



## OFFICE OF PLANNING AND BUDGET

**Brian P. Kemp**  
Governor

**Kelly Farr**  
Director

### GeorgiaGrants Portal Access

Below are the steps needed to obtain access to the portal:

1. You will receive a Terms and Condition Agreement via email from [adobesign@adobesign.com](mailto:adobesign@adobesign.com)
2. After executing the terms and conditions you will receive an invitation to register to the portal via email.
  - a. The email will be sent from: [grantcare\\_mgr@opb.georgia.gov](mailto:grantcare_mgr@opb.georgia.gov)
  - b. The subject line: Welcome to the Georgia Grants Portal – Action Required
3. This email includes a hyperlink labeled Register for Georgia Grants Portal

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**From:** Manager, GrantCare <grantcare\_mgr@opb.georgia.gov>  
**Date:** Thursday, September 1, 2022 at 12:54 PM  
**To:** Joe Smith <JoeS@emailaccount>  
**Subject:** Welcome to the Georgia Grants Portal - Action Required

Dear Joe Smith,

You have been identified as point of contact for City of Atlanta.

This is an automated e-mail sent by the Governor's Office of Planning and Budget. You are receiving this notification because you are listed as the point of contact for City of Atlanta and will be responsible for entering information into the Georgia Grants Portal on their behalf.

Please follow the link below to register with the Georgia Grants Portal.

[Register for Georgia Grants Portal](#)

Georgia Grants Administrator



4. Clicking on the hyperlink will direct you to the Redeem invitation page of the Georgia Grants Portal
5. The Invitation code will automatically be filled out for you
6. Click on Register



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 **GEORGIA GRANTS**

[Home](#) [Grant Opportunities](#)

[Sign in](#) [Redeem invitation](#)

To access this portal you must enter an invitation code, then click the Register button below. The code will be entered for you if you click the link provided in your email invitation.

The invitation code will automatically be filled out for you

\* Invitation code

I have an existing account

 **GEORGIA GRANTS**

<b>How can we help?</b>	<b>Quick Links</b>	<b>Your Government</b>
Call Us Primary: (404) 656-3820 Fax: (404) 656-3828	<a href="#">Budget Documents</a> <a href="#">Fiscal Notes</a> <a href="#">U.S. Census in Georgia</a>	<a href="#">State Organizations</a> <a href="#">Elected Officials</a> <a href="#">State Jobs</a>
<a href="#">Visit</a>		

7. This will open the new account page
8. Select the Username and Password that you would like to use and click on the Register button.

## Register for a new local account

\* **Email**

\* **Username**

\* **Password**

\* **Confirm password**



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- Once you click on the Register button you can continue to fill out your profile.
- Begin by filling out the required information full name, email, and at least one phone number and clicking the update button.

## Profile

 John Osorio

**Profile**

Organization

Authorized Users

Agreements

 **Security**

Change password

Please provide some information about yourself.

You must complete your profile before using the features of this website. ×

### Your information

<p><b>First Name *</b></p> <input style="width: 95%; height: 25px; border: 1px solid #ccc;" type="text"/>	<p><b>Last Name *</b></p> <input style="width: 95%; height: 25px; border: 1px solid #ccc;" type="text"/>
<p><b>E-mail *</b></p> <input style="width: 95%; height: 25px; border: 1px solid #ccc;" type="text"/>	<p><b>Title</b></p> <input style="width: 95%; height: 25px; border: 1px solid #ccc;" type="text"/>
<p><b>Business Phone</b></p> <input style="width: 95%; height: 25px; border: 1px solid #ccc;" type="text"/> <p style="font-size: small; color: #666;">Provide a telephone number</p>	<p><b>Mobile Phone</b></p> <input style="width: 95%; height: 25px; border: 1px solid #ccc;" type="text"/> <p style="font-size: small; color: #666;">Provide a telephone number</p>

- Click on the organization link on the left menu and enter your EUI and EIN Number



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[Home](#) > [Profile](#) > Organization

## Organization

The Organization profile can only be updated by the primary contact list below.

**Details**

**Account Name \***

**EIN \***

—

**DUNS Number**

098765432

**Unique Entity ID \***

—

**Primary Contact \***

12. You may now navigate to the My Grants tab to view your Approved Grants
13. The Portal User Guide provides the details needed to review your Grant Details, submit Payment Request(s), and obtain Payment Status. You can access the guide [here](#).

### Optional: Adding Authorized Users

Authorized Users can be added and managed from the Authorized Users page. Here are the steps needed if you would like to authorize users for your organization.



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1. Select Authorized Users from the left menu and enter the authorized user details.

The screenshot shows the top navigation bar of the Georgia Grants website. On the left is the Georgia Grants logo. To its right is a search bar with a magnifying glass icon and a user profile icon. Below the search bar is a dark blue navigation menu with the following items: Home, Grant Opportunities, My Grants, My Applications, Projects, Payment Requests, and Help.

[Home](#) > [Profile](#) > Authorized Users

## Authorized Users

The sidebar menu on the left contains several sections. The top section has a profile icon and a 'Profile' link. Below that are links for 'Organization', 'Authorized Users' (which is highlighted in dark blue), and 'Agreements'. The bottom section is titled 'Security' and contains a 'Change password' link.

The **Primary Contacts** listed below are designated members of your organization and can make changes and submit data for grant applications related to your organization.

The **Related Contacts** listed below are not directly associated to your organization but are designated as having access to make changes and submit data for grant applications related to your organization. To add or remove Related Contacts please contact the portal administrator.

### Account Name

### Primary Contacts



Full Name ↑	Email	Mobile Phone
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2. The New Contact pop up window will open
3. Enter the required details which include full name, email, and at least one phone number.



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**Brian P. Kemp**  
Governor  
New Contact

**Kelly Farr**  
Director

**⚠ Adding a new contact sends an automated email to the person identified in this form. This email contains an invitation code, granting that person access to this portal and the information associated to your organization.**

**First Name \***

**Last Name \***

**Email \***

**Job Title**

**Business Phone**

**Mobile Phone**

**Add Contact**

4. Designated person will receive an portal invitation via email so they can register to the portal.
5. Details on managing Authorized Users can be found on the [Portal Guide here](#)