A guide to registering a new agency in Egrants
1. Print out a copy of the [Egrants Agency Registration Request Form](#).

2. Complete each form section.

3. Obtain a signature from an Authorized Official. Authorized Officials are persons with contract signing authority; generally the Executive Director or Head Administrator of the Agency.

4. Submit the completed and signed form:
   - Fax: (717) 783-7165
   - Email: ra-eGrantsSupport@pa.gov

*Roles requests can’t be processed without the submission of this completed form.*