

Registering Your Organization in the GATA Grantee Portal

All organizations must be registered and in good standing in the GATA Grantee Portal –

<https://grants.illinois.gov/portal> - to have a grant application reviewed by the State agency awarding the grants. No matter how many grants you apply for, your organization only registers once in the GATA Grantee Portal.

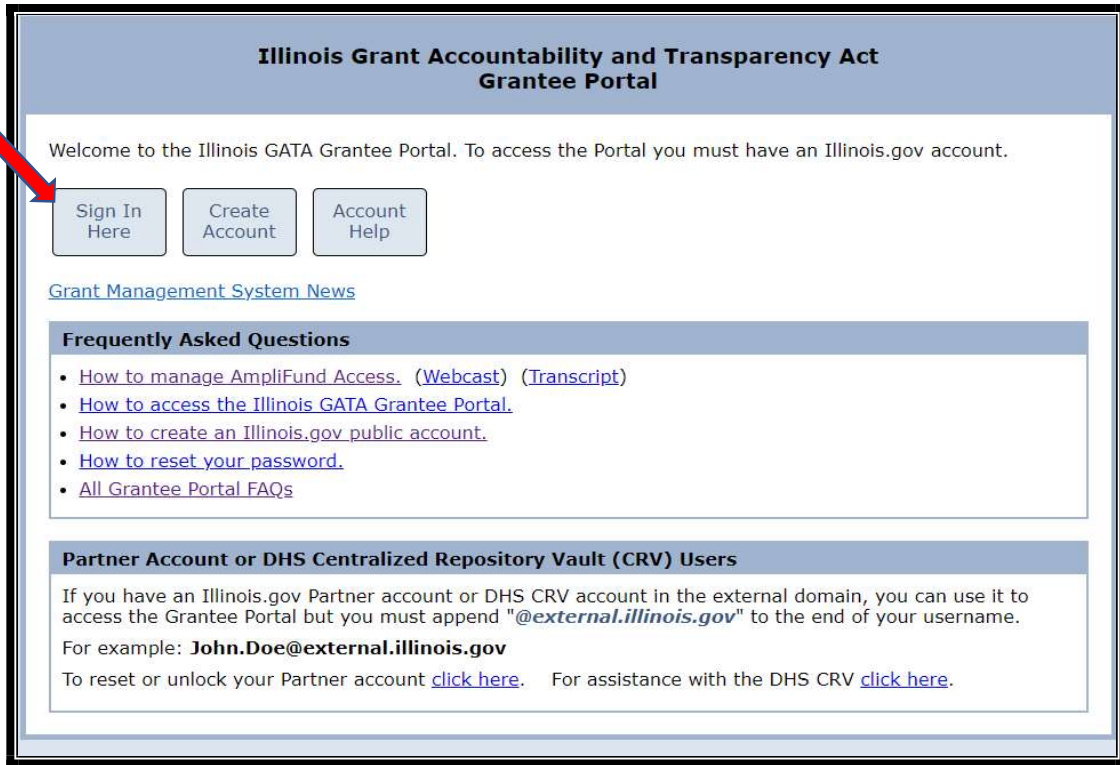
A SAM.gov assigned Unique Entity Identifier (UEI) is required to complete Organization Registration in the GATA Grantee Portal. SAM.gov is a federal clearing house. Illinois has no authority or influence in their processing. Once all required information has been submitted in SAM.gov, it may take up to 10 business days to obtain a UEI.

- How to register an organization in SAM.gov -
https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=7241d4831b0ecd940ca4a97ae54bcbe3
 - This link includes a list of the information needed to complete the SAM.gov registration.
 - Because SAM.gov is a federal website, the requirements and the SAM.gov registration process comes from the federal government. Illinois cannot expedite or change the SAM.gov requirements.
- Determine if your organization is SAM.gov registered -
https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0016414&sys_kb_id=7064190c1bbe41d4937fa64ce54bcb85&spa=1
- Additional support Links for the SAM.gov registration process -
https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0039524&sys_kb_id=85a2ba061b0bcd500ca4a97ae54bcbc7&spa=1

All individual Illinois.gov Accounts must be associated with an Organization in the Grantee Portal.

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

Step 2 – Click the SIGN IN HERE 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](#)

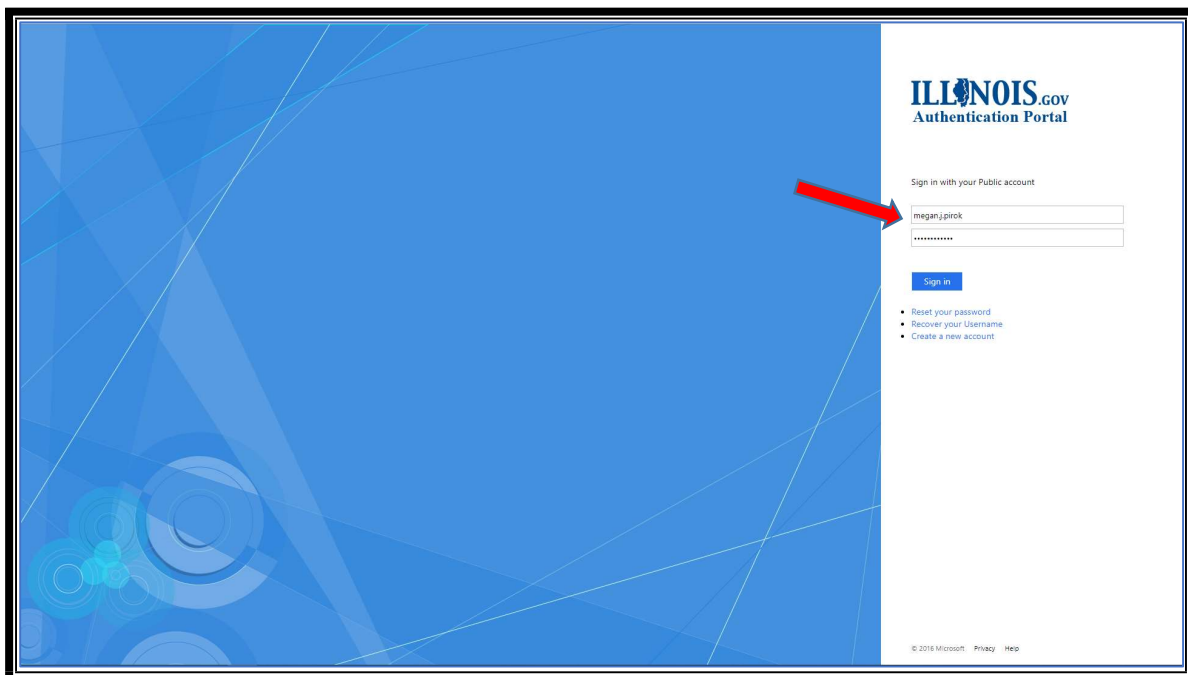
Partner Account or DHS Centralized Repository Vault (CRV) Users

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 – Enter your Username and Password for your Individual Illinois.gov Public Account and click the "Sign in" button.



**ILLINOIS.gov
Authentication Portal**

Sign in with your Public account

[Sign in](#)

- [Reset your password](#)
- [Recover your Username](#)
- [Create a new account](#)

© 2016 Microsoft Privacy Help

Step 4 – Read and Accept the Usage Terms and Conditions



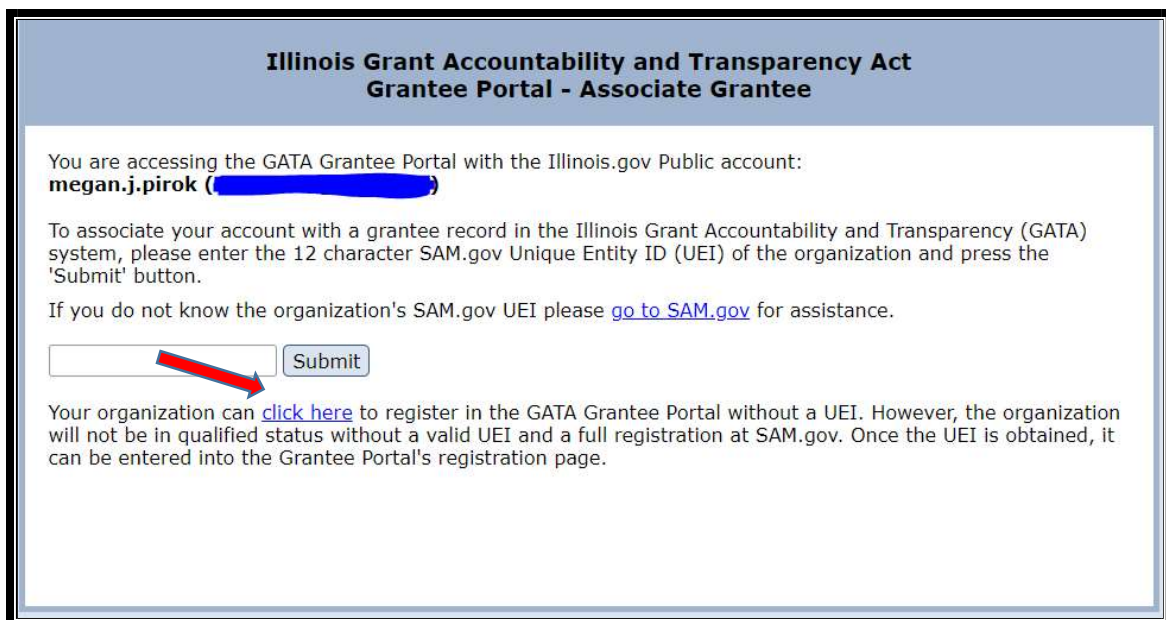
USAGE TERMS AND CONDITIONS
*** UNAUTHORIZED ACCESS IS PROHIBITED ***

Further access to this system is strictly limited to users authorized by the State of Illinois conducting official State business. Users of this system shall have no expectation of privacy. By accessing this system the user consents to monitoring and recording, which may be disclosed for administrative, disciplinary, civil, or criminal actions, penalties, or prosecution. Neither the State of Illinois nor any of its employees shall be liable for any damages arising in any way out of the use of this system or any information contained herein.

Step 5 – Enter your organization's UEI in the field provided and click the Submit button. If you do not have a UEI assigned by SAM.gov, you can still create an organization registration. A temporary UEI is assigned by the system.

The first time you sign into the GATA Grantee Portal, you will be prompted to enter the 12-character SAM.gov Unique Entity Identifier (UEI) of your organization. You will automatically connect to your organization the next time you log into the Grantee Portal.

If you do not know if your organization has a Grantee Portal Registration or you do not know your organization's UEI, ask your Director or Accountant. Confirm if a temporary UEI is already in place. If the organization has already registered without a valid UEI, a temporary UEI was previously assigned. If you **CLICK HERE** to register without a UEI, the GATA system will assign a temporary UEI. **CREATING MULTIPLE TEMPORARY UEIs FOR AN ORGANIZATION WILL DELAY THE REGISTRATION PROCESS.**



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

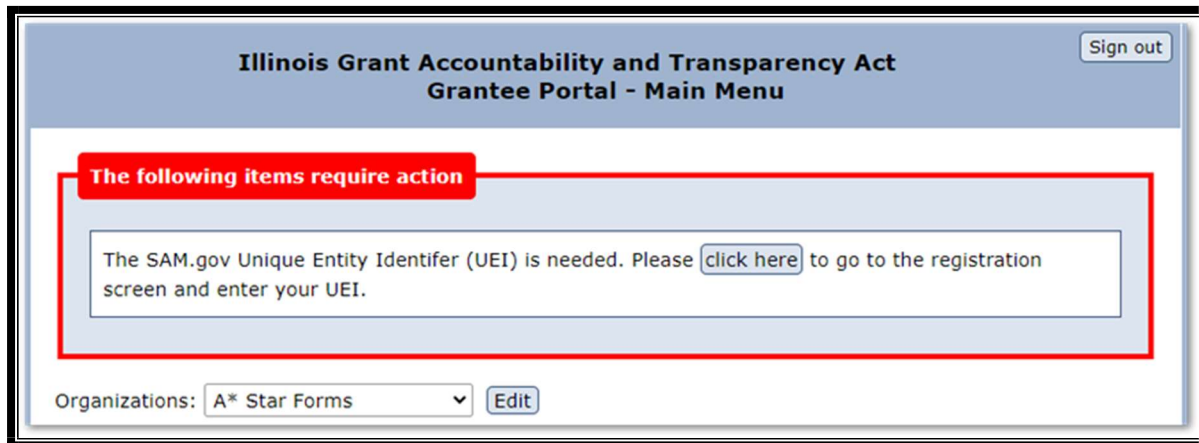
You are accessing the GATA Grantee Portal with the Illinois.gov Public account:
megan.j.pirok ([REDACTED])

To associate your account with a grantee record in the Illinois Grant Accountability and Transparency (GATA) system, please enter the 12 character SAM.gov Unique Entity ID (UEI) of the organization and press the 'Submit' button.

If you do not know the organization's SAM.gov UEI please [go to SAM.gov](#) for assistance.

Your organization can [click here](#) to register in the GATA Grantee Portal without a UEI. However, the organization will not be in qualified status without a valid UEI and a full registration at SAM.gov. Once the UEI is obtained, it can be entered into the Grantee Portal's registration page.

The top of the Grantee Portal - Main Menu flags if a temporary UEI has been assigned. Your organization's Grantee Portal registration will not be complete until a valid UEI is entered. The organization cannot have an application reviewed or receive a grant from Illinois without a valid UEI.



Illinois Grant Accountability and Transparency Act
Grantee Portal - Main Menu

Sign out

The following items require action

The SAM.gov Unique Entity Identifier (UEI) is needed. Please [click here](#) to go to the registration screen and enter your UEI.

Organizations: A* Star Forms Edit

This warning will disappear when a valid UEI has been entered and the organization's Grantee Portal registration is complete.

When a UEI is entered, the GATA system searches for that organization in the GATA Grantee Portal.

Step 6a - If the GATA Grantee Portal has a record for the UEI entered, verify that the organization returned is YOUR organization. Select the disclaimer "Yes".



Illinois Grant Accountability and Transparency Act
Grantee Portal - Associate Grantee

You are accessing the GATA Grantee Portal with the Illinois.gov Public account:
megan.j.pirok ([REDACTED])

To associate your account with a grantee record in the Illinois Grant Accountability and Transparency (GATA) system, please enter the 12 character SAM.gov Unique Entity ID (UEI) of the organization and press the 'Submit' button.

If you do not know the organization's SAM.gov UEI please [browse to SAM.gov](#) for assistance.

FMVPEWNJGLM1 Submit

Is this your organization?

zz Test Organization
123 State Street
Springfield, IL 62706

DISCLAIMER
By clicking 'Yes' you certify that you are a legal member or representative of the organization listed.

No Yes

The next screen shows the waiting page if other users have already been linked to the organization's registration. Grantees control access to their GATA Grantee Portal. As a new user, your access request must be approved by an existing user. Contact an existing user if follow-up is needed to approve your access. Once approved, click "CLICK HERE" to access the organization's Grantee Portal.



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

You are attempting to access: **zz Test Organization**

The following people can approve access for this organization:

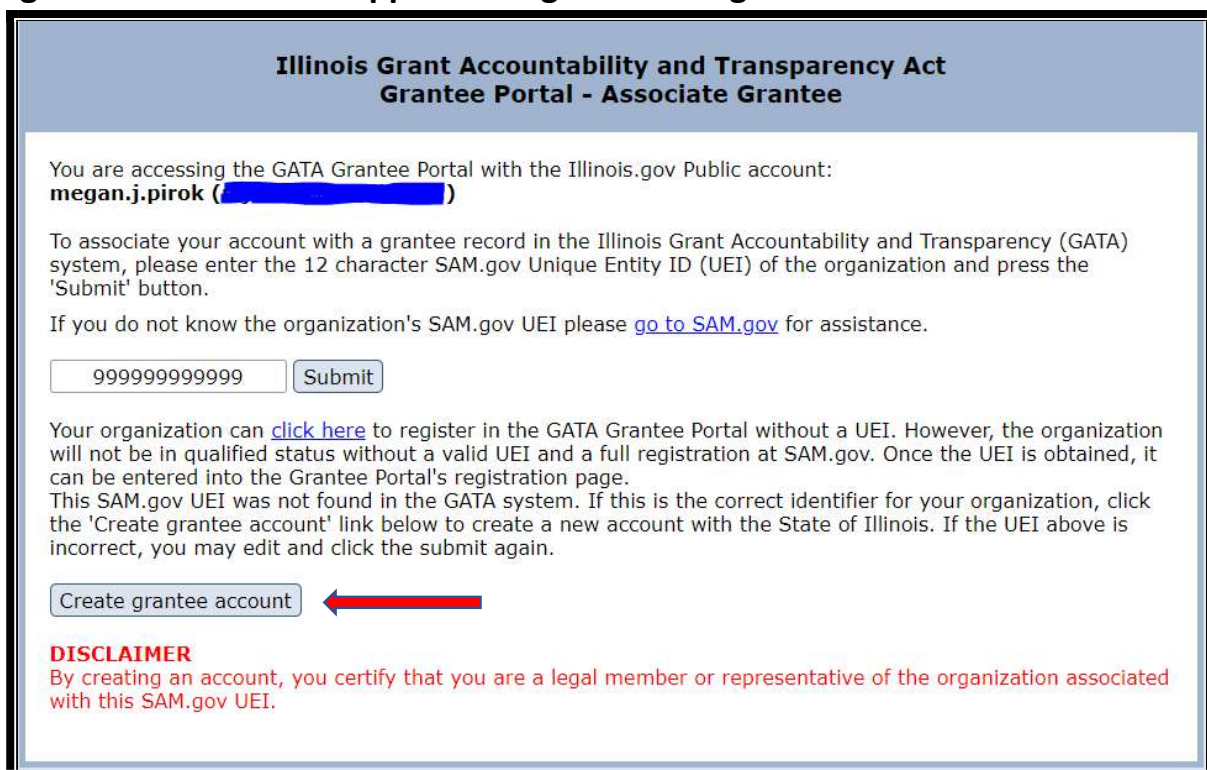
- Dean Doty ([REDACTED])
- Lori Beeler ([REDACTED])
- Courtney Jackson ([REDACTED])
- Tonya Upshaw ([REDACTED])
- Megan Pirok ([REDACTED])
- Anna O'Connell ([REDACTED])
- Charla Bond-Jones ([REDACTED])
- Jodie Jones ([REDACTED])

[Click here](#) after approval is granted to browse to the Grantee Portal Main Menu.

[Click here](#) to cancel your request.

If assistance is needed, please contact your state cognizant agency:
Governor's Office Of Management And Budget
OMB.GATA@illinois.gov

Step 6b - If an organization record does not exist in the GATA Grantee Portal for the UEI entered, click on the "Create grantee account" button and the GATA registration screen will appear to register the organization.



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

You are accessing the GATA Grantee Portal with the Illinois.gov Public account:
megan.j.pirok ([REDACTED])

To associate your account with a grantee record in the Illinois Grant Accountability and Transparency (GATA) system, please enter the 12 character SAM.gov Unique Entity ID (UEI) of the organization and press the 'Submit' button.

If you do not know the organization's SAM.gov UEI please [go to SAM.gov](http://go.to.SAM.gov) for assistance.

Your organization can [click here](#) to register in the GATA Grantee Portal without a UEI. However, the organization will not be in qualified status without a valid UEI and a full registration at SAM.gov. Once the UEI is obtained, it can be entered into the Grantee Portal's registration page.

This SAM.gov UEI was not found in the GATA system. If this is the correct identifier for your organization, click the 'Create grantee account' link below to create a new account with the State of Illinois. If the UEI above is incorrect, you may edit and click the submit again.

←

DISCLAIMER
By creating an account, you certify that you are a legal member or representative of the organization associated with this SAM.gov UEI.

Before you CREATE GRANTEE ACCOUNT, please confirm with your Director or Accountant that a Grantee Portal Registration has not already been created for your organization. If the organization has already registered without a valid UEI, a temporary UEI was already assigned. **CREATING MULTIPLE TEMPORARY UEIs FOR AN ORGANIZATION WILL DELAY THE REGISTRATION PROCESS.**

Step 7 - To create a grantee account with your existing SAM.gov UEI, fill in the yellow fields in the registration form. Click the “Save” button.

The UEI entered in Step 5 will appear in the SAM.gov UEI field of the registration form.

Illinois Grant Accountability and Transparency Act
Grantee Portal - Registration

Cancel

Save

To create an account with the Illinois Grant Accountability and Transparency System please fill in the form and click the "Save" button. All fields are required except those labeled "Optional".

SAM.gov UEI

999999999999

If you do not have a UEI, please [click here to register at SAM.gov.](#)

Organization FEIN (Numbers only. 9 digit Federal Employer ID Number)

Organization Type

▼

Illinois Secretary of State File ID (Numbers only)

[Illinois Secretary of State](#)

Organization Name

Organization Address 1

Organization Address 2 (Optional)

City

State

IL

Zip Code

Primary Email

Primary Phone

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Does this organization have 2 or more years experience with Illinois grants? ☒ Yes ☐ No

IMPORTANT: Please enter and validate this organization's correct fiscal year end date. GATA must record the correct date for audit requirements. Upon clicking the "Save" button, changes to this date can only be done by contacting the state cognizant agency.

Fiscal Year End Month:

▼

Fiscal Year End Day:

Cancel

Save

Each organization maintains their registration. Updates can be made at any time. Use the EDIT button on the Grantee Portal Main Menu to update fields in the organization's Grantee Portal. If a temporary UEI was assigned, use the EDIT button to enter your SAM.gov assigned UEI once it's received.

Organizations:	zz Test Organization	▼	Edit	
GATA ID: 687797				
State cognizant agency: Management And Budget (507)				