

Getting Started in WebGrants

The purpose of this guide is to provide instructions to create and log in to a WebGrants account (including user ID and password resets) and edit and update User and Organization profiles within the WebGrants system.

This document will focus on the following topics:

- 1. How to create a WebGrants account (new or inactive grant recipients)
- 2. How to log in to a WebGrants account (existing grant recipients)
- 3. How to edit or update your User and Organization's Profile
- 4. How to add users to your organization's WebGrants account

What is WebGrants?

WebGrants is DRPT's online grants management system. WebGrants has replaced OLGA for all grants administration functions. Effective December 1, 2023, applications for funding for all DRPT grant programs and all grants management functions must be submitted through WebGrants. Organizations eligible to receive funding must have a WebGrants account prior to submitting an application.

New or Inactive Grant Recipients

If your organization is applying for the first time or does not have an open or executed DRPT grant, one person from your organization must register as both a user and for the organization before starting an application. Instructions for registering a new organization begin in Section 1 below.

Existing Grant Recipients

Organizations with **open or executed grants** in OLGA were migrated to DRPT's new WebGrants system, along with one registered user, the OLGA Master User. The WebGrants registered user can add additional users within your organization. You are encouraged to add as many additional users from your organization as needed to manage your DRPT grants. Instructions for accessing your OLGA migrated WebGrants account begin in Section 2 below.

Required Action for All Organizations: All organizations are required to upload a **W-9** and a signed **WebGrants Entity Agreement**. Copies of these documents were emailed to all OLGA organizations and are also available on DRPT's website on the "WebGrants Application Resources" <u>page</u>. A **UEI number** must be provided from any organization that plans to receive federal funds.



1. Setting Up a New WebGrants Account

If you are a **first-time applicant**, or an **inactive grant recipient with no open or executed DRPT grants**, you must set up a WebGrants account to apply for grant funding. (Note – if you are an existing DRPT grant recipient with open or executed grants, please skip to Section 2.0).

1.1 Begin at the WebGrants landing page at <u>https://grants.drpt.virginia.gov</u> and click on the yellow registration button.

| | PARTMENT OF RAIL TRANSPORTATION |
|-----------------------------------|--|
| P Login | |
| L Enter your user id and password | Announcements |
| User ID | DRPT SYSTEM USE NOTIFICATION |
| Password | This system is the property of the Commonwealth of Virginia. Only persons authorized shall be allowed |
| SIGN IN | access to this system. Those permitted access shall use this system ONLY for purposes for which they have been authorized. ALL access and usage on this system may be monitored, recorded, and subject to audit. ANY unauthorized access, use, or abuse of this system or the information contained therein shall be reported to appropriate authorities for investigation and prosecution to the fullest extent of the |
| Forgot User ID? Forgot Password? | law. |
| Click here to Register | |

1.2 Complete all required fields (in red marked with an asterisk*) for your user profile.

| ☑ Registration | | Save Registration Information |
|-------------------------------|---|-------------------------------|
| _ | | |
| Personnel Contact Information | | |
| Name*: | First Name Middle Last Name | |
| | Salutation First Name Middle Name Last Name | |
| Title: | Title | |
| Email*: | Email | |
| Address*: | Address 1 | |
| | Address 2 | |
| | | |



1.3 Scroll down and choose the Program Area of Interest from the drop-down (Rail or Transit)

| What Program are you most interested in? This information is used to process your registration and does not restrict your ability to apply for other prog | | | | | |
|---|---|--|--|--|--|
| Program Area of Interest: | ~ | | | | |

1.4 Scroll down and complete all required fields (marked with an asterisk*) for your organization. Or select to copy user address information to the organization.

| Copy Personnel Information to Organization?: | Yes No |
|---|--------|
| Organization Information | |
| Name*: | Name |
| Organization Type*: | ~ |
| Tax ID: | Tax Id |
| Unique Entity Identifier (UEI): | |

1.5 When complete, press "Save Registration Information." You will be notified of the status of your request upon review by DRPT.

| Captcha*: I'm not a robot I'm |
|--|
| Save Registration Information |
| |
| |





2. Accessing OLGA Migrated Organization and User Data in WebGrants

2.0 Begin at the WebGrants landing page at <u>https://grants.drpt.virginia.gov.</u> If you don't know your OLGA User ID, begin on Step 2.1 below**. If you know your OLGA User ID, it is your WebGrants User ID.** Proceed to Step 2.4.

2.1 Click on "Forgot User ID?"

| ₽ Login | |
|-----------------------------------|---|
| L Enter your user id and password | Announcements |
| User ID | DRPT SYSTEM USE NOTIFICATION |
| Password | This system is the property of the Commonwealth of Virginia. Only persons authorized shall be allowe access to this system. Those permitted access shall use this system ONLY for purposes for which the |
| SIGN IN | have been authorized. ALL access and usage on this system may be monitored, recorded, and subje to audit. ANY unauthorized access, use, or abuse of this system or the information contained therein shall be reported to appropriate authorities for investigation and prosecution to the fullest extent of th |
| Forgot User ID? Forgot Passv | law. |

2.2 Enter the email address used in your OLGA account and click Submit. Your WebGrants User ID will be emailed to you.

| Login | | | |
|---------------------|---|-----|--|
| Forgot you | ur User ID? | | |
| Enter your e-mail a | ddress below, your user id will be sent to you via er | il. | |
| Enter your Email A | Address | | |
| | Submit | | |
| Return to login scr | reen | | |
| | | | Copyright © 2001-2023 Dulles Technology Partne |
| | | | Dulles Technology Parts |





2.3 From the WebGrants Login Page and click on "Forgot Password?"

| ₽ Login | |
|-----------------------------------|---|
| L Enter your user id and password | Announcements |
| User ID | DRPT SYSTEM USE NOTIFICATION |
| Password | This system is the property of the Commonwealth of Virginia. Only persons authorized shall be allow |
| SIGN IN | access to this system. Those permitted access shall use this system ONLY for purposes for which the have been authorized. ALL access and usage on this system may be monitored, recorded, and subje to audit. ANY unauthorized access, use, or abuse of this system or the information contained there is shall be reported to appropriate authorities for investigation and prosecution to the fullest extent of the system of the system. |
| Forgot User ID? | Forgot Password? |

2.4 Enter your WebGrants User ID and your email address. A randomly generated WebGrants Password will be emailed to you.

| P Login | | | |
|---|--------------|------------------|-------------------------|
| | | | |
| Forgot your Password? | | | |
| Enter your user id and your e-mail address below, your pa sent to you via email. | word will be | | |
| Enter your User ID | | | |
| Enter your Email Address | | | |
| Submit | | | |
| | | | |
| Return to login screen | | | |
| | | Copyright © 2001 | -2023 Dulles Technology |
| | | | Dulles Techno |
| | | | |
| | | | |
| | | | |



2.5 Return to the WebGrants landing page and enter your User ID and Password. Before accessing the WebGrants home page, you will be prompted to reset your password.

| AND PUBLIC T | RANSPORTATION |
|-----------------------------------|---|
| 우 Login | |
| 1 Enter your user id and password | Announcements |
| User ID | DRPT SYSTEM USE NOTIFICATION |
| Password SIGN IN | This system is the property of the Commonwealth of Virginia. Only persons authorized shall be allowed access to this system. Those permitted access shall use this system ONLY for purposes for which they have been authorized. ALL access and usage on this system may be monitored, recorded, and subject to audit. ANY unauthorized access, use, or abuse of this system or the information contained therein shall be reported to appropriate authorities for investigation and prosecution to the fullest extent of the |
| Forgot User ID? Forgot Password? | law. |
| Click here to Register | |





3. Accessing WebGrants User and Organization Information

3.1 Using the login credentials, log into WebGrants. Once logged in, you'll see the WebGrants main menu. The left-hand panel provides access to a Dashboard, Funding Opportunities, Applications, Grants, Reports, and My Profile.

| DRPT | VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION | | | | | |
|---|---|--|--|--|--|--|
| Test Person External User Grantee | All currently assigned work. Work Assignment | | | | | |
| (7) Dashboard > | A Back 👌 Print - 🕼 Online Help 🕒 Log Out | | | | | |
| Work Assignment Calendar Alerts Document Repository | | | | | | |
| Funding Opportunities | No date available in table | | | | | |
| 📩 Applications > | Recent Negotiations - Due Within 30 Days | | | | | |
| ③ Grants > | This section displays the documents that you negotiated in the last 30 days. | | | | | |
| 🗠 Reports 🔊 | Due Dute A Document Type Sub Type/Round ID Status Title Organization Program Area Funding Opportunity | | | | | |
| 🚢 My Profile > | No data evaluation in table | | | | | |
| | Recent Correspondence - Within the Last 60 Days | | | | | |
| | Seef Date Flag From To Subject Message | | | | | |
| | No data available in table | | | | | |
| | P My Site Visits Inbox | | | | | |
| | Site Visits assigned to you personally appear below. | | | | | |
| | Due Tate A Number Type Status Grant Organization Program Area Funding Opportunity | | | | | |
| | No data available in table | | | | | |

3.2 Click on "My Profile" to view both your individual profile and your organization profile.

| Test Person External User Grantee | Work Assignment | | | | | | Work Assignment Calendar Alerts Document Reposito | |
|---|---|--|--------|------------------|----------|---------------------------|---|--|
| Dashboard | 🕨 🛧 Back 🔿 Print - 🞯 Online Help 🕞 Log O | ut | | | | | | |
| • Work Assignment | Approaching Deadlines - Next 30 Days | | | | | | 🚔 View Overdue Approaching Deadlines | |
| Calendar Alerts | This section displays the documents with due dates arriving in the next 30 days or overdue. | | | | | | | |
| Document Repository | Due Date A Document | T Sub-Type | - ID - | Status | Title | Program Area | Funding Opportunity | |
| Funding Opportunities | No date available in table | | | | | | | |
| Applications | 2 Recent Negotiations - Due Within 30 Days | | | | | | | |
| Grants | This section displays the documents that you negotiated in the last | This section displays the documents that you negotiated in the last 30 days. | | | | | | |
| Reports > | Due Date A Document Type | Sub Type/Round | 7 ID 7 | Status | itle C | Organization Program Area | Funding Opportunity | |
| My Profile > | 1 | | | No data availabi | in table | | | |
| | Recent Correspondence - Within the Last 60 Days | | | | | | | |
| | Sent Date | Flag | From | Te | | Subject | Message | |
| | No data avaitable in table | | | | | | | |
| | | | | | | | | |
| | Site Visits assigned to you personally appear below. | | | | | | | |
| | Due Date A Number Type | - Status | Grant | - Organizatio | n | T Program Area | - Funding Opportunity | |
| | | | | | | | | |



3.3 Individual profile edits or password resets can be performed by selecting the appropriate button in the upper right-hand corner.

| DRPT | VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION | |
|---|---|------------------------------------|
| Test Person External User Grantee | Buggette your own personal contact information | My Profile |
| CA Dashboard | A Back 🗇 Plat - 😢 Online Help 🕒 Log Out | |
| Funding Opportunities | | |
| 📥 Applications | Person, Test | C Reset Password D Edit My Profile |
| ③ Grants > | Name*: Dr. Test P Person Salutation First Name Middle Name | |
| 🗠 Reports | Title: Tester person Email*: test@test.com | |
| A My Profile | Address*: 500 main st | |

3.4 Scroll down to view your Organization Data.

| Ch Dashboard | > | | | | | | | |
|-----------------------|---|--|---|--------------------------------------|-----------|----------------|--------------------------|---------------------------------------|
| Funding Opportunities | > | Person, Test | | | | | Ø Reset P | assword 🛛 Edit My Profile |
| 📩 Applications | > | Name*: Title: | Dr. Test P Person Salutation First Name Middle Name Last Name Tester person | | | | | |
| @ Grants | > | Email*: | test@test.com | | | | | |
| | | Address*: | 500 main st | | | | | |
| 🗠 Reports | > | | | | | | | |
| My Profile | > | | | ability to apply for other programs. | | | Last Edited By: Transpor | lation Tester - Sep 13, 2023 12:16 PM |
| | | Second Se | Type | Title at Org | Website 🕼 | Phone | City | State |
| | | Fiscal Test Organization | Non-Profit Organization | | | (757) 222-4454 | Richmond | Virginia |
| | | Test Organization (| City Government | | | (123) 445-8255 | Mechanicsvaille | Virginia |

3.5 Click on your organization to open the Organization Detail page and scroll down. Select the appropriate function to add additional users or attach required documents such as your W-9 form.

| Test Person External User | Test Organ | nization | | | | | | | |
|------------------------------|---|--|--|---|-------|------|-------|-----------------------------|-------------------------------|
| Grantee | | Name*: | Test Organization | | | | | | |
| Dashboard | > | Organization Type*: | City Government | | | | | | |
| | | Tax ID: | 12345678-22 | | | | | | |
| Funding Opportunities | > | Unique Entity Identifier (UEI): | The UEI is a required field for any applicant that | plans to receive federal funds | | | | | |
| Applications | > | Organization Website: | | | | | | | |
| | | Address*: | 123 Apple Street | | | | | | |
| Grants > | > | | | | | | | | |
| | | | | | | | | | |
| Reports | 2 | | Mechanicsvaille Virginia 23116- | | | | | | |
| My Profile > | > | | City State/Province Postal Code/ (123) 445-8255 Ext. | 72ip | | | | | |
| | | | | | | | | | |
| | | Phone . | (123) 445-8255 Ext. | | | | | | |
| | | | | | | | | | |
| | | Fax: | (804) 561-5603 | | | | | Last Edited By: Ashley Nust | |
| | 121 Associated | Fax: | 225-222 (804) 561-5003 225-222 | | | | | Last Edited By: Ashley Nust | |
| | The people below a | Fax: d People Iso belong to the above organization. If th | ere are avan (804) 561-560 are are avan he Add button is available in this section, t | hen you can add people to your organization a | | | | | + Add New Perso |
| | The people below a Name | Fax: I People Iso belong to the above organization. If II Type | 225-222 (804) 561-5003 225-222 | Email 12 | Phone | City | State | Active? | + Add New Perso Remove? |
| | The people below a | Fax: d People Iso belong to the above organization. If th | ere are avan (804) 561-560 are are avan he Add button is available in this section, t | | | | | | + Add New Perso |
| | The people below a Name | Fax: I People Iso belong to the above organization. If It Type Fatoms (the | ere are avan (804) 561-560 are are avan he Add button is available in this section, t | Email 12 | Phone | City | State | Active? | Add New Person Remove? Remove |
| | The people below a Name Test Person | Fax: I People Iso belong to the above organization. If It Type Fatoms (the | ere are avan (804) 561-560 are are avan he Add button is available in this section, t | Email 12 | Phone | City | State | Active? | + Add New Perso Remove? |





4. Adding Additional Users

4.1 Click on "My Profile" to view both your individual profile and your organization profile.

| DRPT | VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION |
|---|---|
| Test Person External User Granice | All currently assigned work. Work Assignment Calendar Alers Document Repository |
| A Dashboard | A flack 👌 Plat - 🕒 Online Help 🕒 Log Out |
| Work Assignment Calendar Alerts | Approaching Deadlines - Next 30 Days It is section displays the documents with due dates arriving in the next 30 days or overdue. |
| Document Repository | Due Date A Document Sub-Type ID Satus Title Program Area Funding Opportunity |
| Funding Opportunities | No data available in table |
| Applications | C Recent Negotiations - Due Within 30 Days This section displays the documents that you negotiated in the last 30 days. |
| Grants | |
| 🗠 Reports > | Due Take * Document Type * Sub Type/Round * ID * Status * Title * Organization * Program Area * Funding Opportunity |
| 🚨 My Profile > | No data evaluable in table |
| | F Recent Correspondence - Within the Last 60 Days |
| | Sent Date Flag From To Subject Message |
| | No data available in table |
| | P My Site Visits - Index |
| | Site Visits assigned to you personally appear below. |
| | Der Date + Number + Type + Status + Grant + Organization + Program Area + Funding Opportunity |
| | No data avalable in table |
| | |

4.2 Scroll down to view your Organization Data.

| C/ Dashboard | > | | | | | | | |
|-----------------|-----------|---|--|---|-----------|----------------|-------------------------|--------------------------------------|
| Funding Opportu | unities > | Person, Test | | | | | O Reset P | assword 🛛 Edit My Profile |
| 📩 Applications | > | Name*: Title: | Salutation First Name Middle Name Last Nam | 10 | | | | |
| @ Grants | > | Email*: | test@test.com | | | | | |
| 🗠 Reports | > | Address*: | 500 main st | | | | | |
| My Profile | > | Phone*: Fax: What Program are you most interested in? This information in used Program Area of Interest: | Phone ###-################################# | or ability to apply for other programs. | | | Last Edited By: Yrangor | ation Tester - Sep 13, 2023 12:10 PM |
| | | Associated Organizations | | | | | | |
| | | | Туре | Title at Org | Website 🖄 | Phone | City | State |
| | | | Non-Profit Organization | | | (757) 222-4454 | Richmond | Virginia |
| | | Test Organization | City Government | | | (123) 445-8255 | Mechanicsvaille | Virginia |



4.3 Click on your organization to open the Organization Detail page and scroll down to Associated People. Click the "Add New Person" button in upper right.

| | | | | City | State/Province I | Postal Code/Zip | | | | | |
|---|---|---------------------------------------|---------------|--|------------------|--------------------------|-------------------------|-----------------|--------------------|------------------|-----------------|
| Test Person External User Grantee | | | Phone*: | (123) 445-8255 ################################### | Ext. | | | | | | |
| C Dashboard | | | Fax: | (804) 561-5603 #################################### | | | | | | | |
| | - | | | | | | | Last E | dited By: Ashley I | Nusbaum - Jun 20 |), 2023 1:29 PM |
| Funding Opportunities | > | | | | | | | | | | |
| 4 Applications | > | Associa | ted People | | | | | | | + Add | i New Person |
| Grants | > | The people below standard registra | | above organizatio | on. If the Add b | utton is available in th | is section, then you ca | n add people to | your organiza | tion and bypas | s the |
| 🗠 Reports | > | Name | Туре | Title at Organiz | zation | Email 🖸 | Phone | City | State | Active? | Remove? |
| A My Profile | > | Test Person | External User | | | test@test.com | (809) 999-9999 | Richmond | Virginia | No | Remove |
| | | Ø Attachm | ent | | | | | | | + Add Nev | w Attachment |
| | | Description | | File Name 🖸 | | | Туре | Size | | Upload Date | |
| | | | | | | No files attach | ed. | | | | |
| | | | | | | | | | | | |

4.4 Complete all required fields (in red marked with an asterisk*) for the new user profile. When complete, press "Save Person Information."

| DRPT | VIRGINIA DEPARTMEN AND PUBLIC TRANSPO | T OF RAIL RTATION | | | |
|---|---|---|------------------------------------|---------------------|-------------------------|
| Test Person External User Granice | Global list of all internal and external users and contacts | | | | My Profile |
| C/ Dashboard > | 🛧 Back 🔿 Print - 🚱 Online Help 🕞 | Log Out | | | |
| Funding Opportunities | | | | | |
| 📩 Applications 📏 | New Person - Edit | | | | Save Person Information |
| ③ Grants > | Add My Org Person | | | | |
| 🗠 Reports 💦 | Name*: | First Name | Middle | Last Name | |
| A My Profile | Title: | Salutation First Name | Middle Name | Last Name | |
| | Email*: | Email | | | |
| | Address*: | Address 1 | | | |
| | | Address 2 | | | |
| | | Address 3 | | | |
| | | City Virginia | ▼ Zip | | |
| | | City State/Provid | | | |
| | Phone*: | Phone Ext | | | |
| | | Phone Ext. | | | |
| | Fax: | Fax | | | |
| | What Program are you most interested in? This information is u Program Area of Interest: | sed to process your registration and does n | not restrict your ability to apply | ior other programs. | |

4.5 Once you save you will be returned to the Organization Detail page. Inactive users can also be deleted from this page by clicking the "Remove" button.

| My Profile | Associa | ated People | | | | | | + Add | New Perso |
|------------|---------------------------------|-------------|-------------------------------|------------------------------|-------------------------|-----------------|---------------|----------------|-----------|
| | The people bell standard regist | | above organization. If the Ad | dd button is available in th | is section, then you ca | n add people to | your organiza | tion and bypas | s the |
| | | | | | | | | | |
| | Name | Туре | Title at Organization | Email 🖸 | Phone | City | State | Active? | Remov |