

## Creating an Individual User Account in the GATA Grantee Portal

For security reasons, each individual accessing the Grantee Portal must have their own user account called an Individual Illinois.gov public account. **Email addresses and Usernames cannot be shared.** When an individual Illinois.gov public account is created, a unique email address and a unique Username is required. Organizations should not use a generic organization email address to establish an individual's Username; for example: [JohnQSmith@yourorganization.com](mailto:JohnQSmith@yourorganization.com) NOT [contactus@yourorganization.com](mailto:contactus@yourorganization.com).

There can be multiple Grantee Portal users for your organization. It's a good idea to have backup users for your organization. Each user must have their own individual Illinois.gov account and must link or be associated on the organization's Grantee Portal record. Access to the organization's Grantee Portal is controlled by the organization. Individuals linked to the organization's Grantee Portal can approve new users requesting access. New users cannot access the Portal until they have been approved.

If you already have an Individual User Account (Illinois.gov Public Account), go to **Step 6**

**Step 1 – Browse to** <https://grants.illinois.gov/portal>

**Step 2 – Click the CREATE ACCOUNT button**



**Illinois Grant Accountability and Transparency Act  
Grantee Portal**

Welcome to the Illinois GATA Grantee Portal. To access the Portal you must have an Illinois.gov account.

[Sign In Here](#) [Create Account](#) [Account Help](#)

[Grant Management System News](#)

**Frequently Asked Questions**

- [How to manage AmpliFund Access. \(Webcast\) \(Transcript\)](#)
- [How to access the Illinois GATA Grantee Portal.](#)
- [How to create an Illinois.gov public account.](#)
- [How to reset your password.](#)
- [All Grantee Portal FAQs](#)

**Partner Account or DHS Centralized Repository Vault (CRV) Users**

If you have an Illinois.gov Partner account or DHS CRV account in the external domain, you can use it to access the Grantee Portal but you must append "[external.illinois.gov](#)" to the end of your username.

For example: **John.Doe@external.illinois.gov**

To reset or unlock your Partner account [click here](#). For assistance with the DHS CRV [click here](#).

### Step 3 – Click CREATE A NEW ACCOUNT



### Step 4 – Fill in all fields and click the REGISTER button at the bottom

The screenshot shows the "Create a new Account" registration form. At the top is the ILLINOIS.GOV logo and a blue header with "Accounts > Create a new Account" and "Create a new Account". Below the header is a "Registration" section with a green title. A note states: "Your Username can include letters, numbers, and periods (may not start or end with a period); and must be between 6 and 20 characters long. Examples: John.Smith JSm1th". The form contains the following fields: "First Name:", "Last Name:", "Email Address:", "Confirm Email Address:", "Cell Phone: (Optional)" (with an example "999-999-9999"), "Cell Carrier:" (a dropdown menu showing "- Not Supplied -"), "Choose your Username:", "Password:", "Confirm Password:", and "Password Rules" (a link). At the bottom, there are "Register" and "Cancel" buttons. A red arrow points to the "Register" button.

If the Username already exists, you will receive this error message. Each individual Illinois.gov public account must have a unique Username.

Please note the following message(s) and make any needed corrections:

- Username already exists. Please enter a different username.

If the Email Address already exists, you will receive this error message. Each individual Illinois.gov public account must have a unique Email Address.

Please note the following message(s) and make any needed corrections:

- That email address has already been registered in our system.

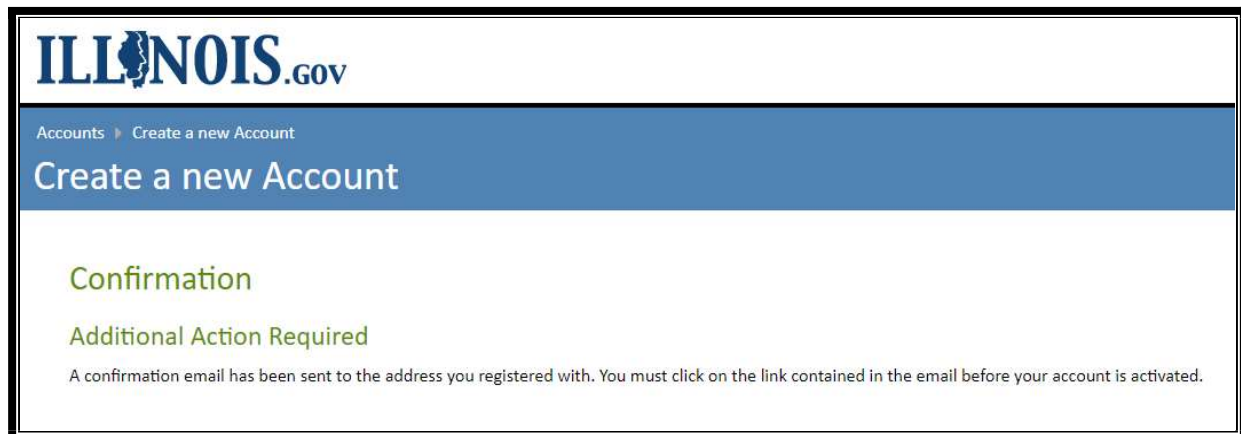
If you received either of these errors:

Update the Username and/or Email Address with a unique Username and/or Email Address.

Click the REGISTER button at the bottom.

If no error message is returned, the REGISTRATION was accepted.

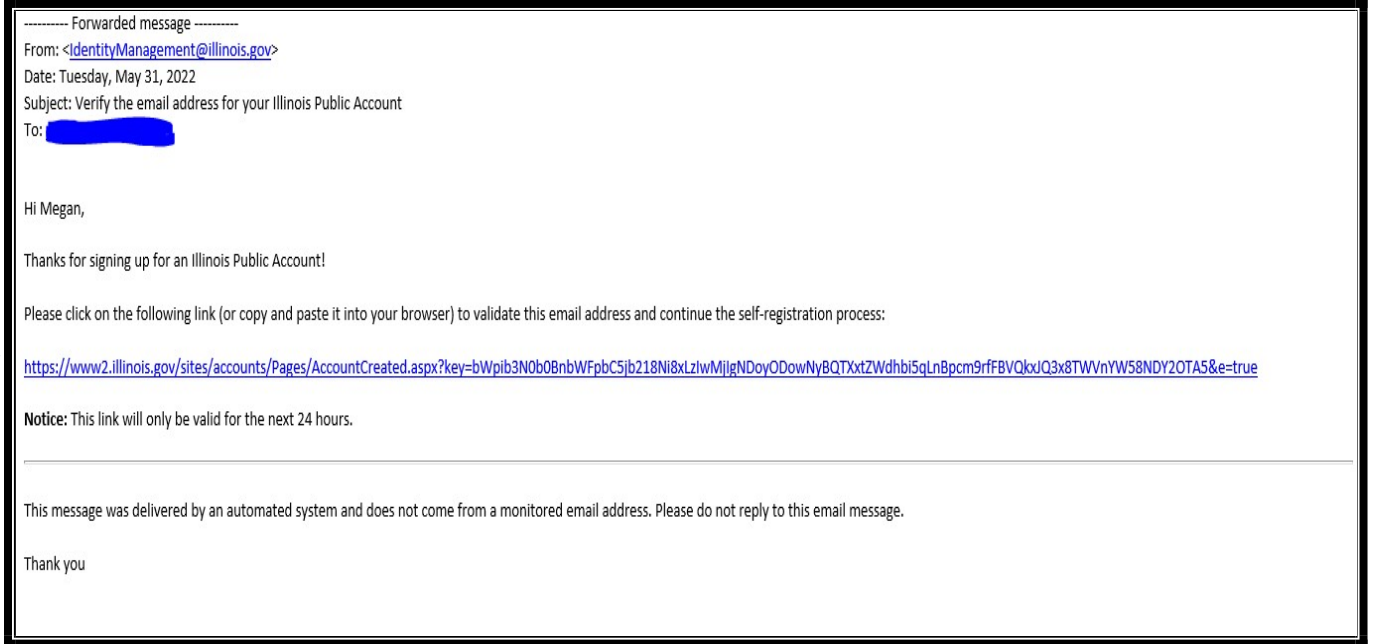
When the Registration is accepted, the following message appears to confirm that a confirmation email will be sent to the email address provided.



The screenshot shows the Illinois.gov website interface for creating a new account. At the top left is the 'ILLINOIS.gov' logo. Below it, a blue navigation bar contains the text 'Accounts > Create a new Account' and a larger heading 'Create a new Account'. The main content area has a green heading 'Confirmation' followed by a sub-heading 'Additional Action Required'. Below this, a message states: 'A confirmation email has been sent to the address you registered with. You must click on the link contained in the email before your account is activated.'

**Step 5 - An email from IdentityManagement@illinois.gov will validate the email used for the Individual Illinois.gov Public Account Registration. IMPORTANT NOTE THE VALIDATION EMAIL LINK EXPIRES IN 24 HOURS. PLEASE VALIDATE YOUR ACCOUNT AS SOON AS YOU RECEIVE IT.**

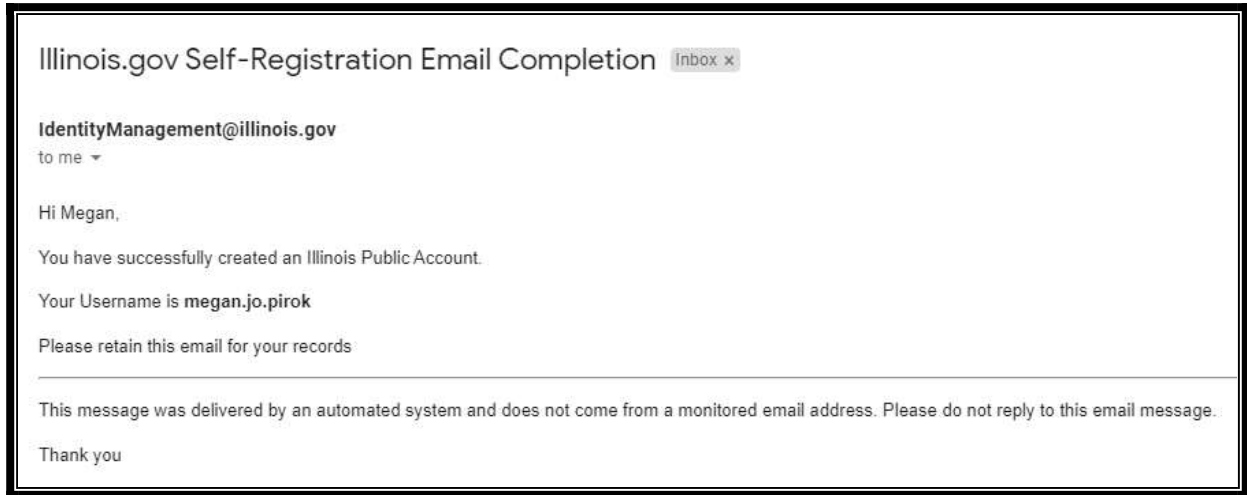
You will receive an email from [IdentityManagement@illinois.gov](mailto:IdentityManagement@illinois.gov) to the email address you entered at Registration. If you did not receive the email, check your spam or trash folder. To validate this email address and continue the self-registration process, click the link in the email message:



You will be directed to this page after clicking the validation link.



You will also receive a second email from [IdentityManagement@illinois.gov](mailto:IdentityManagement@illinois.gov) confirming that you have successfully created the Illinois Public Account.



**Step 6 – Go to** <https://grants.illinois.gov/portal>

**Step 7 – Click the SIGN IN HERE button**



**STEP 8 - Enter your Username and Password for your Individual Illinois.gov Public Account and click the “Sign in” button to access the GATA Grantee Portal**

