



# WebGrants Registration Guidebook For Participants

April 2024



This document was prepared by  
Oregon Department of Environmental Quality  
Materials Management  
700 NE Multnomah Street, Suite 600  
Portland Oregon, 97232  
Contact: [RRRGrants@deq.oregon.gov](mailto:RRRGrants@deq.oregon.gov)  
[www.oregon.gov/deq](http://www.oregon.gov/deq)



#### **Translation or other formats**

[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)

800-452-4011 | TTY: 711 | [deqinfo@deq.oregon.gov](mailto:deqinfo@deq.oregon.gov)

#### **Non-discrimination statement**

DEQ does not discriminate on the basis of race, color, national origin, disability, age or sex in administration of its programs or activities. Visit DEQ's [Civil Rights and Environmental Justice page](#).

# Table of Contents

<b>WebGrants Registration Guidebook for Participants.....</b>	<b>4</b>
Registering for WebGrants.....	4
Personal and organizational information .....	5
Registration confirmation and other notifications .....	7
User ID and password.....	7
Logging into your account .....	8

# WebGrants registration guidebook for participants

Register for your [WebGrants](#) account by Tuesday, June 11, 2024 (one week before applications close). It will take one to two business days for your registration to be approved. WebGrants can be accessed using any web browser (Chrome, Internet Explorer, etc.). WebGrants works best on a laptop or desktop. You may encounter problems using a cellphone.

The application requires an internet connection to complete. If you do not have access to a stable internet connection, need assistance accessing the application, or have technical problems using the form, please contact [RRRgrants@deq.oregon.gov](mailto:RRRgrants@deq.oregon.gov).

## Registering for WebGrants

Enter the URL for DEQ Grants: <https://deqgrants.oregon.gov/index.do>

On the Login page, click on 'Click here to Register'

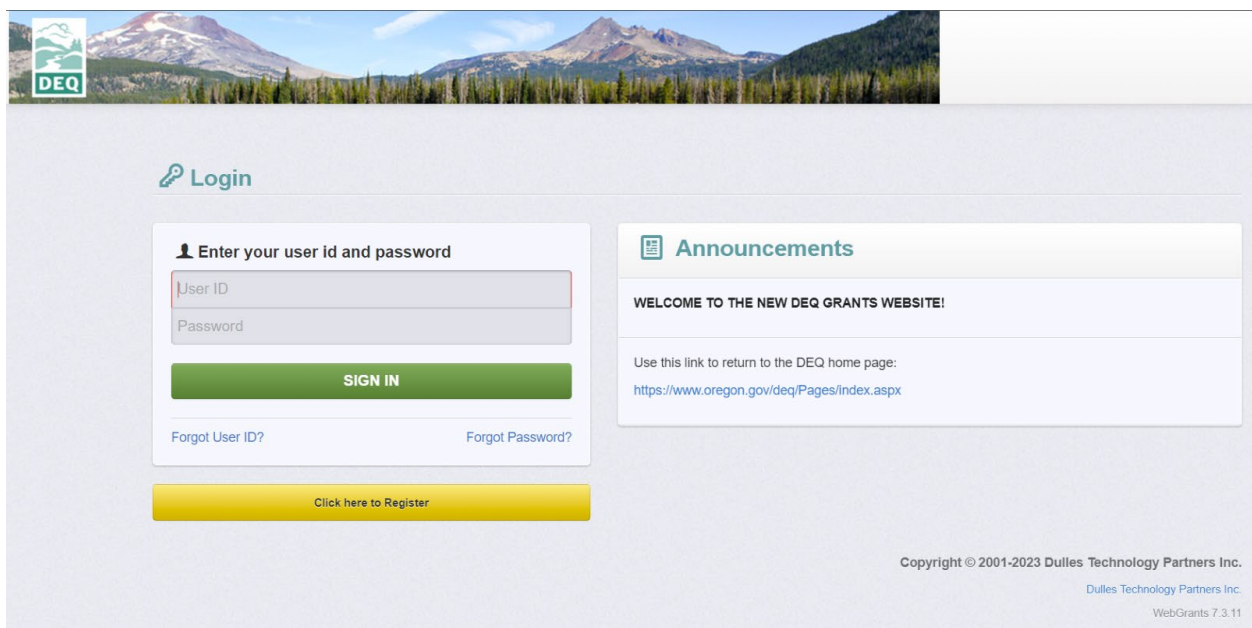
The screenshot shows the WebGrants login and registration interface. At the top is a banner image of a mountain range with the DEQ logo on the left. Below the banner, the page is divided into two main sections. The left section is titled 'Login' and contains a form with the heading 'Enter your user id and password'. This form has two input fields: 'User ID' and 'Password'. Below these fields is a green 'SIGN IN' button. At the bottom of the login form are two links: 'Forgot User ID?' and 'Forgot Password?'. Below the login form is a yellow button labeled 'Click here to Register'. The right section is titled 'Announcements' and contains a message: 'WELCOME TO THE NEW DEQ GRANTS WEBSITE!'. Below this message is a link: 'Use this link to return to the DEQ home page: https://www.oregon.gov/deq/Pages/index.aspx'. At the bottom right of the page, there is copyright information: 'Copyright © 2001-2023 Dulles Technology Partners Inc. Dulles Technology Partners Inc. WebGrants 7.3.11'.

Figure 1. WebGrants Log In/Registration Page

# Personal and organizational information

On the Registration page, enter the requested Personal Contact Information and Organization Information. All required fields are shown with a **red asterisk (\*)**.

The screenshot shows the 'Registration' page with a 'Personnel Contact Information' section. A blue banner at the top of the section states: 'Please note that fields in red font with an asterisk indicates a required field. Any non-required, black font, fields can be skipped.' The form includes the following fields:

- Name:** A dropdown 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'.
- State/Province:** A dropdown menu currently showing 'Oregon'.
- Postal Code/Zip:** A text box labeled 'Zip'.
- Phone\*:** Two text boxes labeled 'Phone' and 'Ext.', with a placeholder '###-###-####' below the 'Phone' box.
- Fax:** A text box labeled 'Fax', with a placeholder '###-###-####' below it.
- Program Area of Interest:** A dropdown menu with the text '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.' above it.
- Copy Personnel Information to Organization?:** Two buttons labeled 'Yes' and 'No'.

A green button labeled 'Save Registration Information' is located in the top right corner of the form area.

**Figure 2. Personal Contact Information**

This is the information for the individual who will complete and submit the application on behalf of the organization.

- **Name\*:** Enter your First and Last name.
- **Title\*:** Enter your job title at the organization.
- **Email\*:** Enter your contact email.
- **Address\*:** Enter the address of the organization to which you are employed.
- **Phone\*:** Enter the telephone number where you can be reached.
- **Program Area of Interest\*:** Select "Reduce, Reuse, Reimagine"
- **Copy Personal Information to Organization:** Select Yes or No.
- **If you are Affiliated with an Organization:** Select Yes or No. If you select No, then click Save Registration Information. Your registration is complete. If you selected Yes, then proceed.

**Organization Information**

IMPORTANT: Check YES that you are affiliated with an Organization and enter the details for the Organization you represent which intends to apply for grant funds. Your profile will be linked to that Organization so you can conduct business on its behalf within this grant system.

Are you Affiliated with an Organization?:

Name\*:

Organization Type\*:

Tax Id:

For more information about UEID# visit: <https://sam.gov/content/duns-uei>.

UEID #:

SAM Validation:

SAM Expiration Date:


Organization Website:

Address\*:

City State/Province Postal Code/Zip

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

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

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

**Figure 3. Organization Contact Information**

- Name\*: Enter the name of your organization.
- Organization Type\*: Use the to select the one that best matches your organization.
- Tax Id/UEID#/SAM Validation: These fields are not required at the time of registration but may be asked for prior to the disbursement of funds.
- Organizational Website: Enter your organization's website.
- Address\*: Enter the address for your organization.
- Phone\*: Enter the telephone number for your organization.
- Fax: Enter the fax number for your organization.
- Click Save Registration Information at the top or bottom of the form.



# Registration confirmation and other notifications

When complete, click Save Registration Information at the top or bottom of the page. You will receive a confirmation of your registration with the message that an alert notification has been sent to your email address and an email alert. See below examples of alert notifications.



**Figure 4. Registration request confirmation**



**Figure 5. Email alert of your registration being received**

**Note:** Your registration will be approved manually by DEQ's grants coordinator, please allow one to two business days.

## User ID and password

After your registration is approved, you will receive two separate email notifications with your assigned User ID and temporary password. Each email provides the URL for logging into DEQ Grants. See below examples of alert notifications.

**From:** send.mail@dullestech.com <send.mail@dullestech.com>  
**Sent:** Saturday, March 28, 2020 10:31 AM  
**To:** john.smith@dullestech.com  
**Subject:** WebGrants - Dulles Technology - Approved Registration

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

Dear John Smith,

Your new registration with WebGrants - Dulles Technology has been Approved.

Your user id is below:  
User id: jsmith1

Your temporary password will be sent in a separate email.

You may now log into the WebGrants system at the following location:  
<http://www.dullestech.com/>

Figure 6. Email with assigned user ID

**From:** send.mail@dullestech.com <send.mail@dullestech.com>  
**Sent:** Saturday, March 28, 2020 10:31 AM  
**To:** john.smith@dullestech.com  
**Subject:** WebGrants - Dulles Technology - Approved Registration

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

Dear John Smith,

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

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 WebGrants system at the following location:  
<http://www.dullestech.com/>

Figure 7. Email with temporary password

## Logging into your account

Once both emails are received, you may log into the DEQ Grants system. Make sure to keep both emails for your records. If you try to register again but you already have an existing account, you will be directed to log in with your existing account.