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" page. 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 https://grants.drpt.virginia.gov and click on the yellow registration button.

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

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 programs.

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   reCAPTCHA Privacy - Terms

💾 Save Registration Information

2. Accessing OLGA Migrated Organization and User Data in WebGrants

2.0 Begin at the WebGrants landing page at https://grants.drpt.virginia.gov. 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?"

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

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

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

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.

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.

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

3.3 Individual profile edits or password resets can be performed by selecting the appropriate button in the upper right-hand corner.
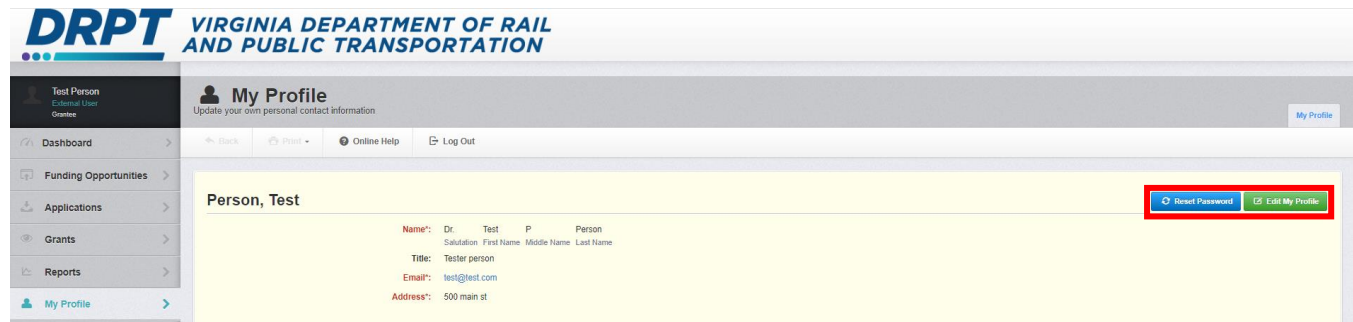
3.4 Scroll down to view your Organization Data.
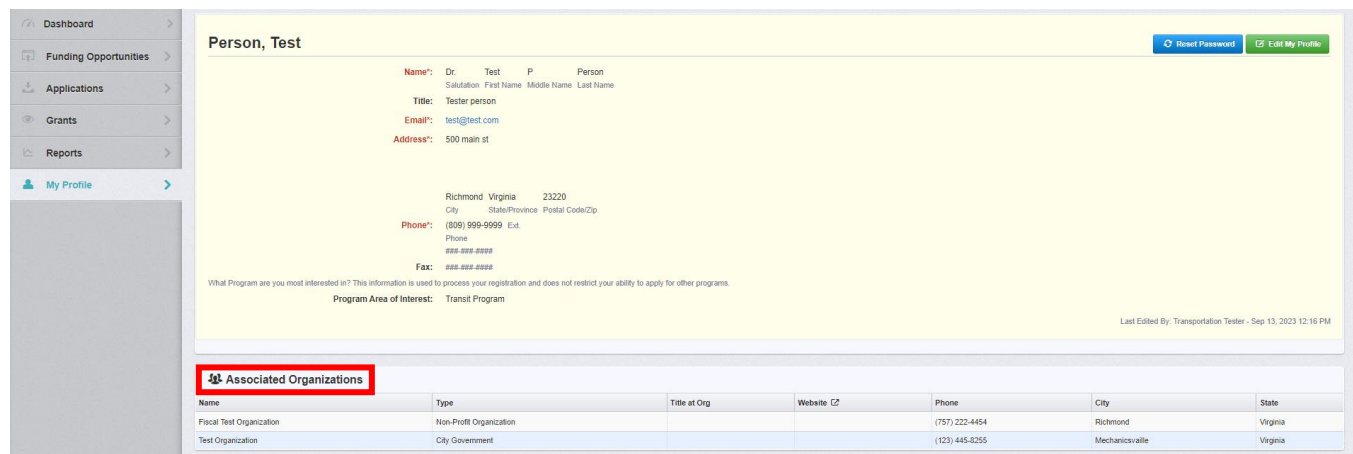
3.5 Click on your organization to open the Organization Detail page and scroll down. Select the appropriate function to add additional users or attach required documents such as your W-9 form.
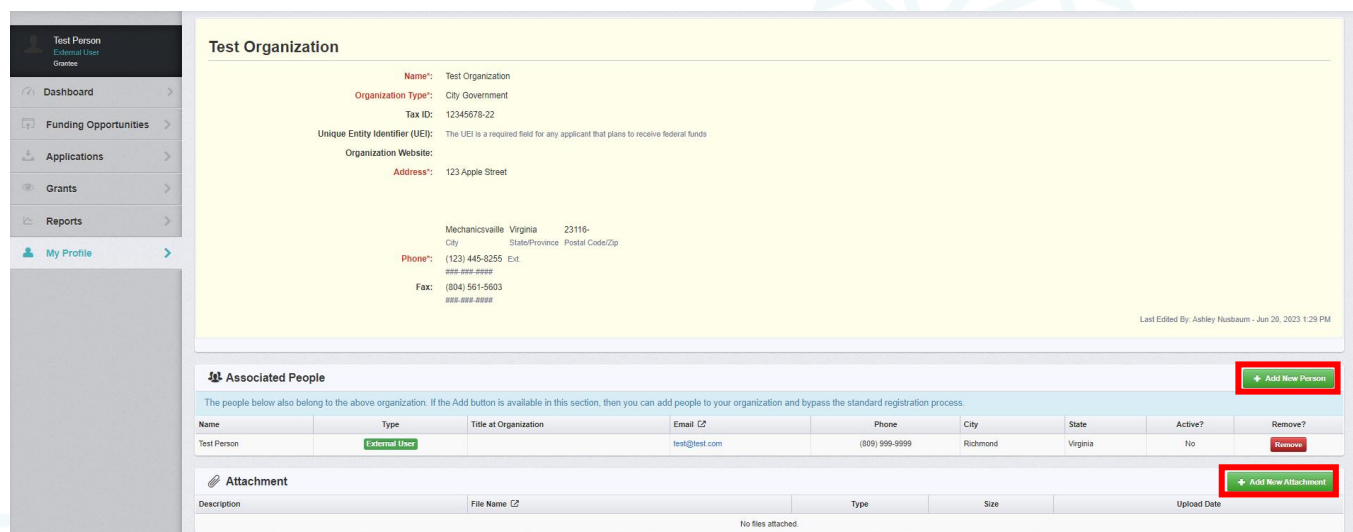
4. Adding Additional Users

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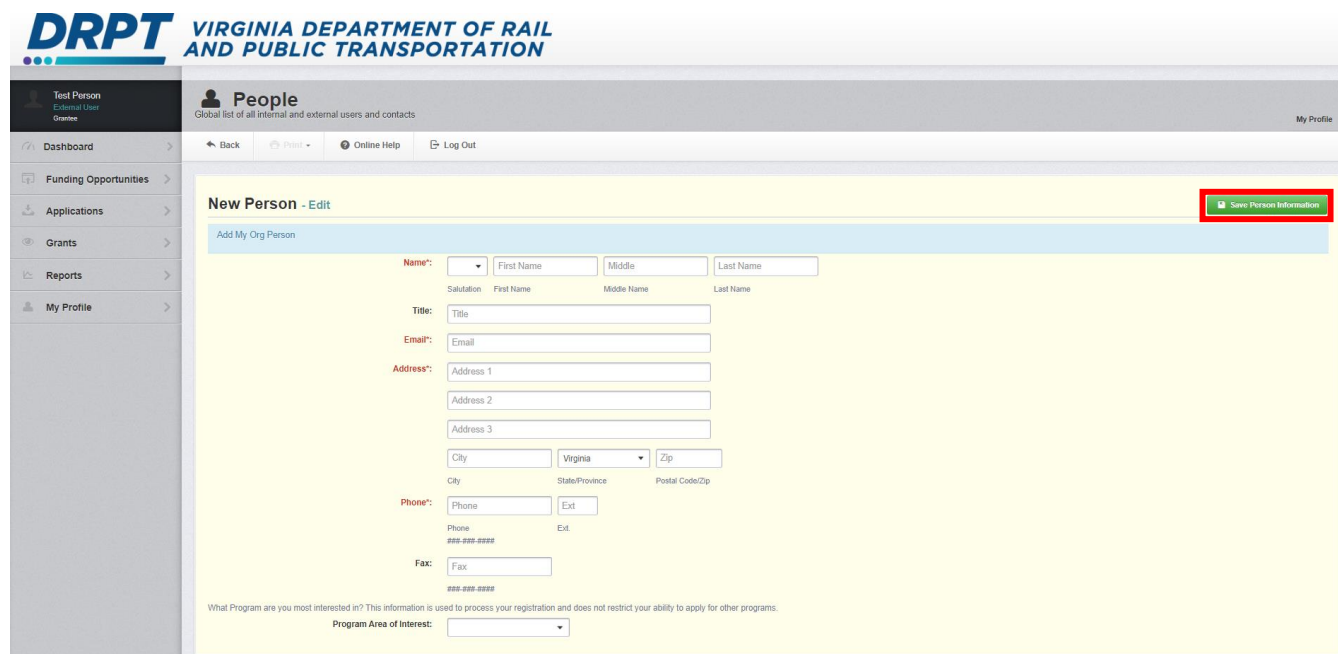

4.2 Scroll down to view your Organization Data.

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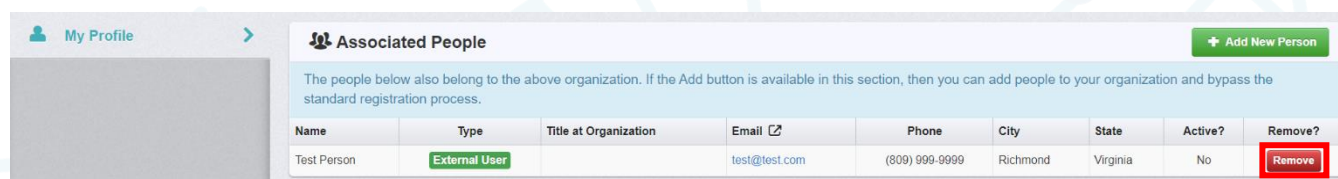
4.4 Complete all required fields (in red marked with an asterisk*) for the new user profile. When complete, press "Save Person Information."

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.