



Enterprise Grants Management System
Washington Office of Superintendent of Public Instruction (OSPI)

User Guide: External Organization Registration

Login: <https://ospiegms.force.com/ApplicantLogin4?username=null>

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1. New Organization Registration

1.1. Register your external organization in the EGMS.

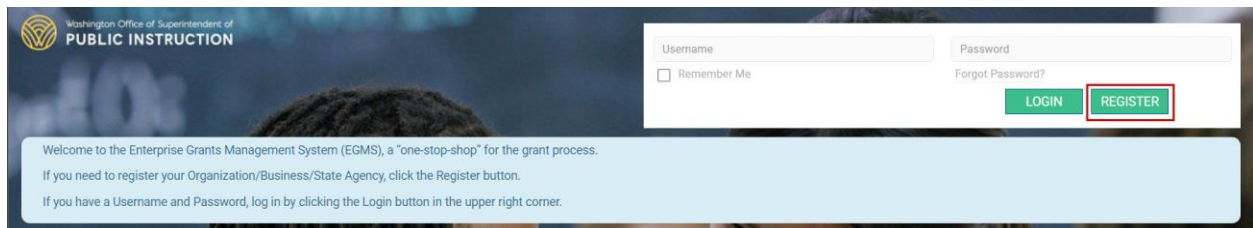
Applicable For	Authorized Agent for the Organization
Prerequisites	None

Note: Throughout this registration process, you will see some fields marked with a red asterisk (*). This means that the field is required in order to save the page and move onto the next step.

Note: Before beginning the registration process, make sure that you have the following information for your organization:

- Employer Identification Number (EIN)
- Unique Entity Identifier (UEI) Number
- Statewide Vendor ID

1. On the **Login** page, click the **Register** button.



The screenshot shows the Washington Office of Superintendent of Public Instruction's Enterprise Grants Management System (EGMS) login page. The page features a header with the logo and name of the Washington Office of Superintendent of Public Instruction. Below the header is a login form with fields for Username and Password, a Remember Me checkbox, and a Forgot Password? link. The Register button is highlighted with a red box. A light blue banner at the bottom of the page provides instructions for users who need to register or log in.

Welcome to the Enterprise Grants Management System (EGMS), a "one-stop-shop" for the grant process.
If you need to register your Organization/Business/State Agency, click the Register button.
If you have a Username and Password, log in by clicking the Login button in the upper right corner.

2. Expand the **Organization** section and click the **Begin Registration** button.
 - a. Note that there are instructions in the section that contain information and links about the information that you will need to successfully register your organization in the EGMS.

1. Register for your Employer Identification Number (EIN):

- a. <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

2. Register for your Unique Entity Identifier (UEI) number:

- a. <https://sam.gov/content/entity-registration>

3. Register with SAM.gov:

- a. <https://www.sam.gov/SAM/>

4. Obtain a State Vendor ID:

- a. <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>

5. Register with EGMS:

The Education Grants Management System (EGMS) will validate your EIN and UEI number (if provided) during the registration process. Once all required organization information is complete, the organization's Signing Authority can submit the registration for an EGMS account.

6. Additional Information

a. Parent/Child Relationships

1. Organizations can identify affiliations that describe a hierarchical or parent-child relationship between two organizations.
2. The child organization can optionally attach any legal documentation used to establish the relationship.

b. First Organizational Registration

1. The first registration for any organization is known as a Signing Authority.
2. The Signing Authority is an authorized representative of the registered organization and is typically the Administrator..
3. Additional Users for the organization are created by either the Signing Authority, or another user with these delegated permissions.
4. If you are NOT the Signing Authority for this organization, please stop and identify the proper individual to complete this initial registration, OR, have the signing authority or primary user send you an invitation.

c. You must provide the Organization's legal name.

d. You must provide the Organization Code issued by OSPI.

Begin Registration

3. There are two **Legal Disclaimers** that must be agreed upon to proceed with the rest of the registration. Click the **Agree** button for both the **Non-Disclosure Agreement** and the **Conflict of Interest**.

- a. Note that if you click **Disagree**, you will be taken back to the **Login** page.

Registration

Legal Disclaimer 2 of 2

Agree Disagree

Conflict of Interest

Description

The government requires that the SME (subject matter expert) reviewers, as agents of EGMS (enterprise grants management system) maintains the highest standards of confidentiality and security of documents and information related to the review of applications submitted to the system in response to the request for application (RFA) referenced herein. This includes the individual reviewers handling, storage and transmission of any and all documents and information pertaining to the review of applications, the identification of the applicant organizations and the results of review (i.e. score, rank and application strengths and deficiencies). Additionally this includes information pertaining to review panelists names and affiliations, reviewer assignments and technical review comments. Panel discussions are to be held confidential and written technical reviews and scores shall be embargoed until an assigned and authorized chairperson or government liaisons directs the sharing, release and submission of the information required for the review. Reviewers are entrusted by EGMS to protect this confidential information from accidental or intentional release of information. Physical and electronic security measures must be in place to guard and prevent access to confidential materials by unauthorized individuals. Pledge of confidentiality: I, the undersigned, accept the confidentiality terms and standards outlined above. I agree not to use, disclose or disseminate grant application review information outside the customary disclosures related to a review panel process. I shall maintain the confidentiality and uphold the security standards of any information regarding the review process. I understand that to intentionally or unintentionally disclose such information or otherwise breach confidentiality will result in action including dismissal from the assignment and rescission of any agreements for payment from EGMS. I also pledge that I do not have not conflicts of interest, per the government guidance, in performing this work.

Agree Disagree

4. Enter the information requested in each field on the page. Then click the Save and Continue button.


Registration
Step 1 of 3

Fields marked as* are required

To start the registration, please provide the following information of your organization and click the Save and Continue button.

Employer Identification Number (EIN) ⓘ	<input type="text" value="123456789"/>
Unique Entity Identifier (UEI) Number ⓘ	<input type="text" value="123456789123"/>
Statewide Vendor ID ⓘ	<input type="text" value="SWV1234567-12"/>

5. Complete the fields on the page. Then click the Save button.
 - a. Note that fields marked with a red asterisk (*****) are required.

 Education Grants Management System

Registration
Step 2 of 3

* Required to Save ⚠ Required to Submit

Organization Information ⓘ

Please fill in the following fields in order to create your organization profile in the system

Unique Entity Identifier (UEI) # 937593475395	Employer Identification Number (EIN) ⓘ 123456789	*Organization Name ⓘ <input type="text" value="User Guide Organization"/>
*Organization Type <input type="text" value="School District"/>	*Organization Code ⓘ <input type="text" value="12345"/>	*Phone Number <input type="text" value="(555) 123-1234"/>
Organization DBA ⓘ <input type="text"/>	SAM Expiration Date (MM/DD/YYYY) <input type="text"/>	

Organization Address

This is the address associated with the above UEI number as listed in SAM.gov

*Address Line 1 <input type="text" value="123 Guide St."/>	Address Line 2 <input type="text"/>	County <input type="text" value="Adams"/>
*City <input type="text" value="Guide City"/>	*State <input type="text" value="WA"/>	*Zip Code <input type="text" value="12345"/>

6. Complete the **Administrator Information** fields on the page. Then click the **Save** button.

Registration
Step 3 of 3 Back Cancel Save

* Required to Save ⚠ Required to Submit

▲ **Organization Representatives:**

To continue this registration, the following user/profile information is required. Upon approval of this request, your account information will be sent through email to the Administrator.

- **Administrator** (Required) – This profile/person is the Administrator with signing authority for the organization and will be responsible for creating other users and/or forms in EGMS. In addition, this role will be responsible for submitting documents like applications, amendment requests, etc. and committing the organization to funding opportunities and formal grant agreements.

▲ **Administrator Information**

Prefix --None--	*First Name User	*Last Name Guide
Title	*Address Line 1 ⓘ 123 Guide St.	Address Line 2
*City Guide City	State WA	*Zip Code 12345
*Primary Email user.guide@yopmail.com	*Phone Number (555) 123-1234	

Back Cancel Save

7. Complete the **CAPTCHA**. Then click the **Submit** button.

- Note that you may need to complete a challenge-response authentication. This typically involves a picture puzzle.
- Once you click the **Submit** button, the registration will be fully submitted to OSPI for approval. You will then see a **Confirmation** page with a registration number to indicate that your registration has been submitted successfully.

Registration
User Guide Organization Home

Confirmation Message

Your registration request for access to EGMS has been completed and sent for government approval. Once approved, you will be sent another email from salesforce.com (technology platform provider) with your Username and Password shortly to log into the system.

For your records, your registration number is # RG-000606 .

Home

1.2. Set your password and log into the EGMS for the first time.

Applicable For	Authorized Agent for the Organization
Prerequisites	OSPI has approved your organization registration

1. Access your email inbox and search for an email from **Recipient Portal** with the subject **Welcome to Recipient Portal**. In this email, there is a link to click that will allow you to set your password. Click that **here** link.



Hello User,

Your EGMS username is listed below. Please click the link below to set up your password.

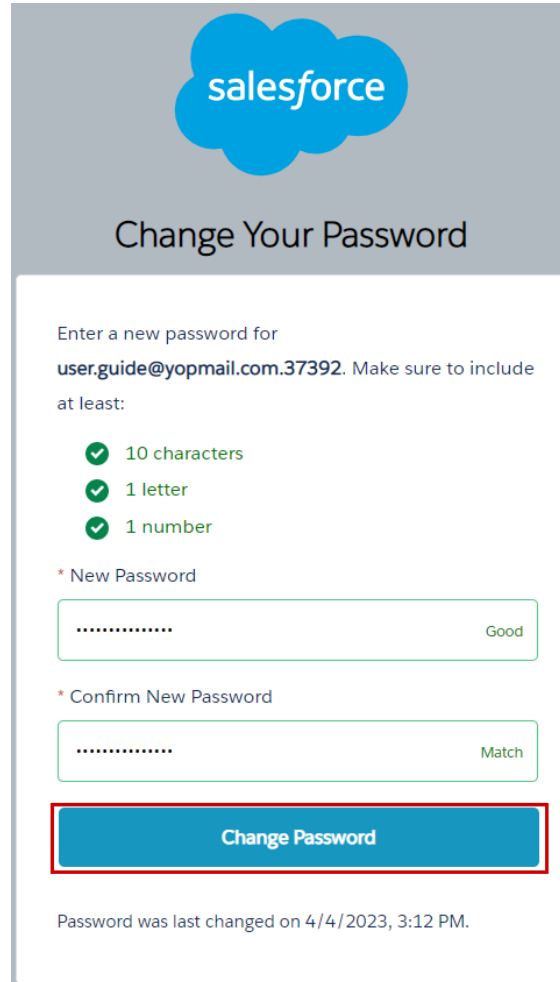
Username: user.guide@yopmail.com.37392


Link to set password: Click [here](#)

Please do not reply to this system-generated email. You may contact the GovGrants Support Team at EGMS.Support@k12.wa.us, if you have any questions or need assistance with this task.

Thank you.
The EGMS Team

2. On the **Change Your Password** page, enter the password that you wish to use to access the EGMS into both password fields and click the **Change Password** button.
 - a. This will set your password and you will be logged into the EGMS. Your username is also displayed in bold in the page instructions.





Change Your Password

Enter a new password for **user.guide@yopmail.com.37392**. Make sure to include at least:

- ✓ 10 characters
- ✓ 1 letter
- ✓ 1 number

* New Password

..... Good

* Confirm New Password

..... Match

Change Password

Password was last changed on 4/4/2023, 3:12 PM.