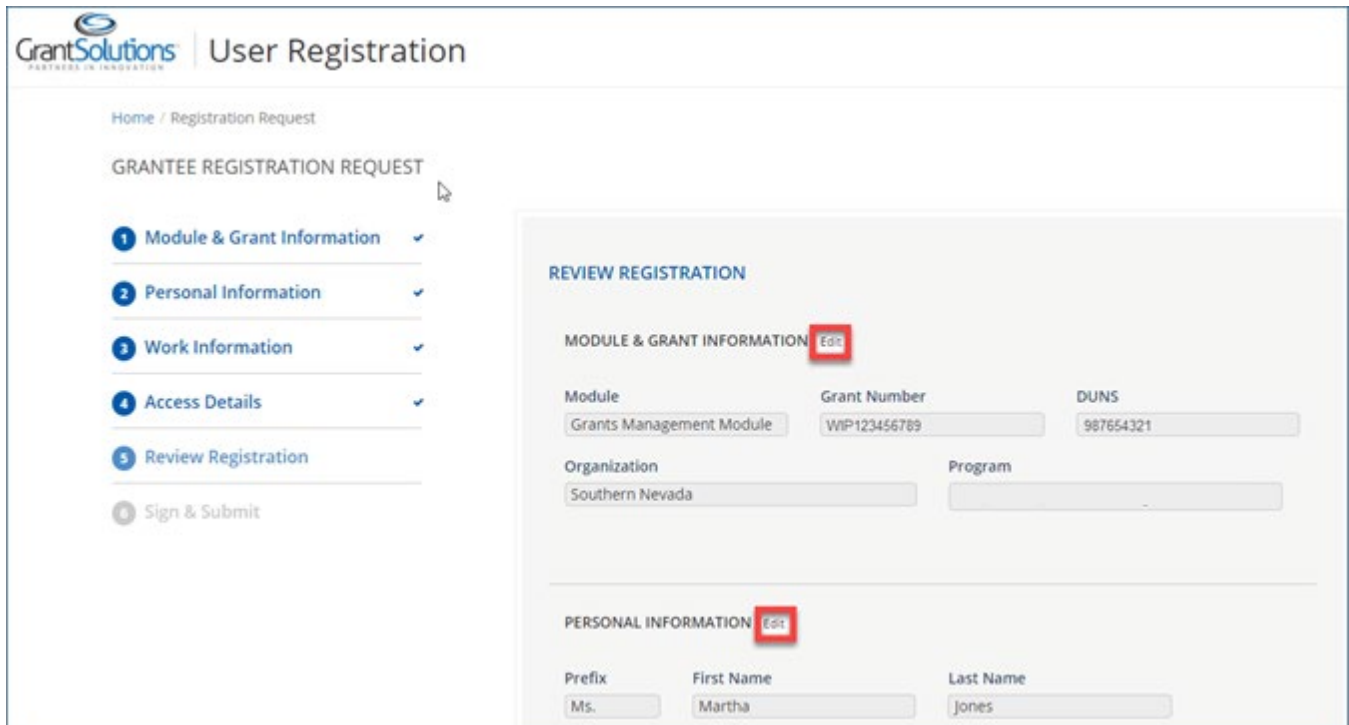
- Select Role
- Grantee Admin
- Grantee Administrative Official / Grantee Authorized Representative
- Grantee Administrative Official/Authorized Representative & Grantee Principal Investigator/Program Director
- Grantee Financial Official
- Grantee Financial Support Staff
- Grantee Principal Investigator / Program Director
- Grantee Support Staff

14. Click the **Next** button.



The screenshot shows the 'User Registration' page with a progress indicator on the left. The current step is '4 Access Details'. The main content area is titled 'ACCESS DETAILS' and shows 'Grants Management Module' as 'Module 1 of 1'. Below this, there is a dropdown menu for 'Your role in Grants Management Module \*' with the selected option being 'Grantee Administrative Official/Authorized Representative & Grantee Principal Investigator/Program'. At the bottom of the form, there are two buttons: '< Back' and 'Next >', with the 'Next >' button highlighted by a red box.

15. The *Review Registration* screen appears. Click the **Edit** button to the right of a section name to return to that screen and make changes.



The screenshot shows the 'User Registration' page with the progress indicator now at '5 Review Registration'. The main content area is titled 'REVIEW REGISTRATION' and contains two sections: 'MODULE & GRANT INFORMATION' and 'PERSONAL INFORMATION'. Each section has an 'Edit' button next to its title, both of which are highlighted with red boxes. The 'MODULE & GRANT INFORMATION' section includes fields for 'Module' (Grants Management Module), 'Grant Number' (WIP123456789), 'DUNS' (987654321), 'Organization' (Southern Nevada), and 'Program'. The 'PERSONAL INFORMATION' section includes fields for 'Prefix' (Ms.), 'First Name' (Martha), and 'Last Name' (Jones).

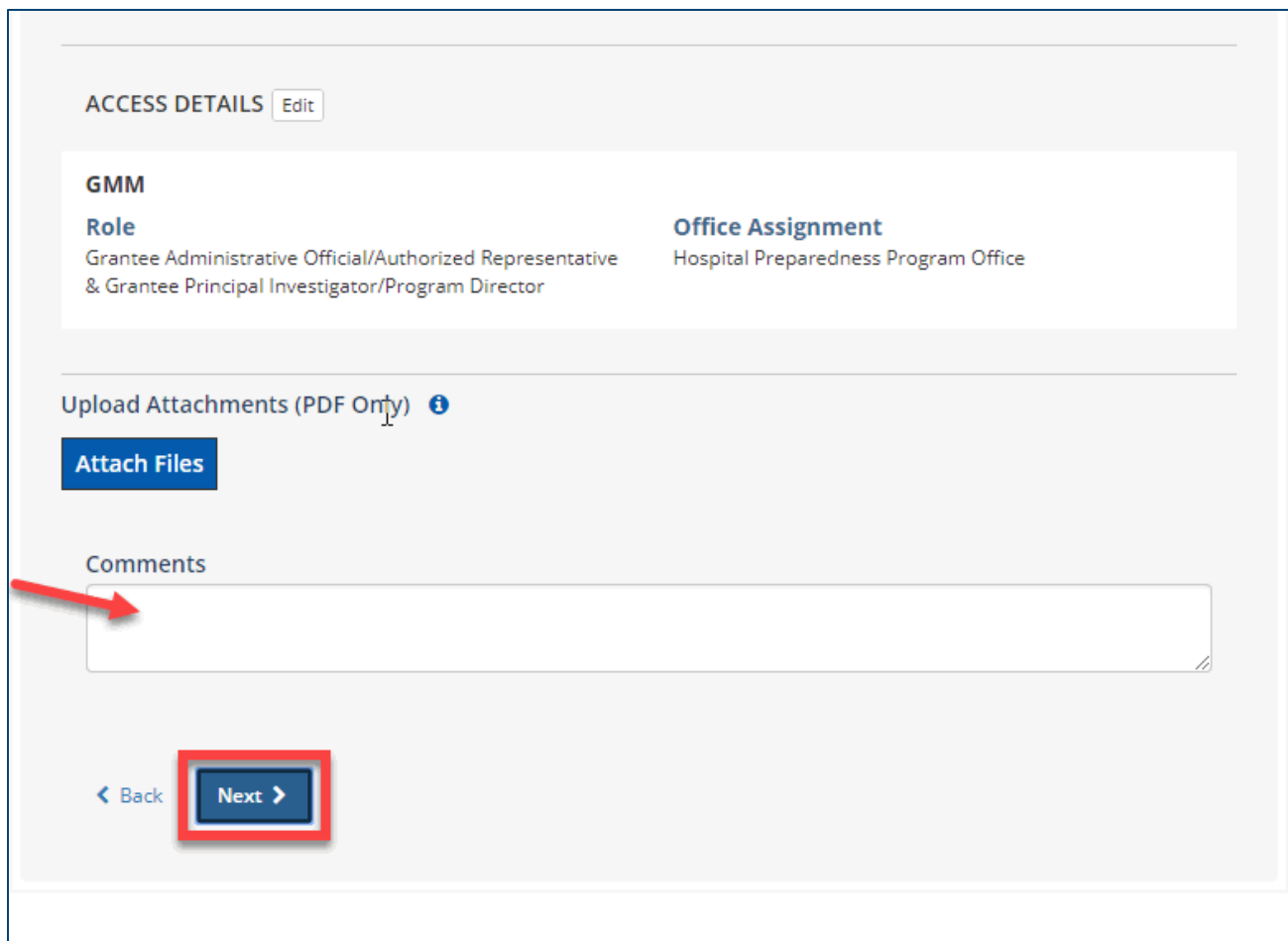
After making changes, click the **Next** button at the bottom of the screen (and any/all subsequent screens) to return to the *Review Registration* screen.

For example, if the **Edit** button is clicked for the *Module & Grant Information* section, you are returned to that screen. Once changes are made, advance through the following screens by clicking the **Next** button.

*\*Note: All information previously entered in each section is retained.*

16. Once needed changes are made and the information is verified as accurate, attach any necessary files and enter additional information in the *Comments* box located towards the bottom of the *Review Registration* screen.

17. When done, click the **Next** button.



ACCESS DETAILS [Edit](#)

<b>GMM</b>		
<b>Role</b>		<b>Office Assignment</b>
Grantee Administrative Official/Authorized Representative & Grantee Principal Investigator/Program Director		Hospital Preparedness Program Office

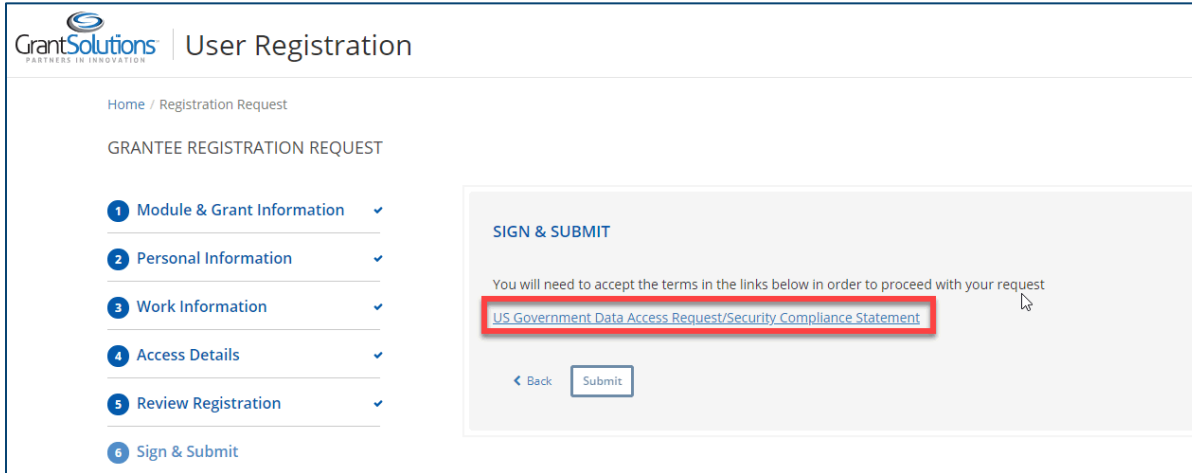
Upload Attachments (PDF Only) ⓘ

[Attach Files](#)

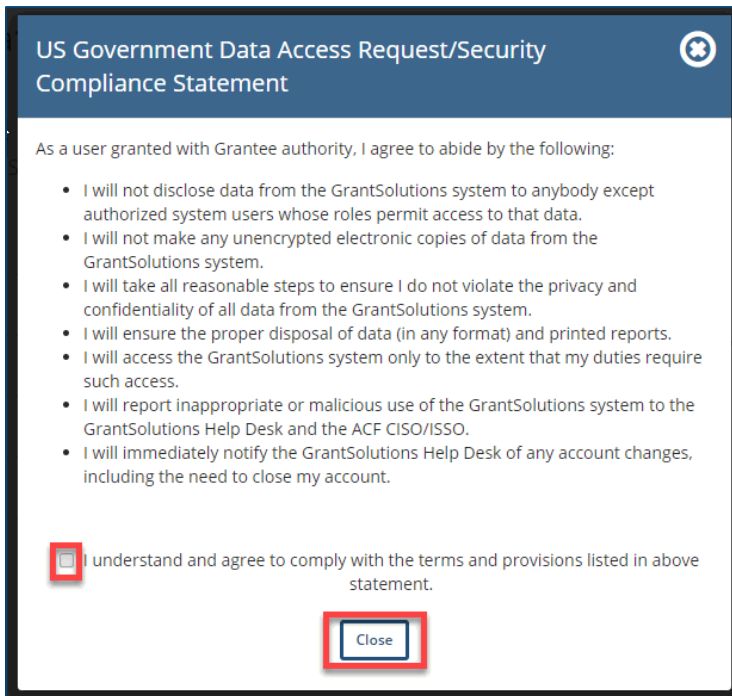
Comments

[Back](#) [Next](#)

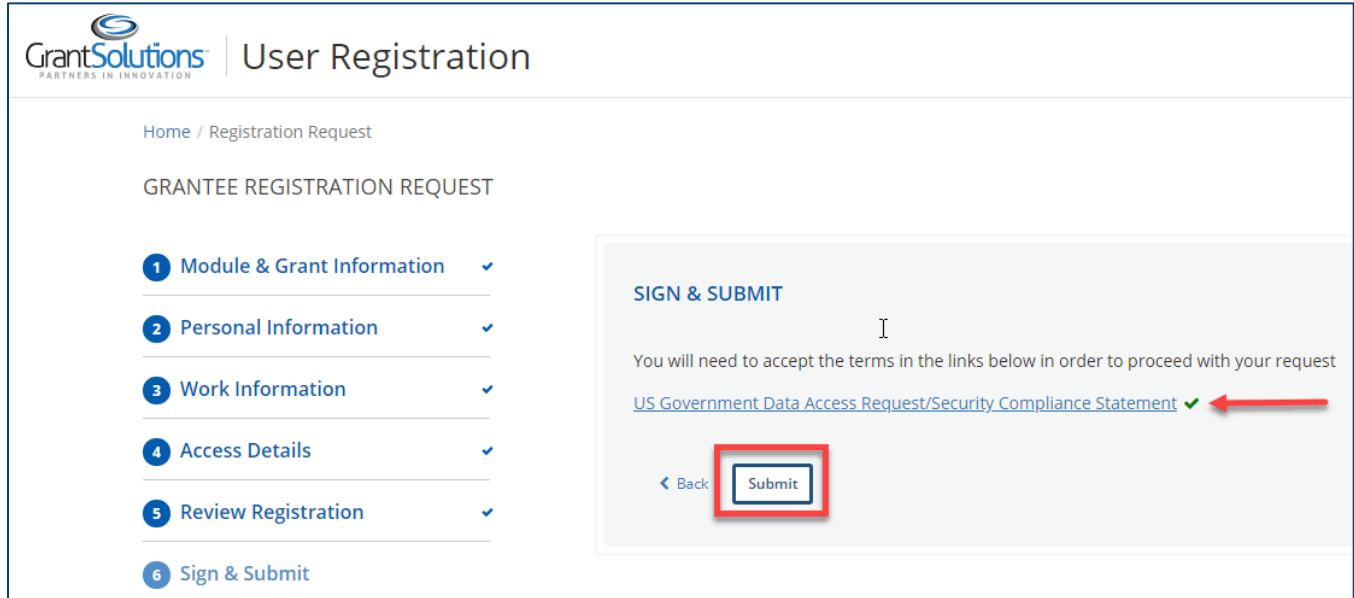
18. The *Sign & Submit* screen appears. Click the link **US Government Data Access Request/Security Compliance Statement** to review the terms of receiving an account.



19. After reading the statement, select the checkbox towards the bottom of the screen to **agree** to the terms. Click the **Close** button.



20. The *Sign & Submit* screen reappears, and a green checkmark displays to the right of the link. Click the **Submit** button.



21. The *Account Request Accepted* message appears. The message on the page states “Your new account request submission was successful and is now under review. Once a decision is made, an email notification will be sent. Should you have any additional questions, please contact the help desk at help@grantsolutions.gov.”
22. To print or save the registration request summary, click the **Print Registration Request Summary** button.

