

## How to Register for WebGrants

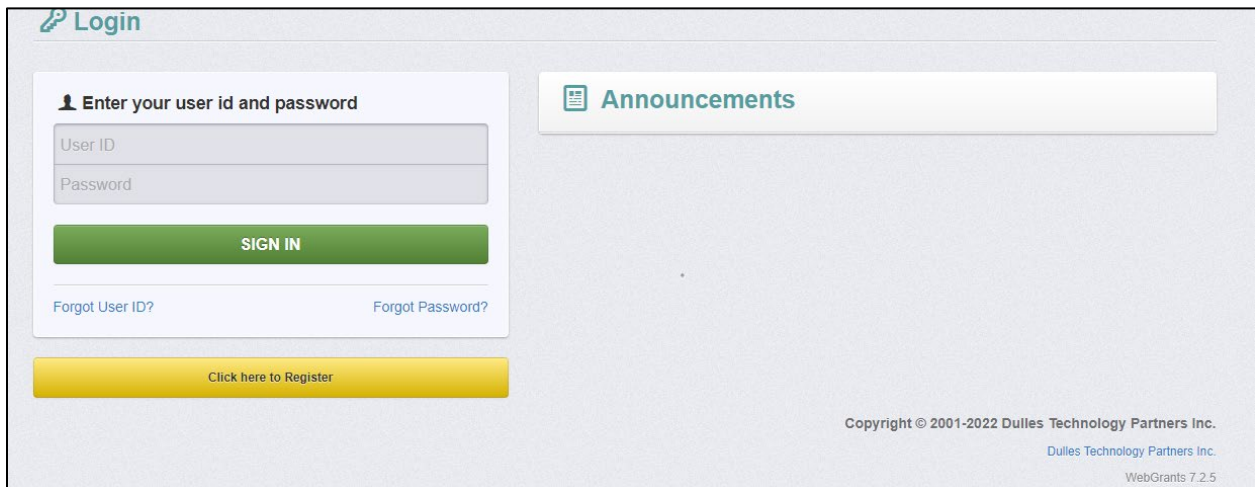
**Register for your WebGrants account by Thursday, January 25, 2024 (one week before applications close). It will take 1-2 business days for your registration to be approved.**

WebGrants can be accessed using any web browser (Chrome, Internet Explorer, Mozilla, etc.).

**WebGrants works best on a laptop or desktop. You may encounter problems using a cellphone.**

### Step 1: Locate City of Portland WebGrants Registration

- Go to the City of Portland WebGrants website: <https://cityofportlandgrants.net/>
- After accessing the City's WebGrants website, the following screen will appear:



The screenshot shows the WebGrants Login page. On the left, there is a login form with the heading "Enter your user id and password". It contains two input fields: "User ID" and "Password". Below these fields is a green "SIGN IN" button. Underneath the button are two links: "Forgot User ID?" and "Forgot Password?". At the bottom of the form is a yellow button labeled "Click here to Register". On the right side of the page, there is a box labeled "Announcements". At the bottom right of the page, there is a copyright notice: "Copyright © 2001-2022 Dulles Technology Partners Inc. Dulles Technology Partners Inc. WebGrants 7.2.5".

- Click on 'Click here to Register.'

### Step 2: Complete Registration

This will take you to the Registration screen that requires personal contact and organizational information.

All fields that have red \* are required and must be completed. However, we encourage you to fill out the form in its entirety.

## Personal Contact Information

**Registration** Save Registration Information

Personal Contact Information

**Name\*:**      
Salutation First Name Middle Name Last Name

**Title\*:**

**Email\*:**

**Address\*:**

City State/Province Postal Code/Zip

**Phone\*:**    
Phone Ext.  
###-###-####

**Fax:**   
###-###-####

What Program are you most interested in? This information is used in order to process your registration purposes only and does not restrict your ability to apply for other programs.  
**Program Area of Interest\*:**

Copy Personal Information to Organization?:

This is the information for the individual who will complete and submit the application on behalf of the organization.

- Name\*: Use the  to select your Salutation, then enter your First and Last names.
- Title\*: Enter your job title at the organization.
- Email\*: Enter your contact email.
- Address\*: Enter the address of the organization to which you are employed.
- Phone\*: Enter the telephone number where you can be reached.
- Program Area of Interest\*: Use the  to select your Program Area of Interest. You can select any option; it will not impact what programs you'll be able to apply to.
- Copy Personal Information to Organization: Select Yes or No.
- If you are Affiliated with an Organization: Select Yes or No. If you select No, then click Save Registration Information. Your registration is complete. If you selected Yes, then proceed.

## Organization Contact Information

Organization Information

Are you Affiliated with an Organization?:  Yes  No

Name\*:

Organization Type\*:

Tax Id\*:

Organization Website:

Address\*:

City:  Oregon  Zip:   
City State/Province Postal Code/Zip

Phone\*:   Ext.   
### ### ####

Fax:   
### ### ####

[Save Registration Information](#)

- Name\*: Enter the name of your organization.
- Organization Type\*: Use the  to select the one that best matches your organization.
- Tax Id\*: Enter the Tax ID number for your organization. This is also known as the Employer Identification Number (EIN). If your organization does not have a tax ID and is applying through a fiscal sponsor, put N/A.
- Organizational Website: Enter your organization's website.
- Address\*: Enter the address for your organization.
- Phone:\* Enter the telephone number for your organization.
- Fax: Enter the fax number for your organization.
- Click [Save Registration Information](#) at the top or bottom of the form.

### You will receive a confirmation of your registration request:

Thank you for registering.

A confirmation notice has been sent to your email address.

After your registration is approved, you will receive an email notification with a link to log into WebGrants - Dulles Technology using your confirmed credentials.

You may now return to the [log in screen](#).

## You will also receive an email alert with a link to the WebGrants system:

**From:** cityofportland@mail.webgrantscloud.com <cityofportland@mail.webgrantscloud.com>  
**Sent:** Friday, September 30, 2022 12:36 PM  
**To:** john smith <Johnsmith@portlandoregon.gov>  
**Subject:** WebGrants - City of Portland - New User Registration

\*\*\*\* Do Not Respond to This Email \*\*\*\*

Dear Doctor Doctor,

Thank you for registering with WebGrants - City of Portland.

Your registration is currently under review, if approved, you will receive a confirmation email with your user id and password.

Registration review may take up to two business days.  
Thank you for your patience.

You may now log into the WebGrants system at the following location:  
<https://cityofportlandgrants.net>

## Step 3: Create User ID and Password

**It will take 1-2 business days for your registration to be approved.**

After your registration is approved, you will receive 2 separate email notifications with your assigned User ID and temporary password like the alerts below. Each email provides the URL for logging into WebGrants.

### Email with assigned User ID:

**From:** cityofportland@mail.webgrantscloud.com <cityofportland@mail.webgrantscloud.com>  
**Sent:** Friday, September 30, 2022 12:43 PM  
**To:** Smith, John <John.Smith@portlandoregon.gov>  
**Subject:** WebGrants - City of Portland - Approved Registration

\*\*\*\* Do Not Respond to This Email \*\*\*\*

Dear Doctor Doctor,

Your new registration with WebGrants - City of Portland has been Approved.

Your user id is below:  
User id: ddoctor1

Your temporary password will be sent in a separate email.

You may now log into the WebGrants system at the following location:  
<https://cityofportlandgrants.net>

## Email with temporary password:

**From:** cityofportland@mail.webgrantscloud.com <cityofportland@mail.webgrantscloud.com>  
**Sent:** Friday, September 30, 2022 12:43 PM  
**To:** Smith, John <John.Smith@portlandoregon.gov>  
**Subject:** WebGrants - City of Portland - Approved Registration

\*\*\*\* Do Not Respond to This Email \*\*\*\*

Dear Doctor Doctor,

Your registration has been Approved. Your password is below:  
Password: canttouchthis1

You should have received a separate email message with your User ID.

After you login for the first time, please reset your password by selecting "My Profile" then "Reset Password"

You may now log into the WebGrants system at the following location:

<https://cityofportlandgrants.net>

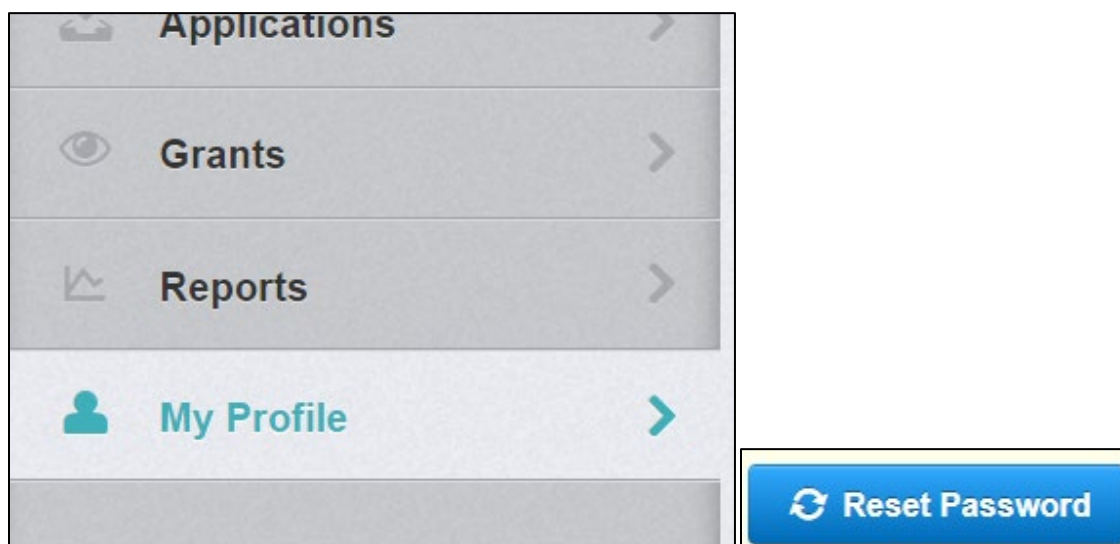
Once both emails are received you may log into the WebGrants system.

Make sure to keep both emails for your records. If you try to register again but you already have an existing account, you will be directed to log in with your existing account.

## Change Password

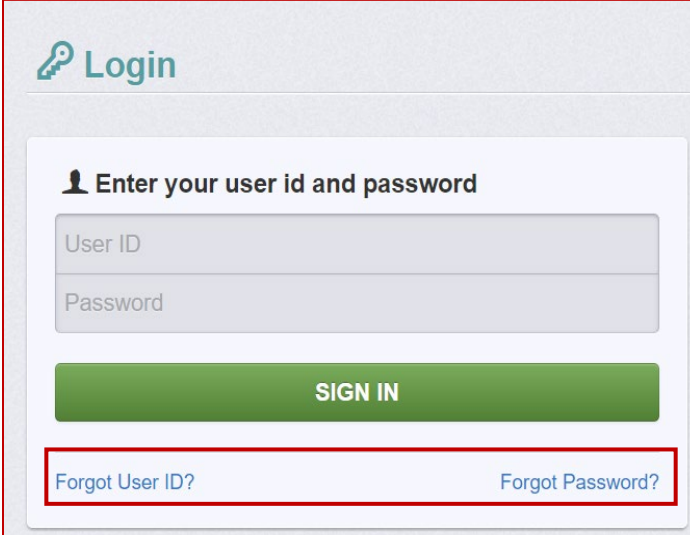
To change your password, log in and go to 'My Profile':

Then click 'My Profile' and 'Reset Password':



## Forgot Password or User ID?

Follow the links below the sign in button to find your User ID or reset your password.



The image shows a login interface. At the top left, there is a key icon and the word "Login". Below this is a white box with a grey border containing the text "Enter your user id and password" next to a person icon. Underneath are two input fields: "User ID" and "Password". A green button with the text "SIGN IN" is positioned below the input fields. At the bottom of the white box, there are two blue links: "Forgot User ID?" on the left and "Forgot Password?" on the right. A red rectangular border highlights the bottom section of the form, including the "SIGN IN" button and the two links.

## Need Help?

Additional support options if you have WebGrants questions or need technical assistance beyond what is provided in this guidance:

- Review the WebGrants Resource Page: [Apply for a grant](#)
- Review the Q&A document uploaded weekly to: [RFP 3 FAQ](#)
- Email [pcefwebgrants@portlandoregon.gov](mailto:pcefwebgrants@portlandoregon.gov). If applicable, please include the Form Title, Section Title, and/or Form Field your question(s) are related to. For an example of where to find this information, see [WebGrants Components.pdf](#).