




NC Division of Parks & Recreation


Registering with NC Division of Parks & Recreation WebGrants System

This online grant management system is used by the following grant programs:

- Complete the Trails Program
- Land and Water Conservation Fund
- Parks & Recreation Trust Fund
- Recreational Trails Program

A screenshot of a web login page. At the top left is a key icon followed by the word "Login". Below this is a white box with a grey border. Inside the box, at the top, is a person icon followed by the text "Enter your user id and password". Below this text are two input fields: "User ID" and "Password". Below the input fields is a green button with the text "SIGN IN" in white. At the bottom of the white box are two links: "Forgot User ID?" and "Forgot Password?".

 Login

 Enter your user id and password

User ID

Password

SIGN IN

[Forgot User ID?](#) [Forgot Password?](#)

Once on the Login page, click on the Click here to Register button:

A yellow rectangular button with a slight gradient and a shadow. The text "Click here to Register" is centered on the button in a dark grey font.

Click here to Register




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On the Registration page, enter the required Personal Contact Information, Organization Information, and Organization Attachments requested. All required fields are shown in **red text with a red asterisk***.

If you are the first person registering an organization please enter as much information about the organization as possible. If you do not have all the information or attachments available at the time of registration you will be able to add them later, once your account is set up, under "My Profile." If someone else has registered your organization already you do not need to re-enter all the organizational information. You only need to complete the required* fields.

If you are a grant writer or associated with more than one organization, once you have an active registration, please email grants@ncparks.gov to request help in linking additional organizations to your account.

 **Registration** Save Registration Information

Personal Contact Information

Name:

Salutation

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.

###-###-####



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Organization Information

Are you Affiliated with an Organization?*: ☐ Yes ☐ No

Name*:

Organization Type*:

Tax Id:

Organization Website::

Address*:

City State/Province Zip

City State/Province Postal Code/Zip

Phone*: Ext.

Phone Ext.

Fax*:

Fax

Organization Email:

Attachment Field:

DUNS#:

When you have entered all the requested information, click on the Save Registration Information button at the top or bottom of the page.

Once your registration information has been you will see a confirmation of your registration with the message that an alert notification has been sent to your email address.



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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.



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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

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 registration has been Approved. Your password is below:

Password: bybdck

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/>

Once both emails are received you may log into the WebGrants system.



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Please note, WebGrants allows for multiple people to register under any one organization and for individuals to be associated with more than one organization. If awarded funding, you will use the same login used to apply for funding, to manage the award. Individuals should not register in WebGrants more than one account.

To request help linking additional organizations to your account, please email grants@ncparks.gov.

If you have forgotten your User ID or Password please use the links provided on the login page.

[Forgot User ID?](#)

[Forgot Password?](#)