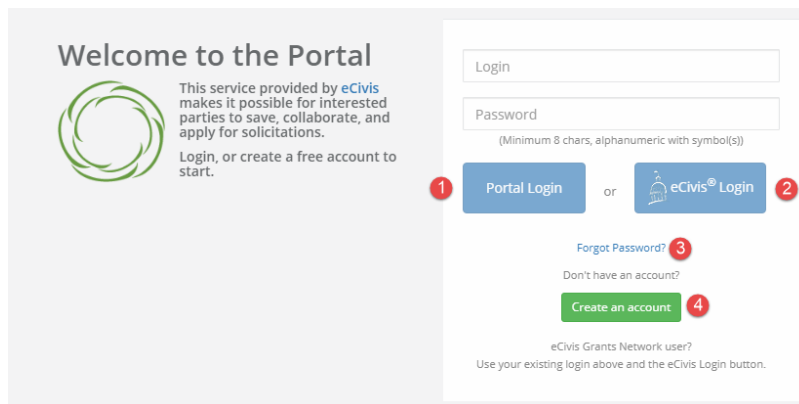


## 1. Logging into Your eCivis Portal Account

If you are applying to a program solicitation, you will need to have a Portal account at <https://portal.ecivis.com/#/login>.

NOTE: If you have an account for eCivis *Grants Network*, you can enter your eCivis username (typically your email) and password. Then, click on the eCivis Login button

If you are new to eCivis *Portal*, This free account is where you will create a user profile, manage all of your application submissions and if awarded, manage all of your post-award reporting:

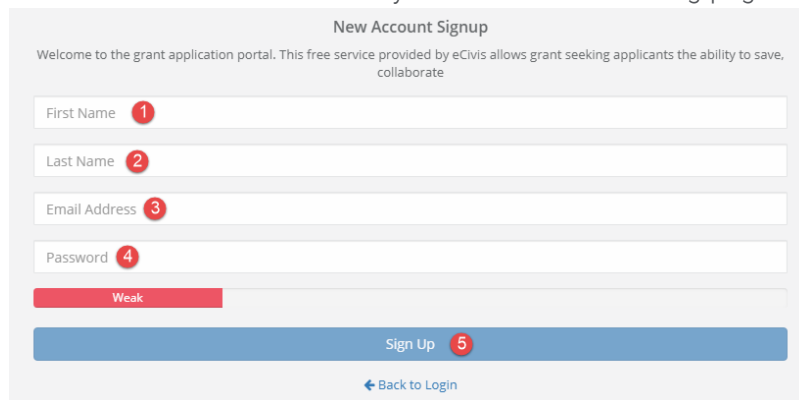


The screenshot shows the eCivis Portal login interface. On the left, a 'Welcome to the Portal' message includes a green circular logo and text explaining the service. The main login area contains a 'Login' text box, a 'Password' text box with a note '(Minimum 8 chars, alphanumeric with symbol(s))', and two buttons: 'Portal Login' (marked with a red circle 1) and 'eCivis Login' (marked with a red circle 2). Below these are links for 'Forgot Password?' (marked with a red circle 3) and 'Don't have an account?' leading to a 'Create an account' button (marked with a red circle 4). At the bottom, there is a note for 'eCivis Grants Network user?' with instructions to use existing login and the eCivis Login button.

1. **Portal Login:** for users who have a Portal account only.
2. **eCivis Login:** for users who have a Grants Network account. It will be the same username and password.
3. **Forgot Password?:** Reset your password by entering your email on the following window.
4. **Create an account:** for new users without a Portal account.

## 1.1. Creating an Account

1) Click on *Create an account* and you will see the following page:



The screenshot shows the 'New Account Signup' page. At the top, it says 'Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate'. Below this are four input fields: 'First Name', 'Last Name', 'Email Address', and 'Password'. Each field has a red circle with a number (1, 2, 3, 4) next to it. Below the 'Password' field is a red bar with the word 'Weak' in white. At the bottom of the form is a blue 'Sign Up' button with a red circle containing the number 5. Below the button is a link that says '← Back to Login'.

1. Enter your First Name.

2. Enter your Last Name.

3. Enter your Email Address.

4. Enter a Password.

5. Click the Sign Up button. This will send you a confirmation email. You will need to click on the Portal link within that confirmation email to activate your account:



## Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.

### Your email is verified!

Thank you for signing up. Please login to continue with any work inside the Portal by clicking the following link:

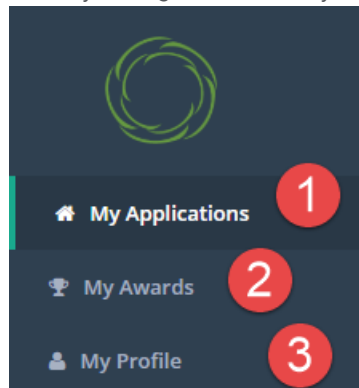
[Login to the Portal](#)

If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Thanks!

NOTE: If you do not see this email within a few minutes, check your spam/junk folder in your email inbox.

- 2) When you log into Portal, you will see a navigation bar on the left of your screen:

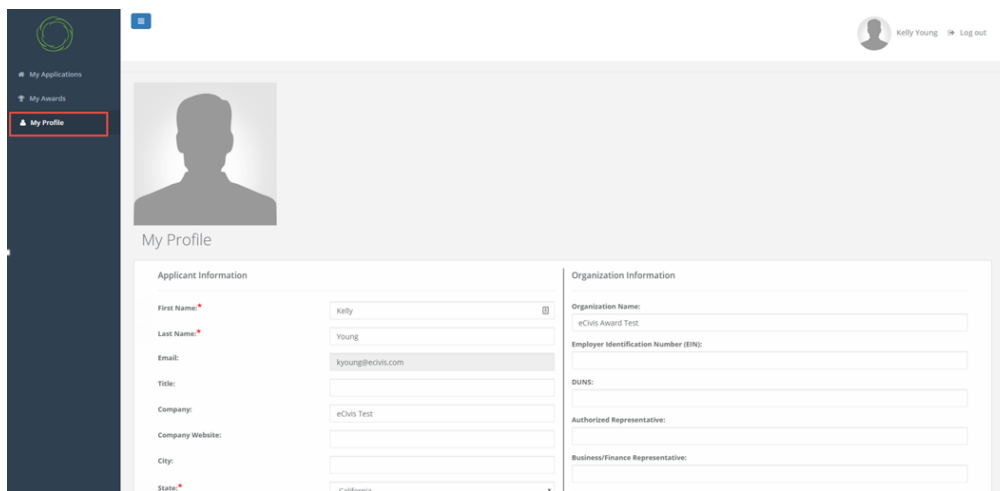


1. My Applications: Gives you access to all applications and programs in your Portal account.

2. My Awards: Gives you access to all the programs where you were awarded.
3. My Profile: Gives you access to your profile information.

## 1.2. Setting up your eCivis Portal account profile

Once you log in to Portal for the first time, you will be taken to My Profile, where you can complete your profile information that will be used when submitting applications for review and consideration:

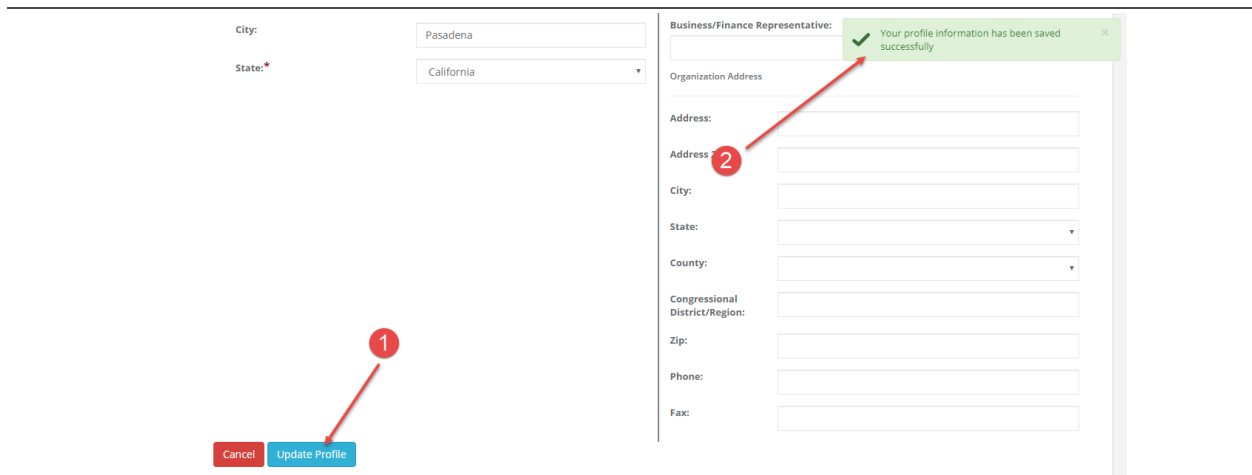


The screenshot shows the 'My Profile' page in the eCivis Portal. The page is divided into two main sections: 'Applicant Information' and 'Organization Information'. The 'Applicant Information' section includes fields for First Name (Kelly), Last Name (Young), Email (kyoung@ecivis.com), Title, Company (eCivis Test), Company Website, City, and State (California). The 'Organization Information' section includes fields for Organization Name (eCivis Award Test), Employer Identification Number (EIN), DUNS, Authorized Representative, and Business/Finance Representative. A red box highlights the 'My Profile' link in the left-hand navigation menu.

- 1) Fill out all fields with red asterisks, as these are required to continue.

NOTE: You will need to complete a profile for every submitted application. However, information entered on this page will automatically be inserted into each new application profile.

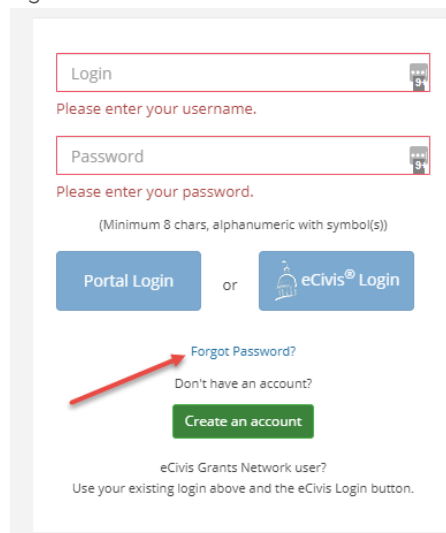
- 2) Click on the Update Profile button, located at the bottom left of the Profile Form to save your profile. A green success message should appear in the top right corner of your screen:



- 3) If you ever need to edit your profile, you can do so by clicking “My Profile” in the left-side navigation bar within Portal.

### 1.3. Resetting your Password

- 1) Click “Forgot Password?”:



- 2) Enter your email address in the box that appears, and click "Reset":

## Forgot password?

Enter your email address below and a link to reset your password will be emailed to you.

[← Back to Login](#)

- 3) If you have never signed up for Portal before, a yellow error message will appear that indicates that your email address is not in the Portal system. This means you may need to Create an Account. For more information on that process, see section 1.1:

