

How do I complete Illinois registration so I can apply for a grant?

1. Registration in the Illinois GATA Grantee Portal

Step 1: External Illinois.gov ID

Data security requires each individual to create an **external Illinois.gov ID**. You will need this ID (looks like an email but is an ID: first.lastname@external.illinois.gov) and the associated password to sign in to the Grantee Portal.

Step 2: Grantee Portal Access

You will need your external.illinois.gov ID to associate with an organization or register your organization in the [Illinois GATA Grantee Portal](#).

If you are

[The organization's Grantee Portal is their access point for centralized, statewide grant compliance.](#)

FAQ – How to associate your account with an organization in the Illinois GATA Grantee Portal

<https://www2.illinois.gov/sites/GATA/Grantee/GranteePortalFAQ/HowToAssociateAnAccountWithMultipleOrganizations.pdf>

If the organization does not already have a GATA ID or Grantee Portal record, basic information must be entered into the Registration screen.

All GATA Pre-qualifications (aka the [Pre-Award Requirements - Grantee \(illinois.gov\)](#)) are managed through here.

Step 3: Prequalification: SAM. Gov Registration

Illinois uses the SAM.gov registration to perform federally required verifications. Illinois is able to access federal records and fulfill requirements without any further action by the grantee or state agency.

Similar to the Grantee Portal, you must create a user account in SAM.gov then register the organization to obtain a Unique Entity Identifier (UEI). A UEI is required to receive grant funding from the State of Illinois

Sam.Gov Registration

The registration on **SAM.gov** - [SAM.gov | Entity Registrations](#) verified against federal debarred and suspended status and enables grantees to see their DUNS number (UEI going forward). In the SAM Search Authorization field, please select "YES" so Illinois can automate verifications of your entity's non-sensitive information.

Step 4: Prequalification: SOS Good Standing

Illinois requires select types of organizations to be registered and in "Good Standing" with the Secretary of State. Based on your Organization Type entered in the Grantee Portal registration, you may be

required to enter a Secretary of State File ID. From the Grantee Portal, a link to the Secretary of State's website is provided if this required for your organization and the File ID was not entered.

2. AmpliFund Access

You will need to create an account in **AmpliFund system for Grant Management** after you have obtained the GATA ID (first.lastname@external.illinois.gov) in part 1.

<https://il.amplifund.com/>

For more information and assistance on AmpliFund specifically, please go to

<https://il-amplifund.zendesk.com/>

Once it is set up, it should be a single sign-on with the Illinois authentication portal (the external.illinois.gov ID you have created).

<https://fsaccount.illinois.gov/>

Where to go for help:

? Issues with **the authentication portal** (external Illinois.gov ID)?

✓ Contact DOIT -- [Login Home \(illinois.gov\)](#)

? Don't know whether your organization already has a **GATA ID** or Grantee Portal?

✓ Reach out to your organization's fiscal or administrative person if you are unsure if there is already a GATA account or to manage your access level.

✓ Reach out to GATU omb.gata@illinois.gov.

? Trying to find a state agency?

✓ [Illinois](#)

? Have issues with your Prequalification steps?

✓ Reach out to GATU (see above) or the agency you are seeking an award through.

? Have issues with using **AmpliFund**?

✓ Go to Zendesk <https://il-amplifund.zendesk.com/>

? Any other questions?

✓ Go to [GATA \(illinois.gov\)](#) or [Grantee Portal FAQ - Grantee \(illinois.gov\)](#)
or reach out to omb.gata@illinois.gov and we will direct you.