A guide to registering a new user account in Egrants
INFORMATION GUIDE

This walkthrough provides a general overview of how to register a new user and gain access to an Agency’s grants in the PCCD Egrants system.

You may follow this walkthrough page by page or click on a step listed on the right of this slide for information on a specific step of the process.

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1. COMPLETE EGRANTS REGISTRATION FORM

Go to the PCCD Egrants home page and click the New User Registration link.

Welcome to PCCD Egrants

Apply for and manage your grants on the web

- Login to Egrants
  - New User Quick Start (PDF) - An easy-to-follow guide for registering with Egrants includes both forms referenced below
  - New User Registration - Register online for access to PCCD’s Egrants system

- Agency Registration Request Form (PDF) - Your agency must be properly registered in Egrants if you intend to apply for a grant. Use this form to register your agency in Egrants.

- New User Role Request Form (PDF) - This form is used to establish the necessary roles for your Egrants access.

- Application Processing Quick Start (PDF) - This form is used to guide you on creating an application.

For questions about the Egrants system, call the Help Desk at (717) 787-5887 or toll-free within Pennsylvania at (800) 692-7292 and ask for the Egrants Help Desk. Please note: While Egrants will accept your application up until midnight of the due date, Help Desk staff will not be available after 4:00 p.m.

If you already have a PA Login account (i.e. MYPDESuite Username and Password), you can click the Login to Egrants link and use your existing credentials. You will be taken to a pre-filled registration screen.
Complete all required fields of the registration form and click Submit. Please note:

- The User ID cannot contain any spaces, must start with a letter, and be 6-14 alphanumeric characters long.
- If your email address or username is already registered, you will receive an error message. Please use the Egrants Login screen to log into the system or recover your account information.
2. REQUEST ACCESS TO AGENCY ROLES

If you see the **Agency** you wish to join in the table located on the User Access Request page, click on the linked **Agency name**. If the Agency you need access to is not listed in the table, click the **Join New Agency** button.

*Most new users will need to click the Join New Agency button.*
On the **Join Agencies Search** page, you’ll enter information in one or more of the **Search Criteria** fields then click the **Search** button. It is best to enter as little information in the search criteria fields as possible.
Search results will appear in a table below the Search Criteria section. Click on the Agency Name link that matches your Agency.

If your agency does not appear in the search results or has never applied for funding from PCCD through the PCCD Egrants system, complete and submit the Egrants Agency Registration Request Form. You will not be able to request Agency Roles until the Agency is registered with Egrants.
On the Join Agency page, complete the **Reason for Request** and choose which **GrantID-Project** you are requesting access to. If you would like access to all the grants under the Agency’s name, choose the ‘All’ option.

Information on **Roles** can be found on the next page.
Access to the Agency’s grants are separated into six unique roles. To add a role, select a role from the Roles Requested menu and click the Add Role Request button. Users may request up to six roles. Please note:

- **Financial Creator** can **view and create** fiscal information (manage budget section information, fiscal reports, etc.)
- **Financial Reader** can **view** fiscal information
- **Program Creator** can **view and create** program information (manage program section information, program reports, etc.)
- **Program Reader** can **view** program information
- **Submission** can **submit grant forms** like applications, modification, and continuations
- **User Manager** can **manage user roles** for the Agency’s grants (will still need other roles if performing other duties)
Once all desired roles have been added to the Requests table, click the Submit Request button.
3. CONFIRM REQUEST SUBMISSION

You can confirm that your request was submitted by looking at the **Request History** table, which should show the **User Roles requested** as well as an **In-Process request Status**.

> After submitting your request, your agency’s User Manager will receive an alert to review and approved your request. Please speak with the User Manager of your agency if you do not receive access to the grant.
Additional Information

• Use the links in the table of contents to the right to revisit any step of this walkthrough.

• If you have any questions throughout this process, email ra-eGrantsSupport@pa.gov

• For additional grant guides and walkthroughs, please visit the PCCD Grant Guide webpage.

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