

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 NOT 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



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 on the ILLINOIS.gov website. The form includes the following fields and instructions:

- Registration**
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
- First Name:**
- Last Name:**
- Email Address:**
- Confirm Email Address:**
- Cell Phone: (Optional)**
- Cell Carrier:**
- Choose your Username:**
- Password:**
[Password Rules](#)
- Confirm Password:**

At the bottom of the form, there are two buttons: **Register** and **Cancel**. 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.

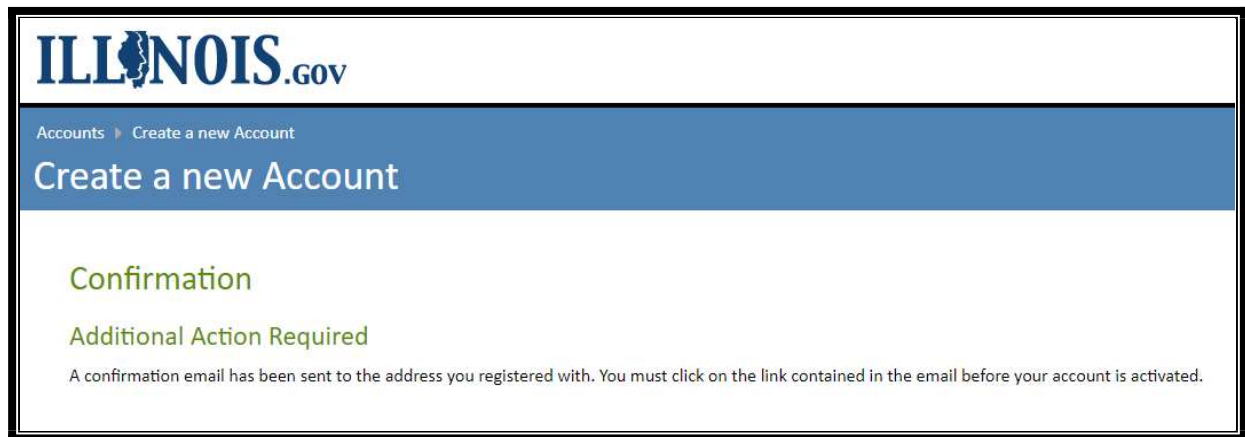
If you received either of these errors:

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

Click the REGISTER button at the bottom.

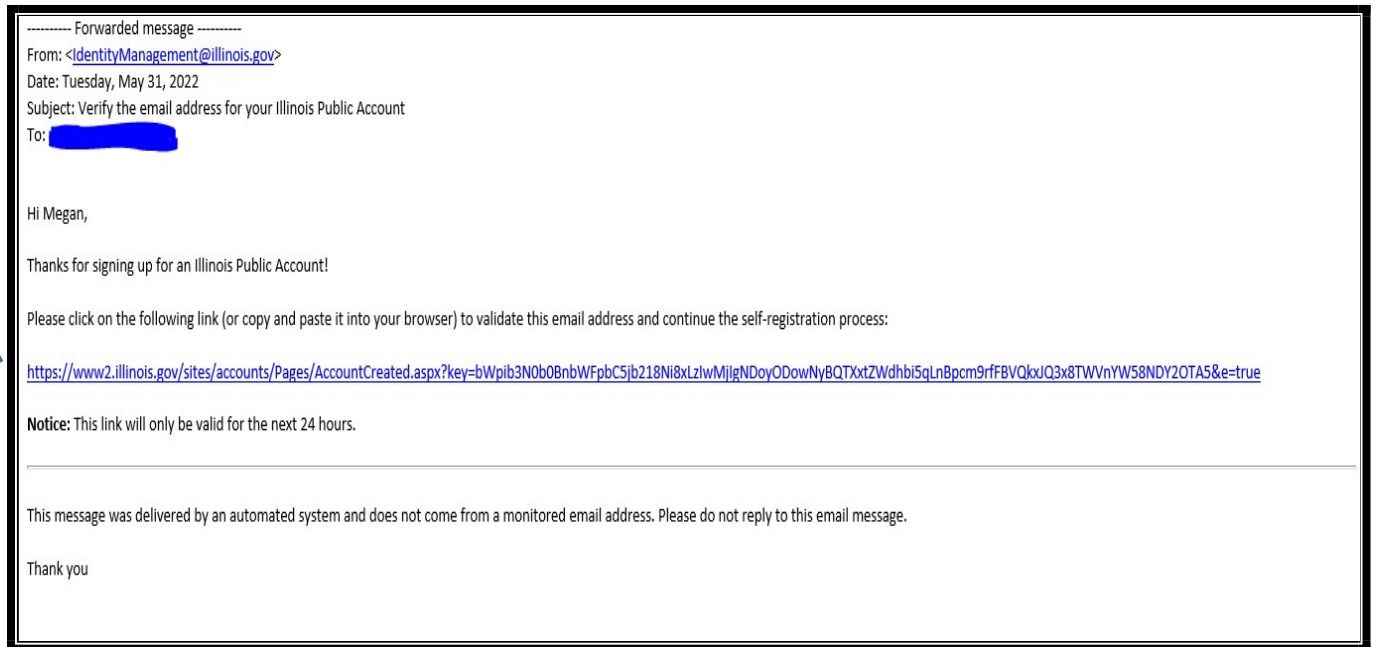
If no error message is returned, the REGISTRATION was accepted.

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



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.

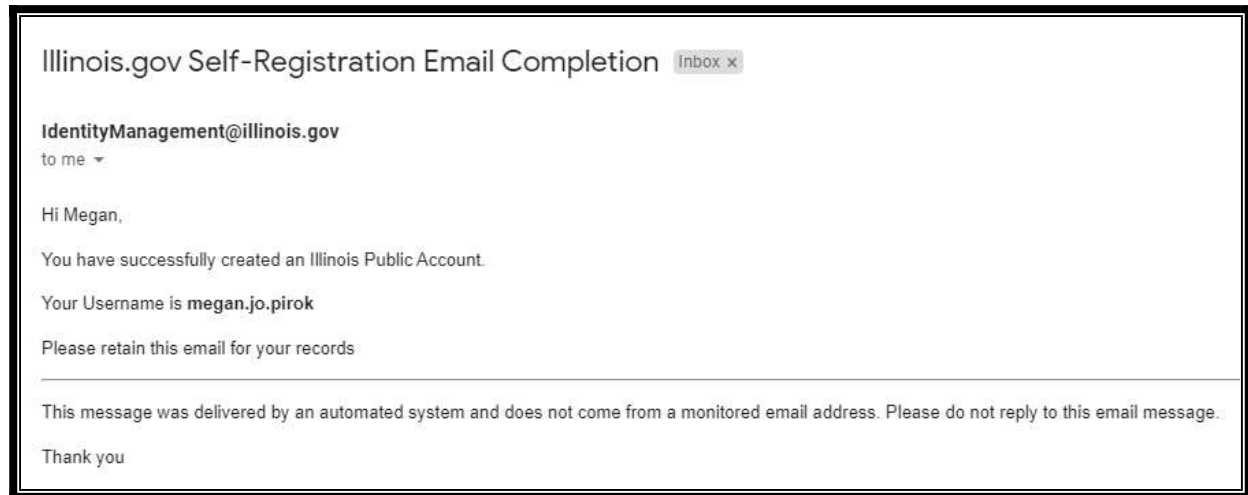
You will receive an email from IdentityManagement@illinois.gov to the email address you entered at Registration. If you did not receive the email, check your spam or trash folder. To validate this email address and continue the self-registration process, click the link in the email message:



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

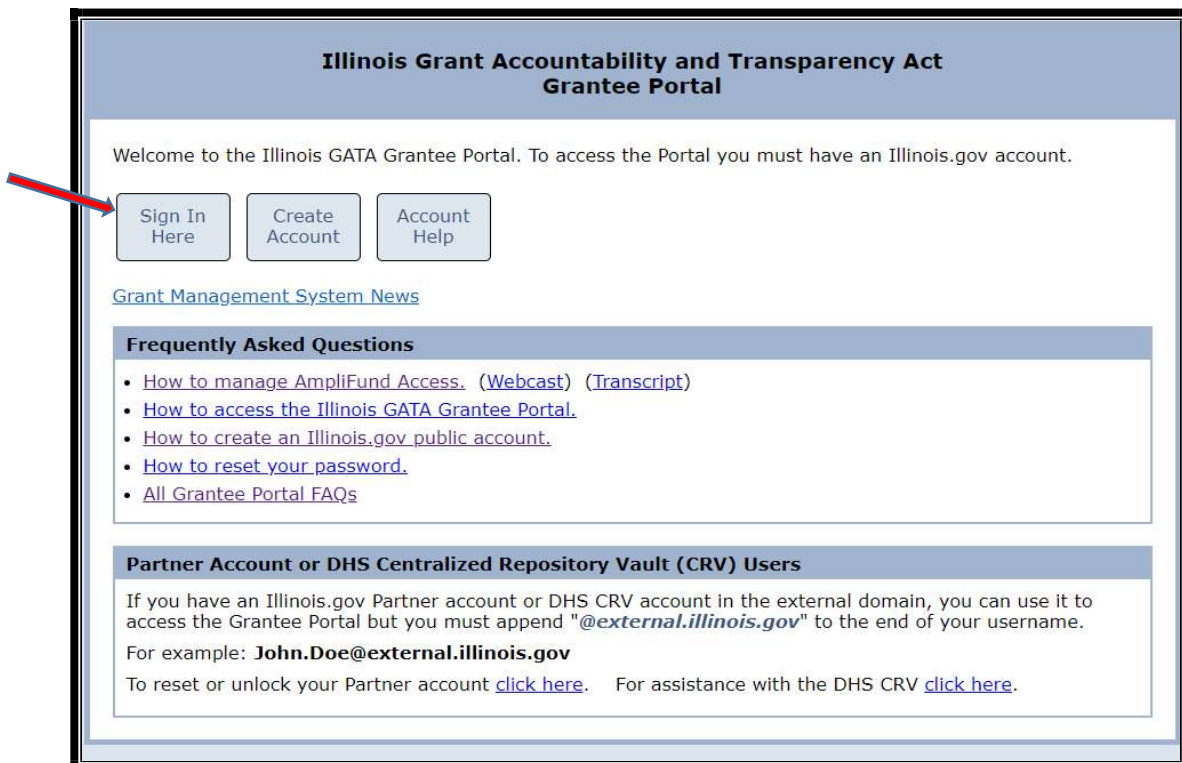


You will also receive a second email from IdentityManagement@illinois.gov confirming that you have successfully created the Illinois Pubic Account.

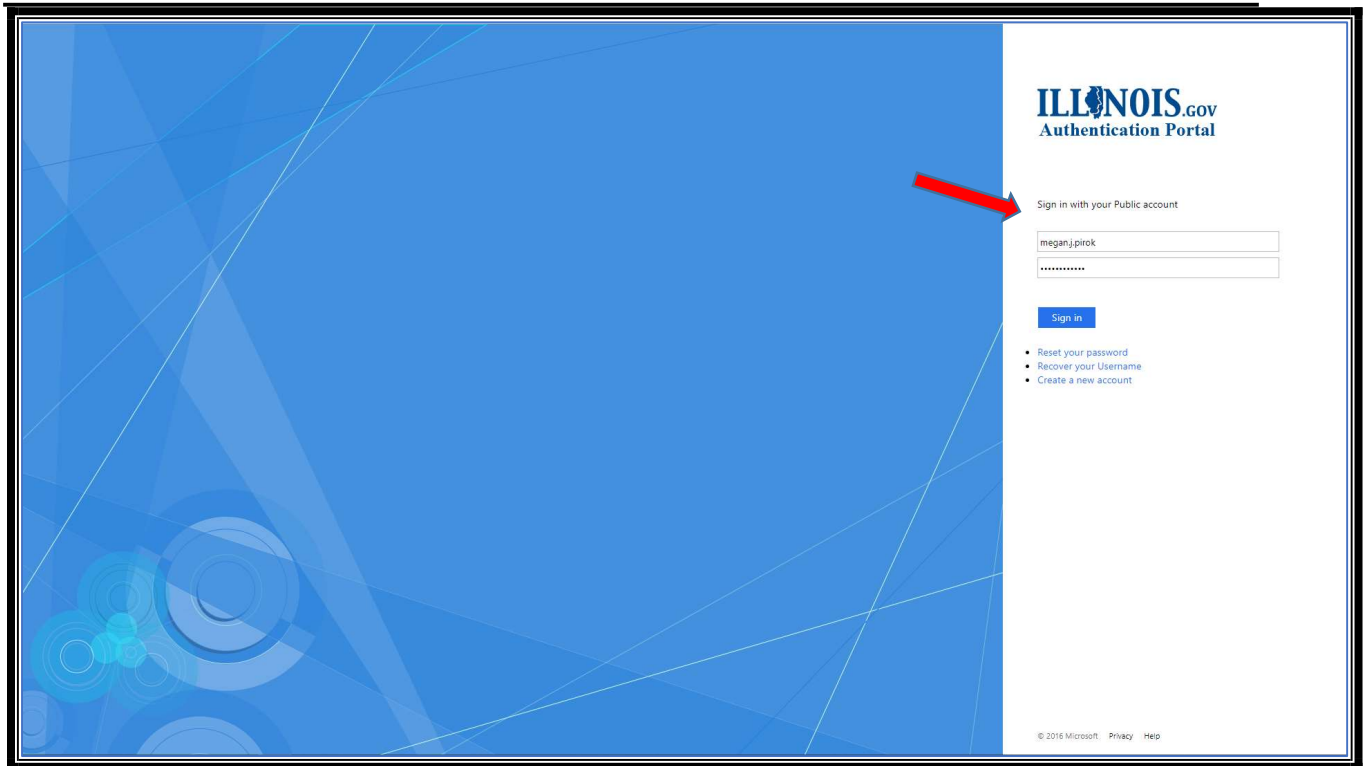


Step 6 – Go to <https://grants.illinois.gov/portal>

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



The screenshot shows the Illinois.gov Authentication Portal. The page has a blue background with abstract geometric shapes. On the right side, there is a white box containing the login form. A red arrow points to 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](#)

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