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*Organization
Registration*

User Guide

Organization Registration User Guide

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Introduction

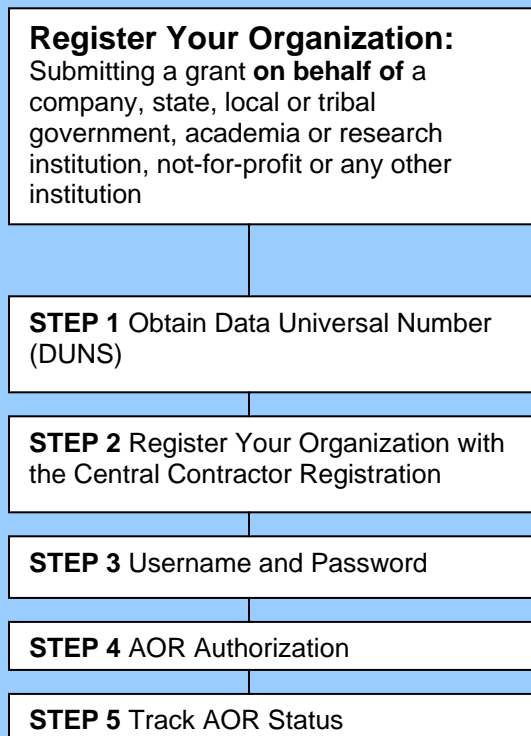
Grants.gov has been designed to make it easier for organizations to find and apply for more than \$500 billion in federal grants. With electronic access to more than 1,000 grant programs offered by all federal grant-making agencies, Grants.gov leverages the power of the Web to streamline your grant acquisition process.

This user guide has been developed to help you navigate the Grants.gov environment more easily. In it, you'll find detailed instructions for registering your organization.

Get Registered: Overview

Organization Registration

This is an overview of the steps you will take during the registration process.



Register Your Organization

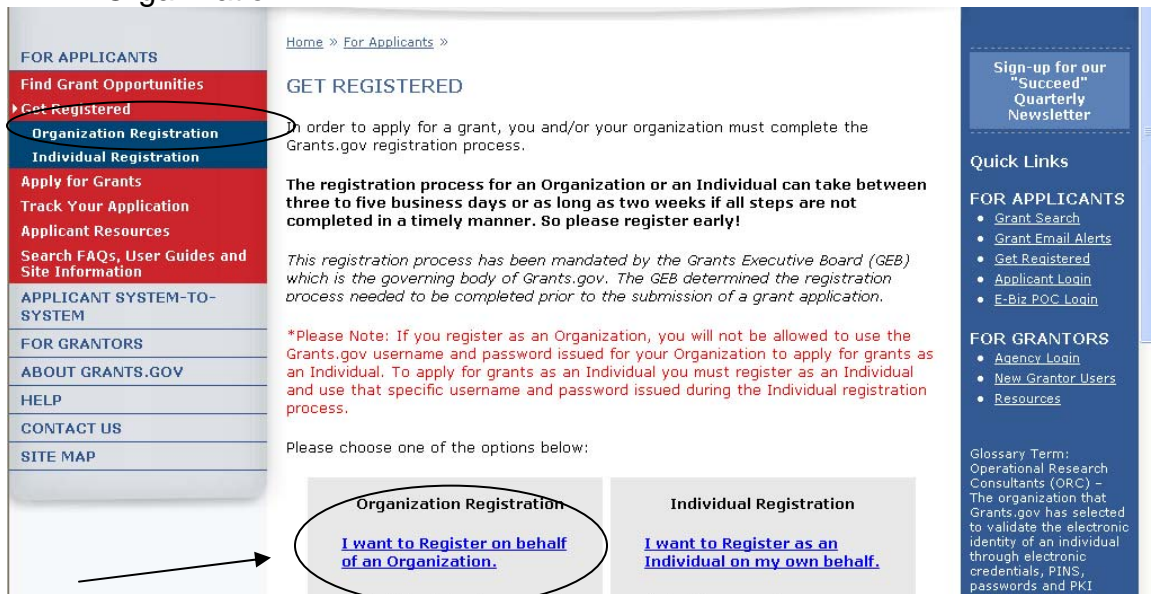
Review this overview if you are submitting a grant **on behalf of** a company, state, local or tribal government, academia or research institution, not-for-profit or any other institution.

Instructions for Registering your Organization:

1. Start registering your organization by selecting **Get Registered** in the navigation bar on the left navigation menu.



2. On the Get Registered screen, you will be presented with two options. Click on **Organization Registration** in the left navigation bar or follow the instructions on the page and select "I want to Register on behalf of an Organization".



Registration Checklist for Organizations

In order to help you navigate the process of registering your organization, Grants.gov has developed a registration checklist.

Follow the steps below to review the Registration Checklist for Organizations.

1. To access the Registration Checklist for Organizations, select **Get Registered** from the Quick Links on the right side of the screen in the blue boxed navigation of any Grants.gov page.
2. On the **Get Registered** page, select **Organization Registration Checklist** under the Organization Registration gray box.

The screenshot shows the Grants.gov website interface. At the top, the Grants.gov logo and navigation links (Search, Contact Us, Site Map, Help, RSS, Home) are visible. The left sidebar contains a 'FOR APPLICANTS' section with a red 'Get Registered' button. The main content area is titled 'GET REGISTERED' and includes a warning: 'The registration process for an Organization or an Individual can take between three to five business days or as long as two weeks if all steps are not completed in a timely manner. So please register early!'. Below this, there are two registration options: 'Organization Registration' and 'Individual Registration'. Under 'Organization Registration', the link 'Organization Registration Checklist' is circled in red. The right sidebar has a 'Quick Links' section where 'Get Registered' is also circled in red. At the bottom, there are logos for Grants Policy Committee, E-GOV, USA.gov, and Benefits.gov.

3. The Organization Registration Checklist also appears on the **Organization Registration** page at the top of the screen. Select **Get Registered**, then select **Organization Registration** and click on the link for the [Organization Registration Checklist](#).



The Organization Registration Checklist is a PDF document, which you may review on-screen or print and retain for future reference.

The checklist helps guide you through completing the organization registration steps required to submit grants online through Grants.gov.

The screenshot shows the 'Organization Registration Checklist' PDF document. It includes an introduction, a note about individual vs. organizational applications, and a table with two columns: 'Steps to Complete to Register an Organization' and 'Completed?'. The table lists two steps: 'STEP 1: OBTAIN DUNS NUMBER' and 'STEP 2: REGISTER WITH CCR', both with empty circles in the 'Completed?' column.

Steps to Complete to Register an Organization	Completed?
<p>STEP 1: OBTAIN DUNS NUMBER Has my organization identified its Data Universal Number System (DUNS) number?</p> <p>Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number.</p> <p>If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet at http://fedgov.dnb.com/webform/displayHomePage.do.</p> <p>PURPOSE OF THIS STEP: 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>HOW LONG SHOULD IT TAKE? Same Day. You will receive DUNS number information online.</p>	○
<p>STEP 2: REGISTER WITH CCR Has my organization registered with the Central Contractor Registration (CCR)?</p> <p>Ask the grant administrator, chief financial officer, or authorizing official of your organization if your organization has registered with the CCR.</p> <p>If your organization is not registered, you can apply by phone (1-888-227-2423) or register online at http://www.ccr.gov. CCR has developed a handbook (http://www.ccr.gov/handbook.asp) to help you with the process.</p> <p>When your organization registers with CCR, you must designate an E-Business Point of Contact (E-Biz POC). This person will identify a special password called an "M-PIN." This M-PIN gives the E-Biz POC authority to designate which staff member(s) from your</p>	○

Step 1: Obtaining a DUNS Number

In order to register with the Central Contractor Registration (CCR), a requirement for registering with Grants.gov, your organization will need a Data Universal Number System (DUNS) number. A DUNS number is a unique nine-character identification number provided by the commercial company [Dun & Bradstreet \(D&B\)](#). Once you have completed the registration, your DUNS number should be available the next business day.

Have the following information prepared when requesting a DUNS number:

- Name of your organization
- Organization address
- Phone number of the organization
- Name of the CEO/organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary line of business
- Total number of employees (full and part time)

Note: As a result of obtaining a DUNS number, you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request not to be listed when you contact D&B.

Instructions for Requesting a DUNS Number

On Grants.gov under, For Applicants >> Get Registered >> Organization Registration, click on [Step 1: Obtain DUNS Number](#) to register online.

The screenshot shows the Grants.gov website interface. The main content area is titled "STEP 1: OBTAIN DUNS NUMBER" and includes a breadcrumb trail: Home > For Applicants > Get Registered > Organization Registration >. Below the title, there are links for STEP 1, STEP 2, STEP 3, STEP 4, and STEP 5. The main heading is "HAS MY ORGANIZATION IDENTIFIED ITS DATA UNIVERSAL NUMBER SYSTEM (DUNS)?" followed by instructions to ask the grant administrator, chief financial officer, or authorizing official. A link is provided to register or search for a DUNS number: <http://fedgov.dnb.com/webform/displayHomePage.do>. The page also includes sections for "PURPOSE OF THIS STEP:", "HOW LONG SHOULD IT TAKE?", and "WHAT IS A DUNS NUMBER & WHY DO I NEED OBTAIN ONE?". A list of information needed to obtain a DUNS number is provided at the bottom: Name of organization and Organization address. The left sidebar contains navigation links for "FOR APPLICANTS" (Find Grant Opportunities, Get Registered, Organization Registration, STEP 1: Obtain DUNS Number, STEP 2: Register with CCR, STEP 3: Username & Password, STEP 4: AOR Authorization, STEP 5: Track AOR Status, Individual Registration) and "FOR GRANTORS" (Apply for Grants, Track Your Application, Applicant Resources, Search FAQs, User Guides and Site Information, APPLICANT SYSTEM-TO-SYSTEM, FOR GRANTORS, ABOUT GRANTS.GOV, HELP, CONTACT US, SITE MAP). The right sidebar includes a newsletter sign-up, quick links to Grants.gov Blog, and links for applicants and grantors.

Requesting a DUNS number is a process that is not completed on the Grants.gov website. The following steps below provide an overview of the process to request a DUNS number D&B's website:

1. Check to see if your Organization has a DUNS number:

Prior to requesting a DUNS number, you should investigate if your organization already has a DUNS number. Most large organizations, independent libraries, colleges and research universities already have DUNS numbers. You should ask your organization's chief financial officer, grant administrator, or authorizing official to provide your organization's DUNS number. Alternatively, you can determine if your organization has a DUNS number online by using the DUNS [web registration](#).

2. Register for a DUNS Number:

If your organization does not have a DUNS number, ask the chief financial officer, grant administrator, or authorizing official of your organization to register for a DUNS number. Or request a DUNS number online via [web registration](#). The process can take up to one business day to complete. If your organization is located outside of the United States, you can also request and register for a DUNS number online via [web registration](#).

D&B
Decide with Confidence

D&B DUNS Numbers™
for US Government
Contractors & Grantees

Welcome to the D&B Online Webform Process for US Govt Contractors and Grantees

**Begin D-U-N-S Search/
Request Process**

**About the D&B
D-U-N-S Number**

**Frequently Asked
Questions (FAQ)**

**D&B, CCR, Grants
Contacts**

**D&B's Privacy
and Data Policy**

Welcome to the D&B D-U-N-S Request Service
for US Federal Government Contractors and Grantees

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

Click here to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day.

Click here to request your D-U-N-S Number by phone, (for U.S., Puerto Rico, and U.S. Virgin Islands Only).

For technical difficulties, contact govt@dnb.com

Step 2: Register with CCR

The Central Contractor Registration (CCR) is a government-wide registry for vendors doing business with the federal government. The CCR centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses the CCR to establish roles and IDs for electronic grant applicants.

Tips for registering with CCR

1. Information for registering with the CCR and online documents can be found at <http://www.ccr.gov/>.
2. Before registering, applicants and recipients should review the Central Contractor Registration user guide at <http://www.ccr.gov/handbook.asp>.

Instructions for Registering with CCR

On Grants.gov under For Applicants >> Get Registered >> Organization Registration, click on [Step 2: Register with CCR](#) to register online.

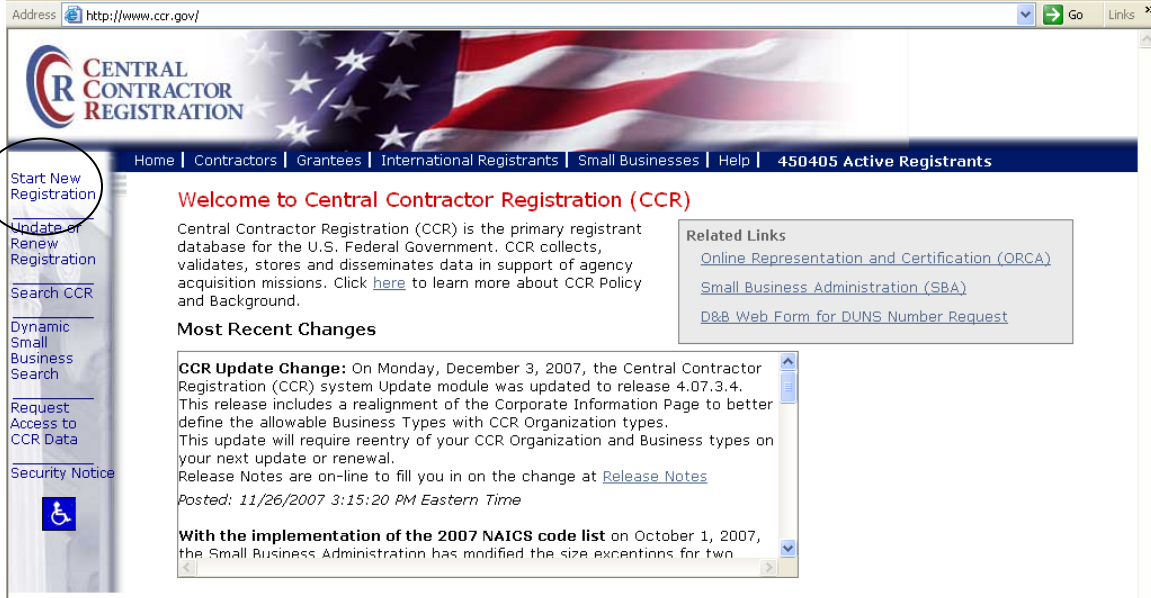
The screenshot shows the Grants.gov website interface. At the top, there is a search bar and navigation links for Contact Us, Site Map, Help, RSS, and Home. The breadcrumb trail reads: Home > For Applicants > Get Registered > Organization Registration >. The main heading is "STEP 2: REGISTER WITH CCR". Below this, there are links for STEP 1, STEP 2 (selected), STEP 3, STEP 4, and STEP 5. The main content area is divided into several sections: "HAS MY ORGANIZATION REGISTERED WITH THE CENTRAL CONTRACTOR REGISTRATION (CCR)?", "IS YOUR ORGANIZATION ALREADY REGISTERED WITH CCR?", "PURPOSE OF THIS STEP:", "HOW LONG SHOULD IT TAKE?", and "WHAT IS CCR AND WHY DO I NEED TO REGISTER?". A left sidebar contains navigation options for Applicants, Grant Opportunities, and Registration. A right sidebar features a newsletter sign-up and quick links for Applicants and Grantors.

Registering with CCR is a process that is not completed on the Grants.gov website. The following steps below provide an overview of the process to register on CCR's website:

If your organization has the necessary information ready, online registration will

take about 30 minutes to complete, depending upon the size and complexity of your organization. If the organization completes the CCR registration process by 6:00 PM EST and passes the IRS Tax Identification validation, the organizational representatives will be able to begin their registration process the very next business day. Once your CCR registration becomes active, you will be able to register with the Credential Provider.

1. Visit the **CCR** website at <http://www.ccr.gov/>.
2. Click the **Start New Registration** link at the top left of the screen.



3. Next follow the on screen instructions, once you select one of the choices, click on the **Continue** link to proceed.



4. On the next screen review the four key items you will need before registering. Then click **Continue with Registration** at the bottom of the screen.

Address: <http://www.ccr.gov/StartRegistration.aspx>

CENTRAL CONTRACTOR REGISTRATION

Home | Contractors | Grantees | International Registrants | Small Businesses | Help | **450405 Active Registrants**

Start New Registration

IMPORTANT: Review the following FOUR key items you need before beginning registration. (International Registrants click [here](#).)

- 1. Data Universal Numbering System (DUNS) Number provided by Dun and Bradstreet (D&B)**
[Click here](#) for more detail.
- 2. Tax Identification Number (TIN) and Taxpayer Name used in Federal tax matters**
Not required for non-U.S. registrants
[Click here](#) for more detail.
- 3. Statistical Information about your business**
[Click here](#) for more detail.
- 4. Electronic Funds Transfer (EFT) Information for payment of invoices**
Not required for non-U.S. registrants
[Click here](#) for more detail.

****NOTE: STEPS 1 AND 2 MAY BE DONE SIMULTANEOUSLY.****

[Click here to see a full listing and descriptions of all information needed to register.](#)

[Continue with Registration](#)

Related Links:
[D&B Web Form for DUNS Number Request](#)
[IRS EIN Program](#)
[Information Needed to Register](#)

5. Enter your DUNS Number and click on the **Next** button to begin your registration with CCR.

Address: <https://www.bpn.gov/ccr/NewRegistration.aspx>

CENTRAL CONTRACTOR REGISTRATION

CCR Home | Search CCR
Quit CCR | New Registration | Help

New Registration

Enter Your DUNS number

To begin your registration we must verify your company information using your DUNS number provided by D&B. Please use your DUNS number and click submit. If you have received a new DUNS number from D&B, please wait until 24 hours have passed before you begin a New Registration.

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.
Version 4.07.3.

Integrated Acquisition Environment

USA.gov
Government Made Easy

Register Your Organization: CCR Registration Worksheet for Grant Applicants

General Information

Enter information into all fields with an "M" (Mandatory Required) placed next to the line. You will be unable to submit your registration online unless all of the mandatory information is provided. Additional information about specific fields is listed below: To register fill out the following information.

Cage Code

For U.S. applicants, do not enter a Cage Code. One will be assigned.
For foreign applicants, follow the instructions in the CCR.

Legal Business Name

Enter the name of the business or entity as it appears on legal documents.

Business Name

Enter the name of the organization/entity which is applying for a grant.

Annual Revenue

For some organizations/entities this can be an annual budget.

Type of Organization

In this section, indicate whether the organization/entity is Tax Exempt or Not. Indicate what type or how the organization is recognized. Use "Other" if the organization does not fit in the designated categories.

Owner Information

Fill in if a sole proprietorship.

Business Types

As indicated, check all that apply. Check the ones that are the closest description to your organization. Most grant applicants can use "Nonprofit Institution" plus any other type that may fit the description. (The listing is being revised to include grant applicants' business types.)

Party Performing Certification

Enter information only if the organization has a certification from SBA.
Most grant recipients and applicants do not fall into this category.

Goods and Services

This section is required. It will require the grant applicant/recipient to look up a code and enter the ones that best fit the type of services the organization provides. It is not required to fill-in all the spaces provided for the codes.

NAICS Code

Is required. Follow the instructions.

SIC Code

Is required. Follow the instructions.

Financial Information

Follow the instructions found under "US Federal TIN" (more details can be found on page 9 in the CCR user guide) – the Tax Identification Number information will be validated at IRS; <http://www.ccr.gov/handbook.asp> (Financial information can be found on pg 16 in the user guide)

Registration Acknowledgement and Point of Contact Information

Enter information into all fields with an "M" (Mandatory Required) placed next to the line. You will be unable to submit your registration online unless all of the mandatory information is provided. Additional information about specific fields is listed below:

CCR Point of Contact

Mandatory. Enter the name of the person that knows and acknowledges that the information in the CCR is current, accurate and complete. The Primary and the alternate POC are the only people authorized to share the information with the CCR Assistance Center personnel. An email address is required. An alternate is also required for registration.

Government Business Point of Contact

Not mandatory; review under "Point of Contact;"

<http://www.ccr.gov/handbook.asp> (Point of Contact information can be found on pg 18 in the user guide)

Electronic Business Point of Contact

Mandatory. The E-Business Point of Contact is the individual designated by your organization who will become the sole authority within the organization to designate, or revoke, an individual's ability to submit grant applications on behalf of his organization through Grants.gov. Your email address and phone number are required. An alternate is also required for registration. The Grants.gov E-Business Point of Contact will have the responsibility of assigning the "Authorized Applicant" role to all who register to submit applications for their organization. The E-Business Point of Contact will receive an email each time someone registers with Grants.gov in order to be able to submit applications on behalf of their organization. The E-Business Point of Contact will need to login to the E-Business Point of Contact section of Grants.gov and manually assign the "Authorized Applicant" role to designate someone as an "Authorized Organization Representative (AOR)."

Past Performance Point of Contact

Not required.

Marketing Partner ID (MPIN)

Mandatory for Grants.gov submission. This is a self-defined access code that will be shared with authorized electronic partner applications. The MPIN will act as your password in other systems. The MPIN must be nine positions and contain at least one alpha character, one number and no spaces or special characters. The E-Business Point of Contact designated by your organization will need to know the MPIN to login to Grants.gov.

Registration Notification

If your registration was submitted successfully then you will receive an email welcoming you to CCR.

Once the CCR Registration is complete, your organization is finished registering. Now you must register with Grants.gov to establish yourself as an Authorized Organization Representative (AOR), an individual authorized to submit grant applications for your organization.

Step 3: Username & Password

In order to safeguard the security of your electronic information, Grants.gov requires all users to create an account in the Grants.gov system. In order to access the account the user must verify that they are able to obtain a username and password. This process determines that someone really is who he/she claims to be.

Tips for obtaining your username and password

1. Your **CCR registration must be complete** and active before you can obtain your username and password.
2. Once you have completed the online CCR Registration, it will take up to 72 hours before your CCR Registration becomes active. If you are updating or renewing your registration information it will take approximately 24 hours to become active.
3. Upon completing the online form on Grants.gov, you will create a username and password. This username and password is used to submit your application package to the appropriate government agency safely and securely through Grants.gov.

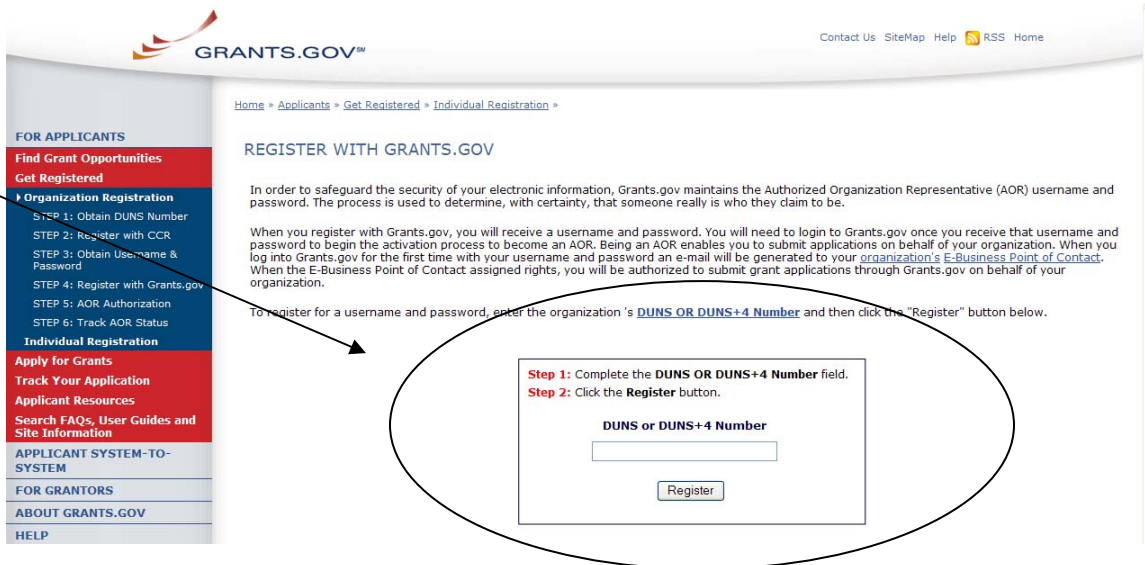
Instructions for obtaining your Username and Password

Your organization's CCR registration must be complete and active before you can obtain a username and password.

1. Click **Get Registered** in the Quick Links on the blue boxed left navigation of any Grants.gov page. This will take you to the Get Registered screen.
2. Under the Get Registered heading, click **Organization Registration** in the left navigation.
3. Under Organization Registration, click **STEP 3: Username & Password**.
4. Once you are on **STEP 3: Username & Password** screen, click on the **Create Username and Password** in the gray bar on the screen.

The screenshot shows the Grants.gov website interface. At the top, the Grants.gov logo and navigation links (Search, Contact Us, Site Map, Help, RSS, Home) are visible. The left sidebar contains a navigation menu with sections: 'FOR APPLICANTS', 'Find Grant Opportunities', 'Get Registered', 'Organization Registration', 'STEP 1: Obtain DUNS Number', 'STEP 2: Register with CCR', 'STEP 3: Obtain Username & Password', 'STEP 4: Register with Grants.gov', 'STEP 5: AOR Authorization', 'STEP 6: Track AOR Status', 'Individual Registration', 'Apply for Grants', and 'Track Your Application'. The main content area displays 'STEP 3: OBTAIN USERNAME & PASSWORD' with a breadcrumb trail: 'Home » For Applicants » Get Registered » Organization Registration »'. Below this, there are links for 'STEP 1', 'STEP 2', 'STEP 3', 'STEP 4', 'STEP 5', and 'STEP 6'. The main text asks 'HAVE YOU OBTAINED YOUR USERNAME AND PASSWORD?' and explains that an Authorized Organization Representative (AOR) must register with the Credential Provider (Operational Research Consultants, ORC) to obtain a username and password. At the bottom of the main content area, there is a gray bar with a button labeled 'Create a Username and Password with ORC:' and a link to 'https://apply07.grants.gov/apply/OrcRegister'. The right sidebar contains a 'Sign-up for our "Succeed" Quarterly Newsletter' and a 'Quick Links' section with links for 'Grant Search', 'Grant Email Alerts', 'Get Registered', 'Applicant Login', and 'E-Biz POC Login'. Below that, there is a 'FOR GRANTORS' section with a link for 'Agency Login'.

- At the bottom of the screen you will need to enter your organization's DUNS Number and click the **Register** button. Your organization's CCR registration must be complete and active before you can create a Grants.gov account.



- After entering your organization's DUNS Number, you will be taken to the online form.
- Complete the form (all fields are required except "Address 2"). When entering an email address, please keep in mind that all correspondence with Grants.gov will be sent to that email address. For the Secret Question/Answer fields, enter a question only you would be able to answer and will be able to remember in the future. When you have completed the form click on the **Continue** button.

(White outlined boxes are in place to protect the privacy for the examples shown)

Field requirements for the form:

DOB: mm/dd/yyyy – you must include the slash"/" do not use a dash or hyphen

Telephone: include your area code "000-000-0000" – must be a 10 digit number

Zip Code: zip code five digits – "12345"

- Once you have clicked the submit button a confirmation screen will appear, if you have changes you would like to make choose the "Edit" button and the form will return to a screen where you can make changes. If you have no changes click on the "Confirm" button.

(White outlined boxes are in place to protect the privacy for the examples shown)

- On this page you will create your username and password. Scroll to the bottom of the page and type a username and password then confirm your password by typing it in again. Please write down your username and password for future reference. Once this is completed click on the **Submit** button.

(White outlined boxes are in place to protect the privacy for the examples shown)

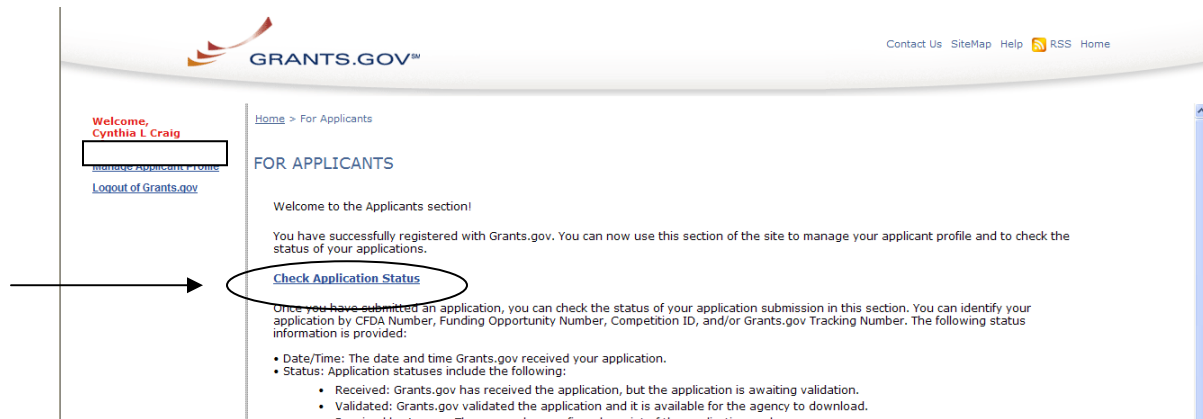
10. You will see a message at the top of the screen that will read “You are successfully registered.” To continue to the Applicant login page click the **Continue** button on the bottom right. If you don’t receive the successful message another message will appear stating what issue needs to be addressed with the form. Simply correct the error and click **Submit** until you receive the successful message.

(White outlined boxes are in place to protect the privacy for the examples shown)

11. Using the username and password you just created, fill out the form and click on “Login” this is where you can track your AOR status, manage your profile and in the future check your application status.

(White outlined boxes are in place to protect the privacy for the examples shown)

After you have created an account with Grants.gov, the E-Business Point of Contact listed on your organization's CCR registration will receive a notification stating that you have registered by email, you will also receive a copy of this email. The E-Business Point of Contact will need to login to the E-Biz section of Grants.gov and assign the "Authorized Applicant" role to you. You will be able to login to see if you have received your authorized status. You can find the Applicant Login quick link on the right side of any screen throughout the website.



You will NOT be able to submit applications until the E-Business Point of Contact has completed the authorization of your Grants.gov profile.

Step 4: AOR Authorization

Prior to submitting grant application packages, representatives of your organization need to register to submit on behalf of your organization. Your organization's E-Business Point of Contact (E-Biz POC), identified during CCR Registration must authorize someone to become an Authorized Organization Representative (AOR). This safeguards your organization from individuals who may attempt to submit grant application packages without permission.

Note: In some organizations, a person may serve as both an E-Biz POC and an AOR.

After an AOR registers with Grants.gov, the E-Biz POC will have to approve the request. After the AOR has submitted their request, the E-Biz POC will complete the fourth step in this process as depicted on the page.


The screenshot shows the Grants.gov website interface. At the top, the Grants.gov logo is on the left, and navigation links (Search, Contact Us, Site Map, Help, RSS, Home) are on the right. A breadcrumb trail reads: Home > For Applicants > Get Registered > Organization Registration >. The main heading is "STEP 4: AOR AUTHORIZATION". Below this, there are links for "STEP 1", "STEP 2", "STEP 3", "STEP 4", and "STEP 5". The main text asks: "HAS THE E-BUSINESS POINT OF CONTACT (E-BIZ POC) APPROVED YOUR AOR STATUS WHICH ALLOWS YOU TO SUBMIT APPLICATIONS ON BEHALF OF THE ORGANIZATION?" and explains that when an AOR registers, the E-Biz POC receives an email notification. It then states: "Your E-Biz POC must then login to Grants.gov (using the organization's DUNS number for the username and the 'MPIN' password obtained in Step 2) and approve the AOR, thereby giving him or her permission to submit applications." A note follows: "When an E-Biz POC approves an AOR, Grants.gov will send the AOR a confirmation email." A highlighted box contains the E-Biz POC Login URL: <https://apply07.grants.gov/apply/logincontrol.jsp?goto=/secured/AorLogin.jsp&loginpage=/jsp/AorMgrGetID.jsp>. Below this is a link to the "E-Biz POC Checklist". The "PURPOSE OF THIS STEP:" section states: "Only the E-Biz POC can approve AORs. This allows your organization to authorize specific staff members to submit grants." The "HOW LONG SHOULD IT TAKE?" section says: "This can be done immediately, but it depends on how long it takes the E-Biz POC to login and approve the AOR." The "WHY DOES THE E-BIZ POC HAVE TO APPROVE THE AOR?" section explains: "Before submitting a grant application package, you must receive approval within your organization to submit applications on their behalf. This authorization protects an organization from individuals who may submit applications without permission." It then states: "The E-Business Point of Contact (E-Biz POC) performs the final step in the Grants.gov registration process. The E-Biz POC authorizes someone to submit a grant application on behalf of their organization." A final note says: "Only one E-Biz POC is assigned per each of an organization's Data Universal Number System (DUNS) number. If your organization only has one DUNS number, then there will be only one E-Biz POC for your organization. There is a possibility that you could be both the E-Biz POC, as well as an Authorized Organization Representative (AOR). If you fall into this classification, you are still required to complete this step and authorize your AOR profile." A concluding note states: "When your organization registers with Central Contractor Registration (CCR), the assignment of the E-Biz POC is required. At this time, a special password will also be created called the 'MPIN' (Marketing Partner Identification Number). This password gives you the sole authority to designate which staff members are allowed to submit applications electronically through Grants.gov." The left sidebar contains navigation links for "FOR APPLICANTS" (Find Grant Opportunities, Get Registered, Organization Registration, Apply for Grants, Track Your Application, Applicant Resources, Search FAQs, User Guides and Site Information, APPLICANT SYSTEM-TO-SYSTEM) and "FOR GRANTORS" (Agency Login, New Grantor Users, Resources). The right sidebar includes a "Sign-up for our 'Succeed' Quarterly Newsletter" and "Quick Links" to "Latest News! Grants.gov Blog".

E-Biz POC Instructions


The E-Business Point of Contact (E-Biz POC) performs the final step in the Grants.gov registration process. The E-Biz POC actually authorizes someone to submit a grant application on behalf of their organization. This step safeguards an organization from individuals who may attempt to submit a grant application package without permission. Only one E-Biz POC is assigned per each of an organization's DUNS (Data Universal Number System) number. If your organization only has one DUNS number, then there will be only one E-Biz POC for your organization.

Grants.gov has developed an E-Business Point of Contact (E-Biz POC) Registration checklist to help authorize your organization's AOR (Authorized Organization Representative).

Follow the steps below to review the E-Biz POC Registration Checklist.

1. Click **Get Registered** in the Quick Links on the blue boxed left navigation of any Grants.gov page. This will take you to the Get Registered screen.
2. Select **Organization Registration** from the left navigation.
3. Once on the Organization Registration page, select **STEP 4: AOR Authorization** from the navigation.
4. Once on the **STEP 4: AOR Authorization** page, click on the [E-Business Point of Contact Registration Checklist](#)  link on the screen.

The Registration Checklist is a PDF document, which you may review on-screen or print and retain for future reference.



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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.

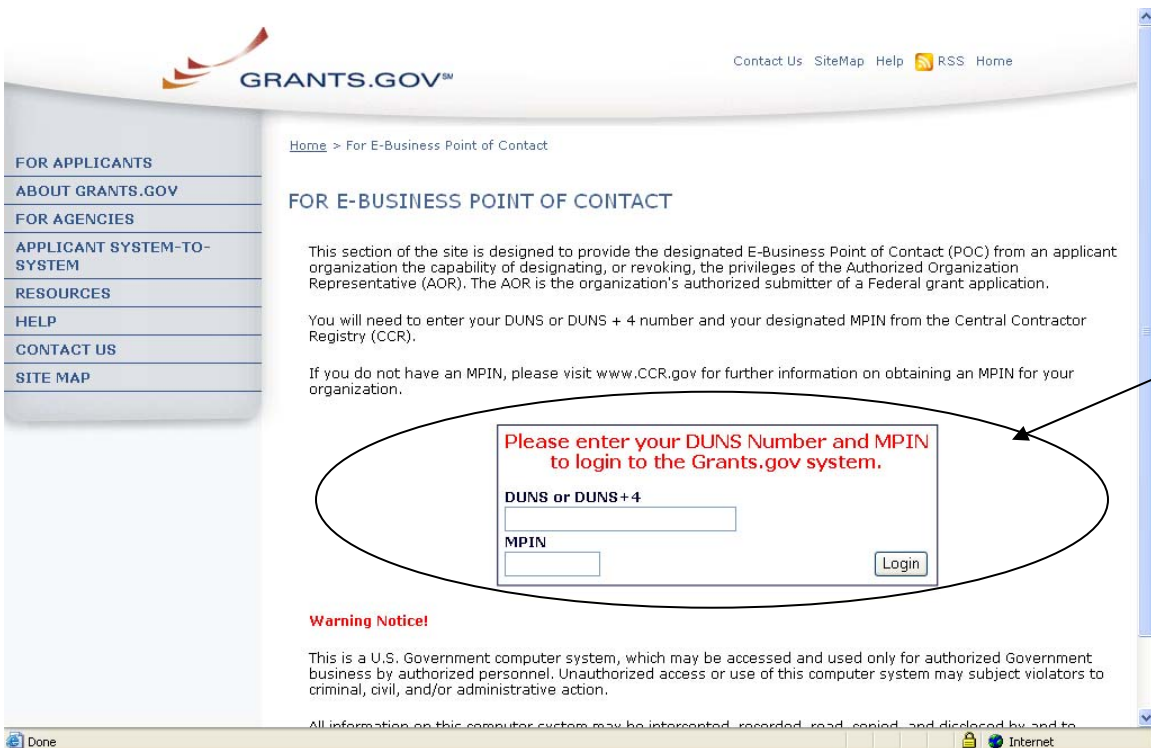
Note: If you are a grant applicant, who is submitting a grant application on your own behalf and not on behalf of a company, academic or research institution, state, local or tribal government, not-for-profit, or other type of organization, refer to Individual Registration: http://www.grants.gov/applicants/individual_registration.jsp. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.

Steps to Complete	Completed?
<p>STEP 1: OBTAIN DUNS NUMBER Has my organization identified its DUNS Number?</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 & Bradstreet at 1-866-705-5711 and follow the automated prompts to find this information.</p> <p>PURPOSE OF THIS STEP: 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>HOW LONG SHOULD IT TAKE? 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>STEP 2: REGISTER WITH CCR Has my organization registered with the Central Contractor Registry (CCR)?</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 http://www.ccr.gov. When you register be sure to name yourself as the E-Biz POC. Note: Your organization needs to renew their CCR registration once a year.</p> <p>PURPOSE OF THIS STEP: 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>HOW LONG SHOULD IT TAKE? 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>	○

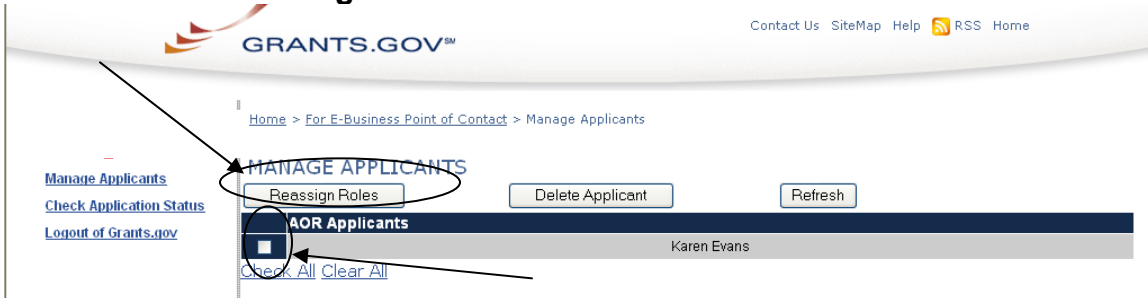
To login and assign the Authorized Applicant Role as an E-Biz POC, click on the [E-Biz POC Login](#) link in the right navigation menu under Quick Links in the blue box, on any Grants.gov page.



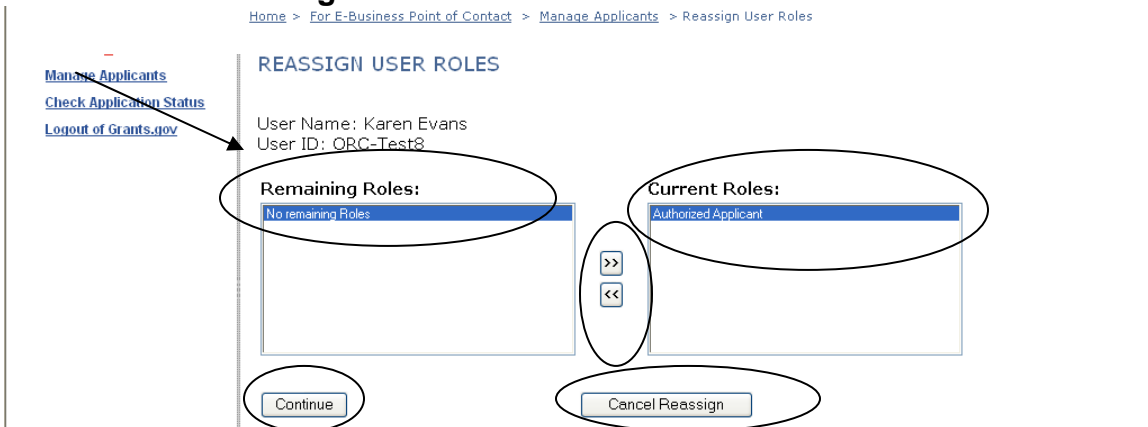
1. On the For E-Business Point of Contact screen enter your organization's DUNS number and MPIN.



2. Once you are logged in, click the **Manage Applicants** link on the left of the screen. This will take you to the Manage Applicants screen.
3. Select the name of the person for whom you want to assign the Authorized Applicant role by clicking in the checkbox next to that person's name.
4. Click the **Reassign Roles** button.



5. This will take you to the Reassign User Roles screen. Select the Authorized Applicant role in the Remaining Roles box by clicking it. Click the double arrow pointing toward the Current Roles box.
6. To save your changes, click the **Continue** button. OR to cancel your changes, click the **Cancel Reassign** button.



7. Once you have reassigned roles, the applicant is now authorized and can submit applications on Grants.gov.

Step 5: Track AOR Status

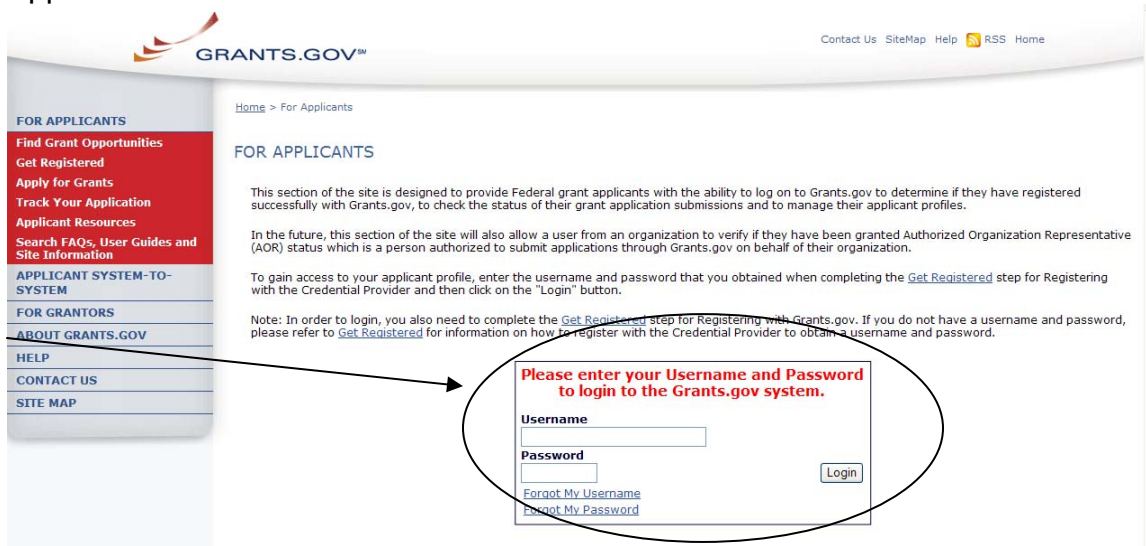
Applicants have the ability to login and check their AOR status by logging in as an applicant. You can learn more on the [Step 5: Track AOR Status](#) page.

The screenshot shows the 'STEP 5: TRACK AOR STATUS' page on Grants.gov. The page title is 'STEP 5: TRACK AOR STATUS' and it includes a breadcrumb trail: Home > For Applicants > Get Registered > Organization Registration >. The main content area is titled 'WHERE DO I GO TO TRACK MY AOR STATUS?' and explains that AORs can track their status by clicking on the Applicant Login link on the home page under 'Quick Links'. It provides a link to 'Check Your AOR Status' with the URL: <https://apply07.grants.gov/apply/login/control.jsp?goto=/secured/ApplicantLogin.jsp&loginpage=/jsp/ApplicantLoginGetID.jsp>. The page also includes sections for 'PURPOSE OF THIS STEP', 'HOW LONG SHOULD IT TAKE?', and 'WHAT DOES MY E-BIZ POC NEED TO DO?'. A sidebar on the left contains navigation links for 'FOR APPLICANTS', 'FOR GRANTORS', and 'ABOUT GRANTS.GOV'. A sidebar on the right contains a 'Sign-up for our "Succeed" Quarterly Newsletter' and 'Quick Links' for 'FOR APPLICANTS' and 'FOR GRANTORS'.

Applicants also have the ability to login and check their AOR status from the homepage. To login as an Applicant click the [Applicant Login](#) link on the Quick Links in the right blue navigation bar on the Grants.gov page.

The screenshot shows the Grants.gov homepage. The main heading is 'Find. Apply. Succeed.' and the text below it states: 'Grants.gov is your source to FIND and APPLY for Federal government grants. There are over 1,000 grant programs offered by all Federal grant making agencies. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community. Grants.gov allows organizations to electronically find and apply for more than \$400 billion in Federal grants.' Below this is a section titled 'What's New This Week at Grants.gov' with links to 'Click Here to View the April 18, 2007 Grants.gov Stakeholder Meeting Materials', 'Grants.gov System Scheduled Maintenance', 'Grants.gov Deployment Update', and 'Grants.gov Adobe Day on May 3, 2007'. A sidebar on the right contains a 'Click here to receive our Quarterly Succeed e-newsletter' and 'Quick Links' for 'FOR APPLICANTS' and 'FOR GRANTORS'. An arrow points to the 'Applicant Login' link in the 'FOR APPLICANTS' section of the Quick Links.

On the For Applicants page enter your username and password, obtained while registering with Grants.gov. Then click the Login button to enter into the Applicant section.



In the Applicant section you can check your check your AOR status under Manage Applicant Profile. Click the **Manage Applicant Profile** link on the left navigation menu.



On the Manage Applicant Profile page, check to be sure the information listed is correct. You can also check your AOR Status located at the bottom left of the dialog box.

