

## How to access the Illinois GATA Grantee Portal

To access the portal you need either an Illinois.gov Public account or an Illinois.gov Partner account. The web address for the Grantee Portal is: <https://grants.illinois.gov/portal>

### **Important**

If you bookmark the Grantee Portal please use the address above. Browsing to this address will redirect you to the Illinois.gov Authentication Portal prior to accessing the Grantee Portal. **Do not bookmark the Authentication Portal.** If you bookmark the Authentication Portal it will not redirect you to the Grantee Portal and you will receive an error.

### **Illinois.gov Public accounts**

Created and managed here: <https://www.illinois.gov/sites/accounts/Pages/default.aspx>

Public accounts require a valid personal or business email address. Account validation occurs using a confirmation email sent to the email address. During the registration process for obtaining a Public account a username and password are created. To sign into the Grantee Portal you will use this username and password.

Public account password expire once a year. You will be sent a notification to the email address specified as the expiration date approaches.

### **Illinois.gov Partner accounts**

Created and managed here: <https://www2.illinois.gov/sites/doit/support/Pages/DoITIdentityManagement.aspx>

Partner accounts require personal information to obtain. Please refer to the FAQ web page for more information on obtaining a Partner account:

<https://www2.illinois.gov/sites/doit/support/Pages/IdentityManagementFAQ.aspx>

### **Important note for Partner accounts**

When signing into the Grantee Portal using a **Partner** account you must append “@external.illinois.gov” to the end of your username. For example, if the username is **John.Doe** then in the username text box on the sign in form you just enter:

**John.Doe@external.illinois.gov**