




## E-Business Point of Contact 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 (E-Biz POC). The E-Biz 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-Biz 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, academic or research institution, state, local or tribal government, not-for-profit, or other type of organization, refer to **Individual Registration:** [http://www.grants.gov/applicants/individual\\_registration.jsp](http://www.grants.gov/applicants/individual_registration.jsp). If you apply as an individual to a grant application package designated for organizations, your application will be rejected.

Steps to Complete	Completed?
<p><b>STEP 1: OBTAIN DUNS NUMBER</b>  <b>Has my organization identified its DUNS Number?</b></p> <p>Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number. 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.</p> <p><b>PURPOSE OF THIS STEP:</b>            The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. DUNS numbers identify your organization.</p> <p><b>HOW LONG SHOULD IT TAKE?</b>            Same Day. You will receive DUNS number information at the conclusion of the phone call. A recipient with a NEW DUNS number must wait 24 hours before applying for CCR registration.</p>	
<p><b>STEP 2: REGISTER WITH CCR</b>  <b>Has my organization registered with the Central Contractor Registry (CCR)?</b></p> <p>Ask the grant administrator, chief financial officer, or authorizing official of your organization if your organization has registered with the CCR. 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>. When you register be sure to name yourself as the E-Biz POC.</p> <p><b>*Note:</b> Your organization needs to renew their CCR registration once a year.</p> <p><b>PURPOSE OF THIS STEP:</b>            Registering with the CCR is required for organizations to use Grants.gov and you need to name yourself the E-Biz POC to authorize AORs to be able to apply for grants.</p> <p><b>HOW LONG SHOULD IT TAKE?</b>            One to three days to gather the internal organization information and prepare the application. One business day from the point of submitting the CCR Registration.</p>	

Steps to Complete	Completed?
<p><b>STEP 3: DESIGNATE YOURSELF AS THE E-BIZ POC</b>  <b>Have you designated yourself as the E-Biz POC when you registered with CCR?</b></p> <p>When your organization registers with CCR, you will need to be designated as the <b>E-Biz 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 through Grants.gov. Staff members from your organization designated to submit applications are called <b>Authorized Organization Representatives (AOR)</b>. If you have forgotten the M-PIN password, call 1-888-227-2423.</p> <p><b>PURPOSE OF THIS STEP:</b>  Designating E-Biz POC safeguards organizations from individuals who may attempt to submit grant application packages without permission.</p> <p><b>HOW LONG SHOULD IT TAKE?</b>  Please allow one business day for CCR to become active before completing your profile.</p>	
<p><b>STEP 4: AUTHORIZE YOUR AORS</b>  <b>Have you authorized your organization's AORs?</b></p> <p>AORs must complete a profile with Grants.gov to obtain their usernames and passwords. When an AOR registers with Grants.gov, you will receive an email notification. You then need to login to 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 him or her permission to submit applications.</p> <p>You will not be able to <a href="#">login to the E-Biz POC</a> section of Grants.gov, until an individual from your organization registers with Grants.gov. When you approve an AOR, Grants.gov will send the AOR confirmation email. AORs can <a href="#">login</a> using their username and password to check if they have been approved.</p> <p><b>PURPOSE OF THIS STEP:</b>  Only an E-Biz POC can approve AORs. This allows your organization to authorize specific staff members to submit grants.</p> <p><b>HOW LONG SHOULD IT TAKE?</b>  Depends on how long it takes you to login and approve the AOR, once the approval is completed the AOR can immediately submit an application.</p>	