



**E-Business Point of Contact (POC)  
Registration Checklist**

Grants.gov safeguards an organization from individuals who may attempt to submit grant application packages without permission by providing the organizations with the capability of having an E-Business Point of Contact (POC). The E-Business POC determines who is allowed to submit grant application packages via Grants.gov on behalf of an organization. The following checklist provides registration guidance for the E-Business POC during the registration process. The registration process can take **one to three** days depending on your organization.

***Note:** If you are a grant applicant, who is submitting a grant application on your own behalf and not on behalf of a company, institution, state, local or tribal government, or other type of organization, refer to the <http://www.grants.gov/assets/IndividualRegCheck.pdf>. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.*

Grants.gov Registration Checklist	What is the purpose of this step?	How long should it take?	Completed?
<p><b>1. Has my organization identified its DUNS Number?</b></p> <ul style="list-style-type: none"> <li>Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number.</li> <li>If your organization does not know its DUNS Number, call Dun &amp; Bradstreet at 1-866- 705-5711 and follow the automated prompts to find this information.</li> </ul>	<ul style="list-style-type: none"> <li>The federal government has adopted the use of DUNS numbers to track of how federal grant money is allocated.</li> <li>DUNS Numbers identify your organization.</li> </ul>	<ul style="list-style-type: none"> <li>Same Day.</li> <li>You will receive DUNS Number information at the conclusion of the phone call.</li> <li>Recipient with NEW DUNS number must wait 24 hours before applying for CCR registration.</li> </ul>	
<p><b>2. Has my organization registered with the Central Contractor Registry (CCR)?</b></p> <ul style="list-style-type: none"> <li>Ask the grant administrator, chief financial officer, or authorizing official of your organization if your</li> </ul>	<ul style="list-style-type: none"> <li>Designating an E-Business Point of Contact Safeguards organizations from individuals who may attempt to submit</li> </ul>	<ul style="list-style-type: none"> <li>1-3 days to gather the internal organization information and prepare</li> </ul>	

<p>organization has registered with the CCR.</p> <ul style="list-style-type: none"> <li>If your organization is not registered, you can apply by phone (1-888-227- 2423) or register online at <a href="http://www.ccr.gov">http://www.ccr.gov</a>.</li> </ul>	<p>grant application packages without permission.</p> <ul style="list-style-type: none"> <li>Registering with the CCR is required for organizations to use Grants.gov.</li> </ul>	<p>the application.</p> <ul style="list-style-type: none"> <li>1 business day from the point of submitting the CCR Registration.</li> </ul>	
<ul style="list-style-type: none"> <li>When your organization registers with CCR, you will need to be designated as the <b>E-Business Point of Contact (E-Business POC)</b>. You will be given a special password called an "M-PIN." This password gives you the sole authority to designate which staff members from your organization are allowed to submit applications electronically though Grants.gov.</li> <li>Staff members from your organization designated to submit applications are called <b>Authorized Organization Representatives (AORs)</b>.</li> <li>If you have forgotten the M-PIN password, call 1-888-227-2423.</li> </ul>		<ul style="list-style-type: none"> <li>Please allow 3 business days for CCR to become active before registering with credential provider.</li> </ul>	
<p><b>3. Have you authorized your organization's AORs?</b></p>			
<p><b>Have the AORs from your organization registered with the Credential Provider for a username and password?</b></p>			
<ul style="list-style-type: none"> <li>AORs must register with the Credential Provider to obtain their usernames and passwords at <a href="http://apply07.grants.gov/apply/OrcRegister">http://apply07.grants.gov/apply/Orc Register</a>. They will need to know your organization's DUNS number to complete the process.</li> <li>After your organization registers with the CCR, AORs must wait <b>one business day</b> before they can obtain their usernames and</li> </ul>	<ul style="list-style-type: none"> <li>Receive a username and password to submit applications through Grants.gov.</li> <li>AOR usernames and passwords serve as "electronic signatures" when your organization submits applications on Grants.gov.</li> </ul>	<ul style="list-style-type: none"> <li>Same Day.</li> <li>AORs will receive a username and password when they submit the information.</li> </ul>	

passwords.			
<b>Have the AORs from your organization registered with the Grants.gov for an account?</b>			
AORs must register with Grants.gov for an account at <a href="https://apply07.grants.gov/apply/Grants.govRegister">https://apply07.grants.gov/apply/Grants.govRegister</a> . They will need to enter the username and password they received when they registered with the Credential Provider.	<ul style="list-style-type: none"> <li>This creates an account on Grants.gov that allows AORs to submit applications on behalf of the organization and track the status of submitted applications.</li> </ul>	<ul style="list-style-type: none"> <li>Same Day.</li> <li>AORs will be registered when they submit the information.</li> </ul>	
<b>Have you approved AORs from your organization?</b>			
<ul style="list-style-type: none"> <li>When an AOR registers with Grants.gov, you will receive an e-mail notification.</li> <li>You then need to log into Grants.gov (using your organization's DUNS number for a username and the "M-PIN" password obtained in Step 2) and approve the AOR, thereby giving he or she permission to submit applications at <a href="http://www.grants.gov/ForEbiz">http://www.grants.gov/ForEbiz</a>.</li> <li>You will not be able to log into the EBiz section of Grants.gov, <a href="https://apply07.grants.gov/apply/AorMgrGetID">https://apply07.grants.gov/apply/AorMgrGetID</a>, until an individual from your organization registers with Grants.gov.</li> <li>When you approve an AOR, Grants.gov will send the AOR confirmation e-mail. AORs can log in to the Applicant home page at <a href="http://www.grants.gov/ForApplicants">http://www.grants.gov/ForApplicants</a> using their username and password to check if they have been approved.</li> </ul>	<ul style="list-style-type: none"> <li>Only you can approve AORs.</li> <li>This allows your organization to authorize specific staff members to submit grants.</li> </ul>	<ul style="list-style-type: none"> <li>Depends on how long it takes you to log in and approve the AOR.</li> <li>AORs can also log into Grants.gov to check if they have been approved.</li> </ul>	