Registering with the WebGrants System

Enter the URL for WebGrants: https://nvparks.webgrantscloud.com/
On the Login page,
Click on <mark>Click here to Register</mark>

This will take you to the Registration page.
On the Registration page,
Enter the Personal Contact and Organization Information
requested. All required fields are shown with a **Red Asterisk ***.

Registration

Save Registration Information

Personal Contact Information

Name:
| Salutation | First Name | Middle Name | Last Name |

| First Name | Middle | Last Name |

Title: Title

Email*: Email

Address*: Address 1

Address 2

Address 3

| City | Montana | Zip |
| City | State/Province | Postal Code/Zip |

Phone*: Phone   Ext
Phone   Ext.
###-###-####

Fax: Fax
###-###-####

Organization Information

Are you Affiliated with an Organization?*:   Yes   No

Name:*: Name

Organization Type:*: [dropdown]

Tax Id: Tax Id

Organization Website:: URL

Address:*: Address

| City | Montana | Zip |
| City | State/Province | Postal Code/Zip |

Phone:*: Phone   Ext
###-###-####   Ext.

Fax:: Fax
###-###-####

Organization Email:

Attachment Field: Select file

DUNS#:

Save Registration Information

When complete, click Save Registration Information at the top or bottom of the page.

You will receive a confirmation of your registration with the message that an alert notification has been sent to your email address.

Thank you for registering.

A confirmation notice has been sent to your email address.
After your registration is approved, you will receive an email notification with a link to log into WebGrants - Dulles Technology using your confirmed credentials.
You may now return to the log in screen.

You will receive an email alert similar to the alert below.

From: send.mail@dullestech.com <send.mail@dullestech.com>
Sent: Saturday, March 28, 2020 10:28 AM
To: john.smith@dullestech.com
Subject: WebGrants – Dulles Technology - New User Registration

**** Do Not Respond to This Email ****

Dear John Smith,

Thank you for registering with WebGrants – Dulles Technology.

Your registration is currently under review, if approved, you will receive a confirmation email with your user id and password.

Registration review may take several business days.
Thank you for your patience.

You may now log into the WebGrants system at the following location:
http://www.dullestech.com

After your registration is approved, you will receive 2 separate email notifications with your assigned User ID and temporary password similar to the alerts below. Each email provides the URL for logging into WebGrants.

Email with assigned User ID

From: send.mail@dullestech.com <send.mail@dullestech.com>
Sent: Saturday, March 28, 2020 10:31 AM
To: john.smith@dullestech.com
Subject: WebGrants - Dulles Technology - Approved Registration

**** Do Not Respond to This Email ****

Dear John Smith,

Your new registration with WebGrants – Dulles Technology has been Approved.

Your user id is below:
User id: jsmith1

Your temporary password will be sent in a separate email.

You may now log into the WebGrants system at the following location:
http://www.dullestech.com/

Email with temporary password

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**** Do Not Respond to This Email ****

Dear John Smith,

Your registration has been Approved. Your password is below:
Password: bybdlck

You should have received a separate email message with your User ID.

After you login for the first time, please reset your password by selecting "My Profile" then "Reset Password"

You may now log into the WebGrants system at the following location:
http://www.dullestech.com/
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Once both emails are received you may log into the WebGrants system.