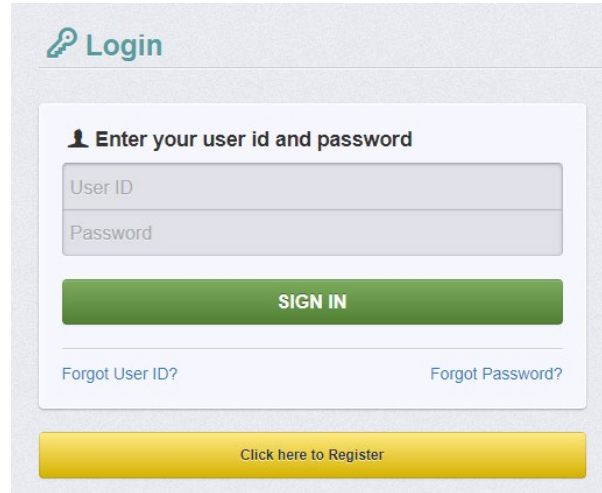


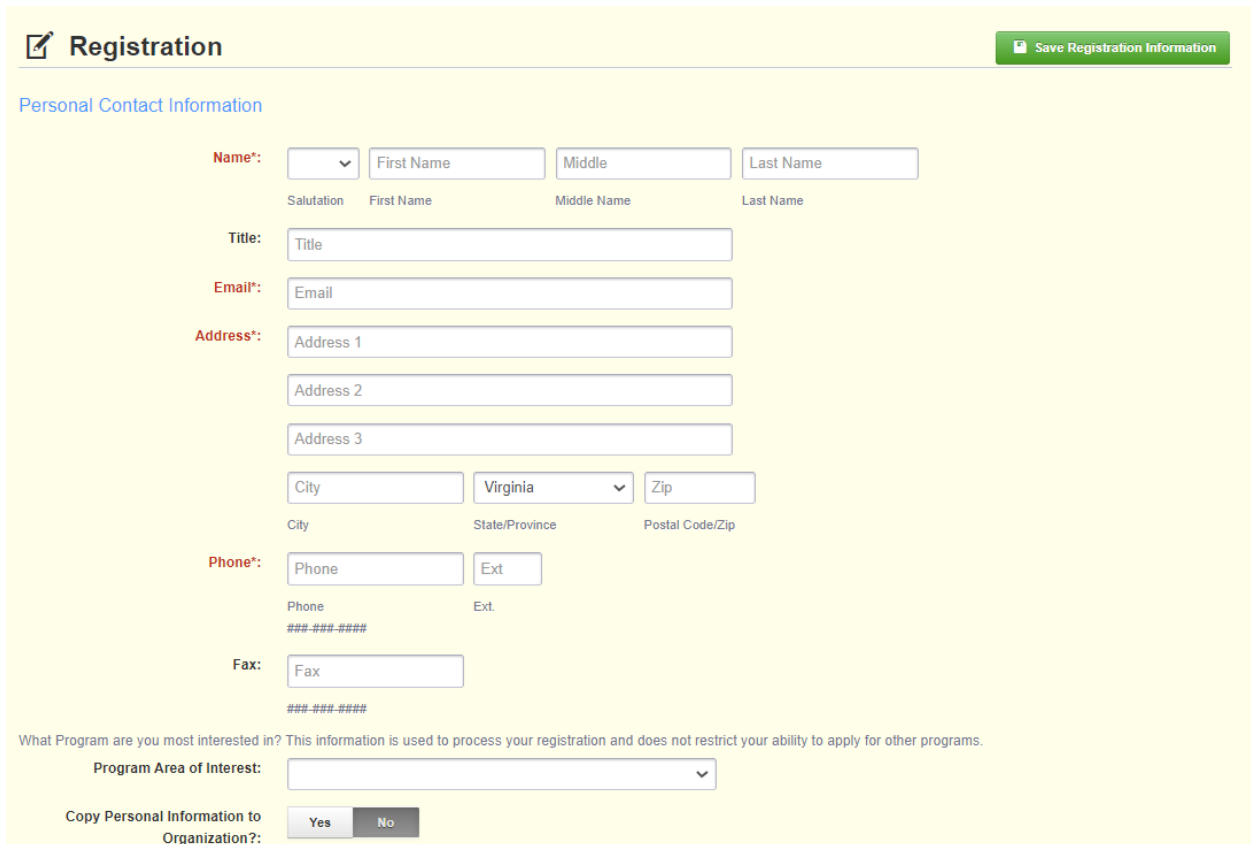
How to Register in WebGrants

1. Access the online portal through this [link](#).
2. Select the yellow “Click Here to Register” button.



The screenshot shows a 'Login' page with a key icon. It contains a form titled 'Enter your user id and password' with fields for 'User ID' and 'Password'. Below these fields is a green 'SIGN IN' button. At the bottom of the form are two links: 'Forgot User ID?' and 'Forgot Password?'. Below the entire form is a yellow button labeled 'Click here to Register'.

3. Enter Personal Contact Information.



The screenshot shows a 'Registration' page with a pencil icon and a 'Save Registration Information' button. The page is titled 'Personal Contact Information' and contains the following fields:

- Name*:** A dropdown menu for 'Salutation', and text boxes for 'First Name', 'Middle', and 'Last Name'.
- Title:** A text box labeled 'Title'.
- Email*:** A text box labeled 'Email'.
- Address*:** Three stacked text boxes labeled 'Address 1', 'Address 2', and 'Address 3'.
- City:** A text box labeled 'City', a dropdown menu for 'State/Province' (set to 'Virginia'), and a text box for 'Zip'.
- Phone*:** Text boxes for 'Phone' and 'Ext.', with a placeholder '### ### ####' below the phone field.
- Fax:** A text box for 'Fax', with a placeholder '### ### ####' below it.

Below the fields is a question: '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.' This is followed by a dropdown menu for 'Program Area of Interest'.

At the bottom, there is a question: 'Copy Personal Information to Organization?:' with 'Yes' and 'No' radio buttons.

4. Enter Organization Information.

Organization Information

Are you Affiliated with an Organization?: Yes No

Organization Name*:

Organization Type*:

Other Description:

Tax Id:


Organization Website:

Address*:

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

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

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

Captcha*: I'm not a robot  [reCAPTCHA](#)
[Privacy](#) - [Terms](#)

 Save Registration Information

5. Select the green “Save Registration Information” button in the lower right corner.

6. A confirmation of registration will pop up after saving information.

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](#).

7. An email will be sent with a similar message to that shown below from the email vadcr@webgrantsmail.com.

From: vadcr@webgrantsmail.com <vadcr@webgrantsmail.com>
Sent: Monday, May 2, 2022 8:57 AM
To: Diccico, Gina (DCR) <Gina.DiCicco@dcr.virginia.gov>
Subject: WebGrants - VADCR - New User Registration

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

Dear Gina Tester,

Thank you for registering with WebGrants - VADCR.

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

Registration review may take several business days.
Thank you for your patience.

You may now log into the Grants Management Portal at the following location:
<https://vadcr.webgrantscloud.com>

8. Once VLCF grant program staff has reviewed the registration information, a user ID and a temporary password will be emailed in two separate emails.

From: vadcr@webgrantsmail.com <vadcr@webgrantsmail.com>
Sent: Monday, May 2, 2022 9:07 AM
To: Diccico, Gina (DCR) <Gina.DiCicco@dcr.virginia.gov>
Subject: WebGrants - VADCR - Approved Registration

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

Dear Gina Tester,

Your new registration with WebGrants - VADCR has been Approved.

Your user id is below:
User id: gtester1

Your temporary password will be sent in a separate email.

You may now log into the Grants Management Portal at the following location:
<https://vadcr.webgrantscloud.com>

From: vadcr@webgrantsmail.com <vadcr@webgrantsmail.com>

Sent: Monday, May 2, 2022 9:06 AM

To: Diccico, Gina (DCR) <Gina.DiCicco@dcr.virginia.gov>

Subject: WebGrants - VADCR - Approved Registration

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

Dear Gina Tester,

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

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 Grants Management Portal at the following location:
<https://vadcr.webgrantscloud.com>

9. Return to the [WebGrants Management Portal](#) and enter your User ID and Password to access the grant portal's resources.