

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



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

- Registration** (Section Header)
- Instruction: "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:**
- Confirm Password:**

At the bottom of the form, there is a red arrow pointing to the **Register** button, with a **Cancel** button next to it.

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.

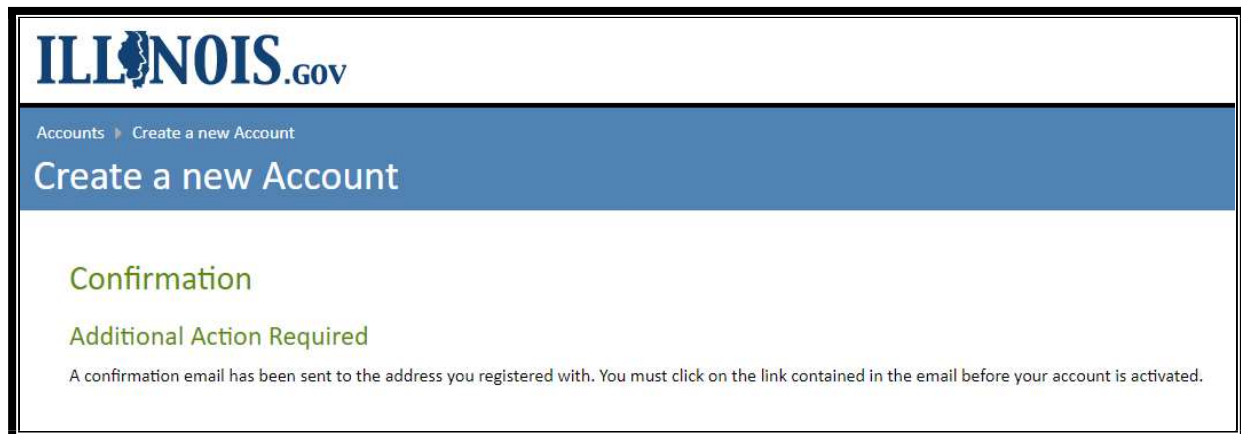
If you received either of these errors:

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 navigation bar contains 'Accounts' and 'Create a new Account'. The main heading is 'Create a new Account'. Underneath, the word 'Confirmation' is displayed in green. Below that, 'Additional Action Required' is shown in green. At the bottom, 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 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:

----- Forwarded message -----
From: <IdentityManagement@illinois.gov>
Date: Tuesday, May 31, 2022
Subject: Verify the email address for your Illinois Public Account
To: [REDACTED]

Hi Megan,

Thanks for signing up for an Illinois Public Account!


Please click on the following link (or copy and paste it into your browser) to validate this email address and continue the self-registration process:

<https://www2.illinois.gov/sites/accounts/Pages/AccountCreated.aspx?key=bWpib3NOb0BnbWFpbC5ib218Ni8xLzlwMjgNDoyODowNyBQTxtZWdhbi5qLnBpcm9rfFBVQkxQ3x8TWVnYW58NDY2OTA5&e=true>

Notice: This link will only be valid for the next 24 hours.

This message was delivered by an automated system and does not come from a monitored email address. Please do not reply to this email message.

Thank you



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

ILLINOIS.gov

Accounts > Account Validation

Account Validation

You have successfully created an Illinois Public Account.

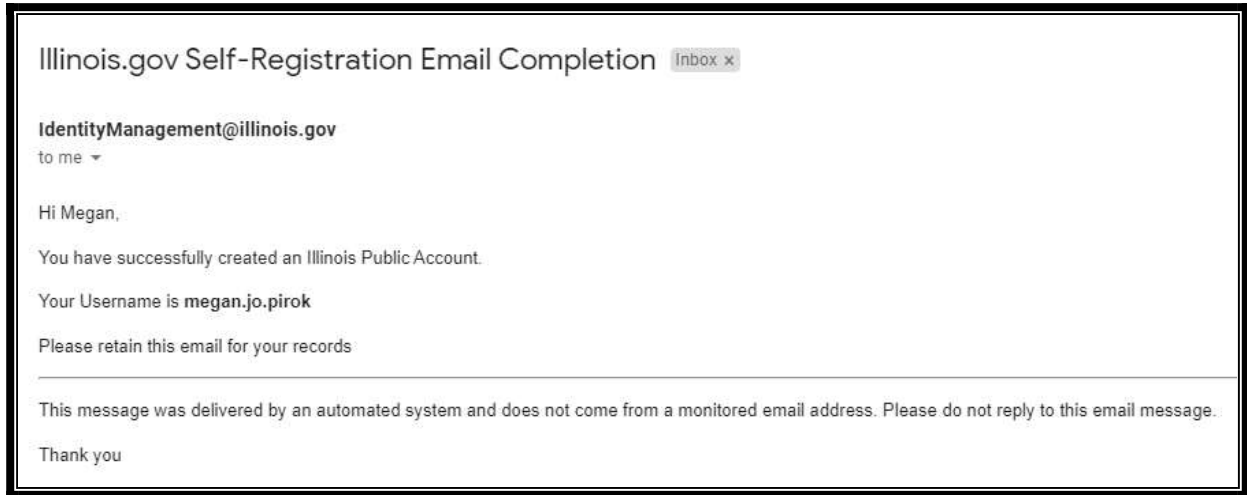
Your Username is: **megan.jo.pirok**

Your password is the one that you specified during creation.

The email address [REDACTED] that you provided can be used for resetting your password if you forget it.

[Continue](#)

You will also receive a second email from 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

