



Web Grants Registration Instructions

Read ALL instructions before registering!

Go to the Montana Grants and Loans website <https://funding.mt.gov> to register yourself and the organization for which you and click on “Register Here”. If there are multiple people working for the same organization that have applied for the MT WILD program, **only** enter the primary contact person for that organization. Additional people can be added to the organization after the primary contact person gets the login information from the system.

The screenshot shows the Montana Grants and Loans website interface. At the top, there is a navigation bar with the Montana logo and the text "Montana Grants and Loans". Below this, there is a "Log In" button. The main content area is divided into two columns. The left column contains a "Login" form with fields for "User ID:" and "Password:", a "Login" button, and a "Forgot Password?" link. Below the login form, there is a section titled "New to Web Grants - State of Montana?" with a "Register Here" link circled in red. The right column contains an "Announcements" section with a "MONTANA Department of AGRICULTURE" logo and text about "Growth Through Agriculture (GTA) Now Accepting Applications" with a deadline of November 1, 2019. Below this, there is another announcement for the "FY2020 Irrigation Development Grant" with application details and a deadline of June 30th, 2019.

STEPS TO REGISTER

Personal & Organizational Information

- Enter the business contact information for the **main contact** for your organization. Correspondence will be directed to this person.
- What Agency's Grant Programs are you most interested in?** Use the drop-down menu and choose Department of Fish, Wildlife & Parks

- c) Enter the Organization's name – use your specific government or business name – this name will appear on your documents and should match your W-9. *If you don't use your organization's official name, your claim process will be delayed.*
- d) **Organization Type:** Use the drop-down menu and choose Non-Profit Organization, or your specific government entity
- e) Enter Organization Website (optional)
- f) Enter Organization address, phone and fax numbers
- g) Click the Register button



[Help](#)

[Register](#)

[Register](#)

Personal Information

Name: *
Solution First Name Middle Name Last Name

Email: *

Confirm Email *

Alternate Email

Address: *

* Montana
City State/Province Postal Code/Zip

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

Alternate Phone

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

What Agency's Grant Programs are you most interested in?:

Organization Information

Name: *

Organization Type: *

Organization Website

Address: *

* Montana
City State/Province Postal Code/Zip

Phone: *
###-###-####

Ext.
Ext.

Alternate Phone

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

Email address

Alternate Email

[Register](#)

SUBMITTED REGISTRATION REQUEST PROCESS

- a) You will receive an email indicating you have successfully submitted your registration, but this registration is pending approval.

SAMPLE

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

Dear John Doe,

Thank you for registering. 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.

- b) The request is forwarded to the Department of Fish, Wildlife & Parks for approval
c) Upon approval the WebGrants software creates a user id and password
d) You are notified by email of your approved status and provided your user id and password. The user id is the first initial of your first name, your entire last name and a number (for example John Doe would be jdoe1). Password is case sensitive.

SAMPLE

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

Dear John Doe,

Your new registration with the WebGrants grants management system has been Approved.

Your user id and password are below:

User id: jdoe1

Password: abcdef123

You may now log into the WebGrants system at the following location:

www.fundingmt.org

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

- e) Log on to www.fundingmt.org
f) Reset password
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