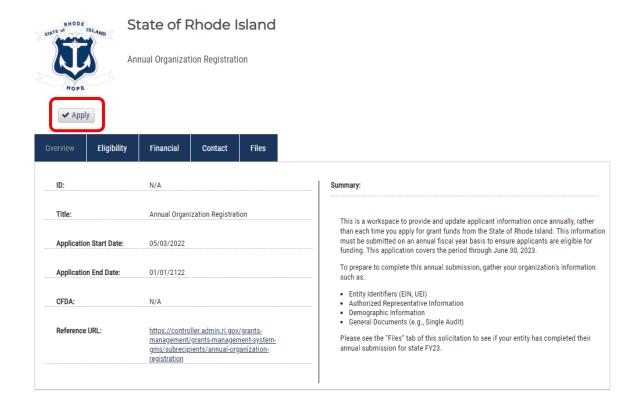


Completing the Annual Organization Registration

Prior to receiving a grant (subaward) from the State of Rhode Island, an entity must complete an Annual Organization Registration. Applicants are encouraged (but not required) to complete an Annual Organization Registration before applying for assistance. Before you begin the registration process, check to see if someone else has already registered your entity. To check, view the *List of GMS Registered Entities* on the <u>Annual Organization Registration Frequently Asked Questions page</u>. This list is updated weekly. If your entity is listed, the GMS user that completed the registration should be able to download a copy. If that person is no longer with your organization, use the <u>GMS User Support Form</u> to request that access be transferred to another member of your organization. For frequently asked questions regarding the Annual Organization Registration, visit the <u>Rhode Island's Grants Management</u> website.

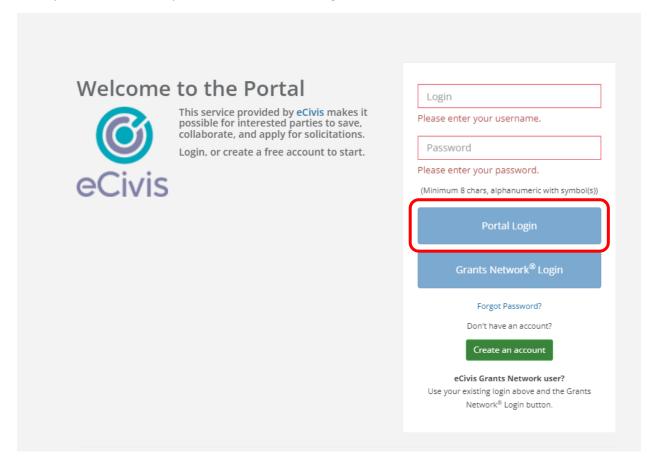
To begin, navigate to the Annual Organization Registration information page: <u>Linked here</u>

After reviewing the information on each tab, click the *Apply* button



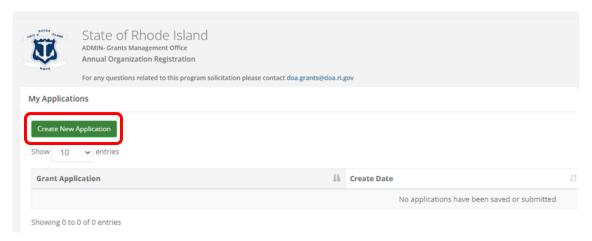


If this is your first time logging into eCivis Portal, you will first need to create an account. Reference <u>Appendix A</u> for detailed instructions on how to create an eCivis Portal account. Once you have successfully created your eCivis Portal account, or if you have applied for funding through eCivis before, enter your username and password and hit *Portal Login*.

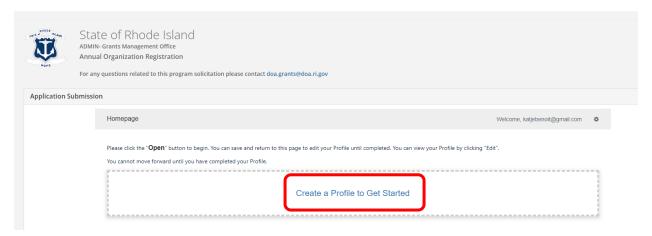




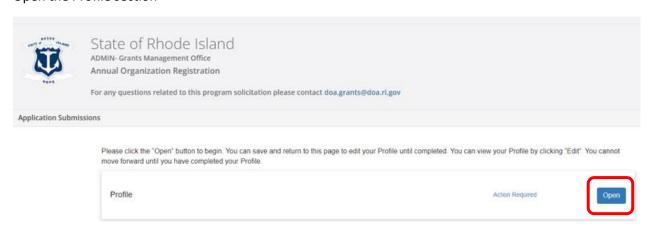
Once logged in, click the green *Create New Application* button



You will need to first create a profile by clicking Create a Profile to Get Started



Open the Profile section





Enter the information requested. Fields marked with a red asterisk are required before moving forward. The 3 sections of the Profile include: Applicant Information, Entity Information, and Entity Address.

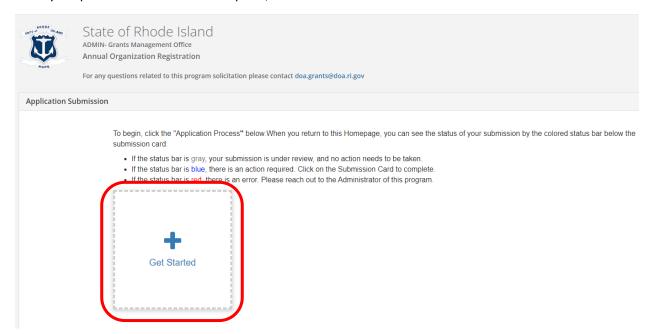
Based on your response to the question "Are you applying for a grant on behalf of an organization or other entity?", questions relevant to your response will appear for you to complete.



Once you have completed all fields in the Profile form, click *Create Profile*. If needed, you can save this form as a draft and complete it at a later date.



Once your profile is created and complete, select the Get Started tile.

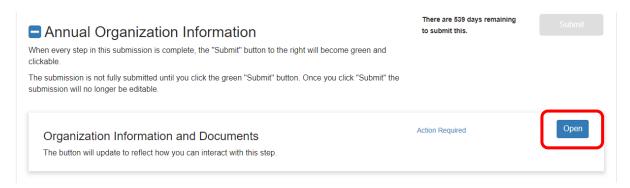




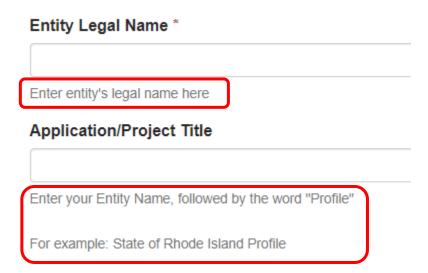
The first section to complete is the "Organization Information and Documents." This section is required for all subrecipients of the State of Rhode Island. Before you begin this section, we recommend that you confirm the following have been completed:

- 1. Obtain a Unique Entity Identifier (UEI), available at SAM.gov for no cost. If your entity is registered in SAM.gov, you have likely already been assigned a UEI. This is a one-time requirement. You will need the UEI number to complete this section.
- 2. Register in Ocean State Procures (OSP) by clicking here for no cost. If your entity has done business with the state in the past, you are likely already registered. This is a one-time requirement.
- 3. Upload your most recent Single Audit to the Federal Audit Clearinghouse by clicking here, only if your entity was required to complete a Single Audit.

To begin, click the Open button



Enter the information requested. Fields marked with a red asterisk are required before moving forward. The 3 sections of the Organization Information and Documents form include: General Entity Information, Federal Reporting, and Attachments. Complete each field and upload the relevant files. Below each field additional help text can be found in grey.





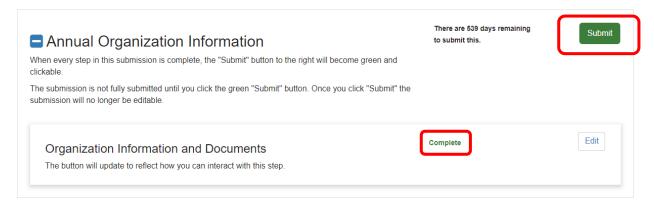
Based on your response to the question "Entity Type", questions relevant to your response will appear for you to complete.



Once you have completed all mandatory fields, you can scroll down and select *Mark Complete*. If needed, you can always hit *Save Draft* and your work will be saved and you can come back and finish at a later time.



Once you have completed the "Organization Information and Documents" section, the form will be marked *Complete*. To submit this information and move on to the next section, **click the green** *Submit* **button in the upper right corner**.

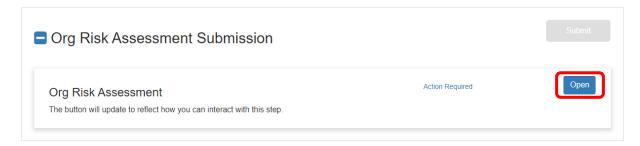


The next 2 sections are only required for subrecipients receiving awards of \$30,000 or more.

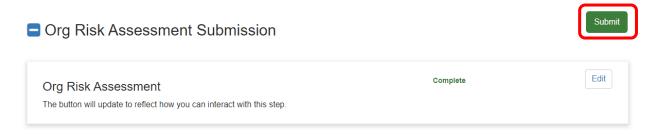


Once you have submitted the "Organization Information and Documents", you can begin working on the next section, "Org Risk Assessment." **This section is required only for subrecipients receiving awards of \$30,000 or more.** This section is a self-risk assessment. Your responses to this will assist us in targeting resources to provide training, technical assistance, guidance, and monitoring in areas of most need. If you are not familiar with your entity's financial safeguards (internal controls), and policies and procedures, you may want to consult with a colleague.

To complete, click the *Open* button

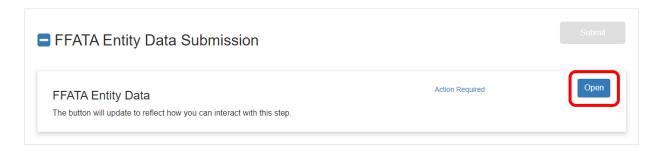


As you did in the "Organization Information and Documents" section, complete and answer all questions and hit *Mark Complete* at the bottom of the page when finished. When all mandatory fields have been entered, you can hit the green *Submit* button to access the last section.



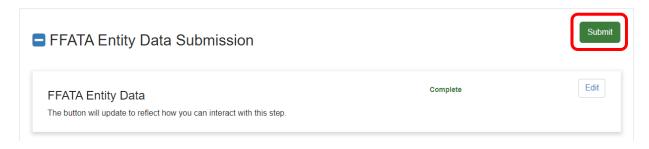
The final section is for Federal Funding Accountability and Transparency Act (FFATA) Reporting. **The "FFATA Entity Data"** section is only required for subrecipients receiving awards of \$30,000 or more. This section is for reporting executive compensation, as required under federal law.

To complete, click the Open button.

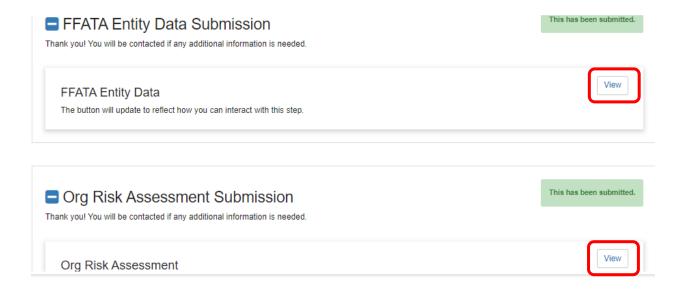




As you did in the previous sections, complete and answer all questions and hit *Mark Complete* at the bottom of the page when finished. When all mandatory fields have been entered, you can hit the green *Submit* button.



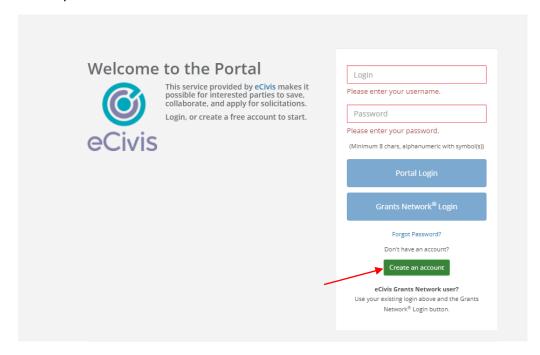
After you have submitted information, you can hit the *View* button to view/PDF the information that has been submitted. If you need to change or update the information that has been submitted, use the <u>GMS</u> <u>User Support Form</u> to have your registration returned to draft status so you can make those updates.



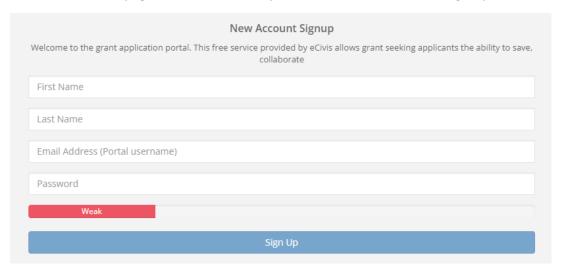


Appendix A: Creating an eCivis Portal Account

If this is your first time using the eCivis Portal, you will need to click on the green *Create an account* button to create your account.



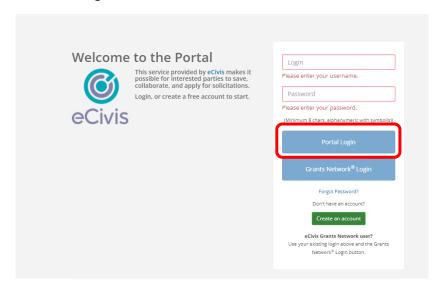
On the Create an account page, enter the basic requested information and click Sign Up.



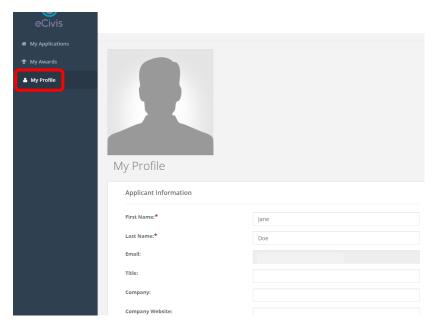


After clicking *Sign Up*, you will be sent an email confirming your email address to complete the process. In the email verification, click on "Please verify your email"

This will bring you back to the eCivis Portal login. Enter your full email address and the password you created, then click on Portal Login.



Your first time logging in to your eCivis Portal account, you will be prompted to fill out the "My Profile" page with information about both you and your entity. These fields are not required to move forward in the Annual Organization Registration or other application(s) process, but applicants are encouraged to fill out as much of the "My Profile" tab as possible. This information will auto-populate into your future applications, reducing the amount of times you need to re-enter it. Information in the "My Profile" tab can be edited at any time, if needed.





When you are done filling out the "My Profile" tab, click *Update Profile*.



Once you have created your eCivis Portal account, verified your email address, and completed the "My Profile" tab, you can begin working on the Annual Organization Registration.