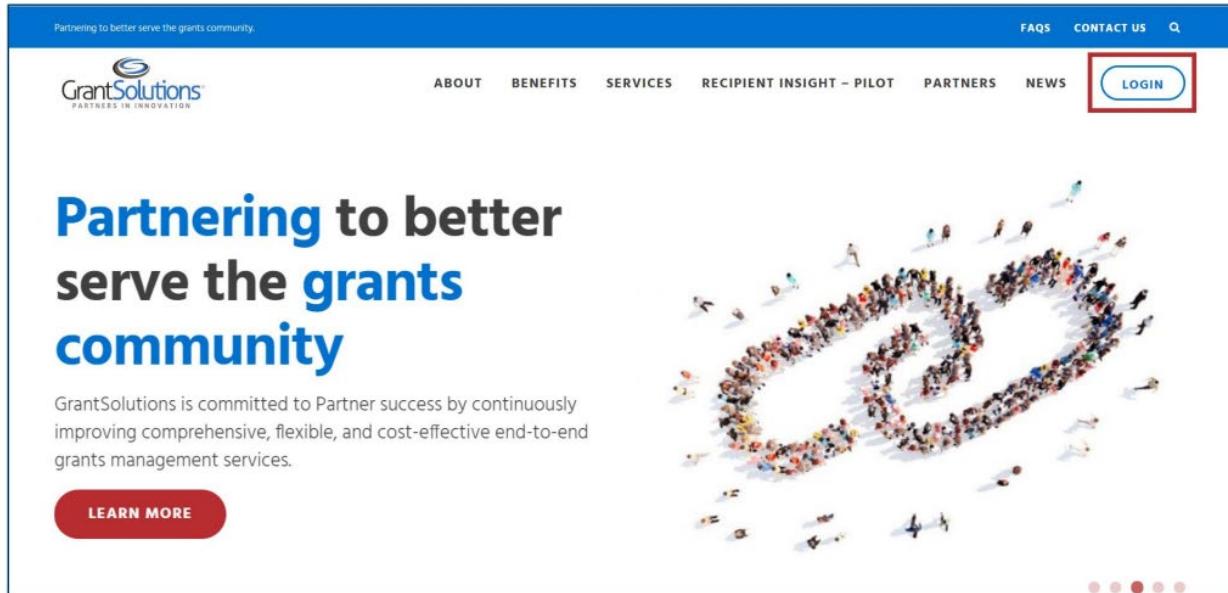


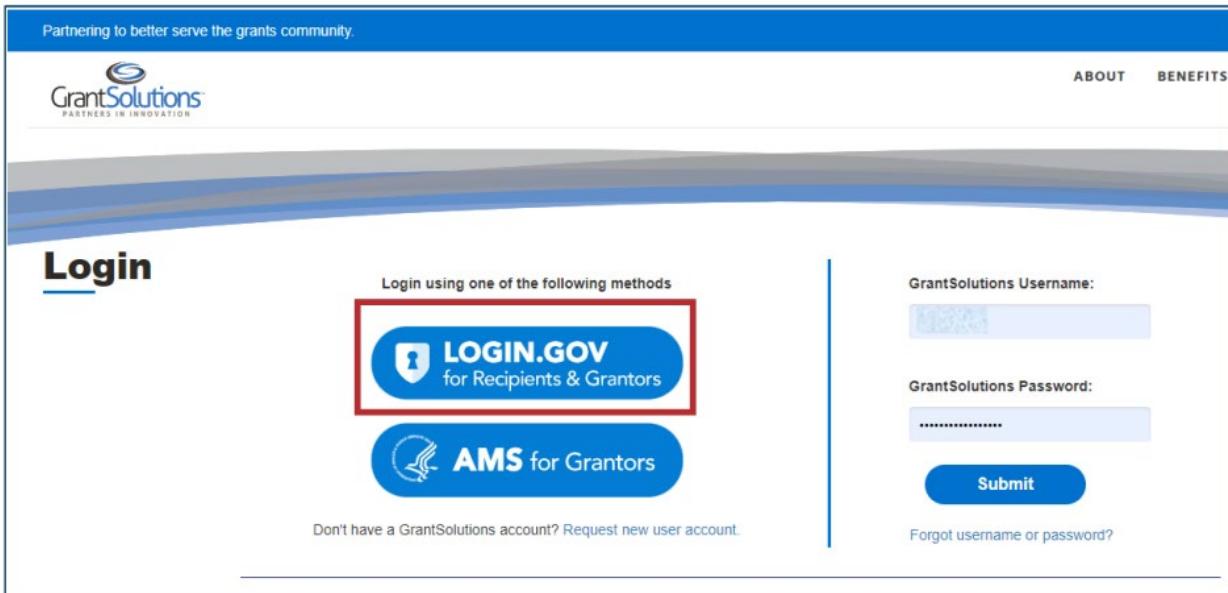
## Log Into GrantSolutions Through Login.gov

- 1) From a browser such as Firefox or Google Chrome, navigate to [www.grantsolutions.gov](http://www.grantsolutions.gov) and click the Login button.



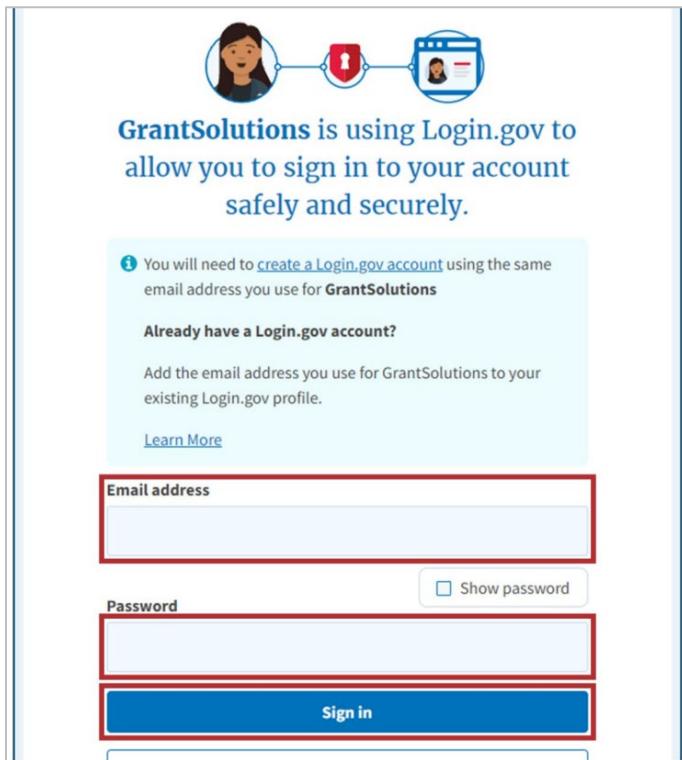
The screenshot shows the GrantSolutions homepage. At the top, a blue header bar contains the text "Partnering to better serve the grants community." and navigation links for "ABOUT", "BENEFITS", "SERVICES", "RECIPIENT INSIGHT – PILOT", "PARTNERS", "NEWS", and "FAQS". A "CONTACT US" link and a search icon are also present. A red box highlights the "LOGIN" button in the top right corner. The main content area features a large graphic of a crowd of people forming a stylized "S" shape, with the text "Partnering to better serve the grants community" overlaid. Below this, a subtext states: "GrantSolutions is committed to Partner success by continuously improving comprehensive, flexible, and cost-effective end-to-end grants management services." A red "LEARN MORE" button is located at the bottom left of this section. A series of small colored dots is at the bottom right.

- 2) On the GrantSolutions "Login" screen, click the Login.gov button.



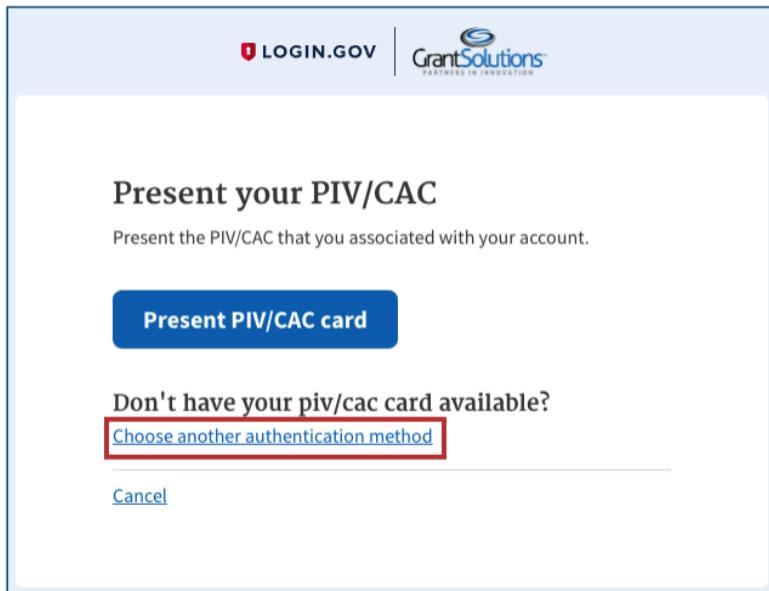
The screenshot shows the GrantSolutions "Login" screen. At the top, a blue header bar contains the text "Partnering to better serve the grants community." and navigation links for "ABOUT" and "BENEFITS". The main content area has a blue header "Login" with a blue underline. Below it, a subtext says "Login using one of the following methods". Two buttons are shown: a red-bordered "LOGIN.GOV for Recipients & Grantors" button with a shield icon, and a blue "AMS for Grantors" button with a stylized "G" icon. A link "Don't have a GrantSolutions account? Request new user account." is located below the buttons. To the right, there is a form for entering "GrantSolutions Username" (a redacted blue box) and "GrantSolutions Password" (a redacted blue box). A blue "Submit" button is at the bottom right of the form. A link "Forgot username or password?" is at the bottom right of the page.

3) Enter the email address associated with the GrantSolutions account in the **Email address** field and enter the Login.gov password in the **Password** field. Click the **Sign in** button (this should be your GPMS login.gov email address and password)



The image shows the 'GrantSolutions is using Login.gov to allow you to sign in to your account safely and securely.' screen. It includes a diagram of a user profile, a lock, and a web browser. Below this, a note says: 'You will need to [create a Login.gov account](#) using the same email address you use for **GrantSolutions**'. It also says: 'Already have a Login.gov account? Add the email address you use for GrantSolutions to your existing Login.gov profile.' A 'Learn More' link is provided. The form fields for 'Email address' and 'Password' are shown, both with red outlines. The 'Sign in' button is also highlighted with a red outline.

4) On the Login.gov “Sign in” screen, repeat the steps in the Log Into GrantSolutions Through Login.gov Using Another Authentication Method section to log in.



The image shows the 'Present your PIV/CAC' screen. It features the LOGIN.GOV logo and the GrantSolutions logo. The main text says 'Present your PIV/CAC' and 'Present the PIV/CAC that you associated with your account.' A blue button labeled 'Present PIV/CAC card' is visible. Below it, a question 'Don't have your piv/cac card available?' has a red-outlined link 'Choose another authentication method'. A 'Cancel' link is also present.

5) The GrantSolutions “My Grants List” screen appears upon successful log in.

**For New Grant Solution Grant Recipient Account:**

All account requests must be made by the user's supervisor or other authorized organization official. You can also contact your FPO for assistance.

1. The requester must complete and sign the first section of the [Recipient User Account Request Form](#).
2. The person who will be receiving access needs to sign and date the second part of the form (Data Access/Security Compliance Statement)
3. Email all required documents to the GrantSolutions Help Desk at [help@grantsolutions.gov](mailto:help@grantsolutions.gov) or fax to (703) 288-5390. Please note we cannot accept emails to the Help Desk over 5 MB in size. If you have questions, please call the Support Desk at (866) 577-0771.