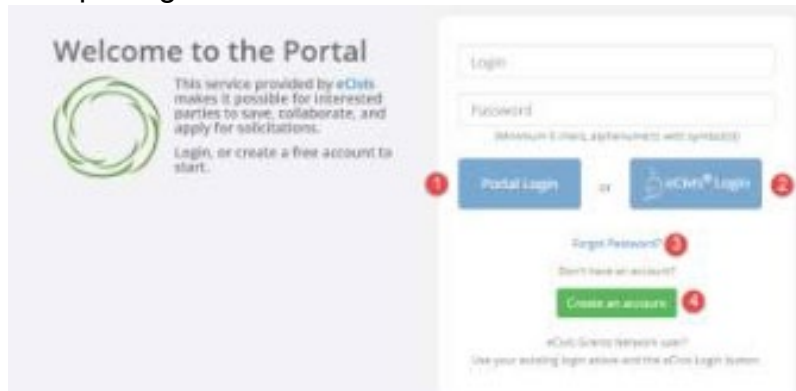


Managing My Application and Post-Award Reporting Process

Chapter 1. Creating your eCivis Portal Account

1.1. What is an eCivis Portal account?

If you are applying to a program solicitation, you will need to create a Portal account. Go to [eCivis Portal Login page](#). This free account is where you will create a user profile, manage all of your application submissions and if awarded, manage all of your post-award reporting.



1. Portal Login: for users who have a Portal account only
2. eCivis Login: for users who have a Grants Network account. It will be the same username and password used to log into Grants Network.
3. Forgot Password? Reset your password by entering your email on the following window.
4. Create an account: for new users without a Portal account.

1.2. How do I create an account?

Click on Create an Account and enter the following information on the page that appears:

1. First Name
2. Last Name
3. Email Address: Your full email address where you will receive your confirmation email. Your full email address will also be your username
4. Password: Your password must consist of uppercase and lowercase letters, numbers, and a special character
5. Sign up: Clicking here will send you a confirmation email. You will need to click on the Portal link in the email to activate your account:



Your email is verified!

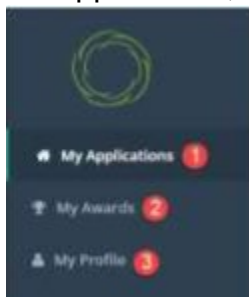
Thank you for signing up. Please login to continue with any work inside the Portal by clicking the following link:

[Login to the Portal](#)

If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Thanks!

6. Clicking "Login to the Portal" will activate your account. You will be directed to your Portal Navigation Bar where you can select My Applications, My Awards or My Profile:



1. My Applications: Access to all applications and programs.
2. My Awards: Access to all the programs that you were awarded.
3. My Profile: Access to your profile information.

NOTE: If this is your first time in Portal you will be asked to complete your Profile.

1.3. How do I create my eCivis Portal account profile?

1. Once you log in to Portal for the first time, you will be taken to My Profile, where you can complete your profile information that will be used when submitting applications for review and consideration.

The screenshot shows the 'My Profile' page in the eCivis Portal. On the left, a dark navigation bar contains links for 'My Applications', 'My Account', and 'My Profile', with 'My Profile' highlighted in red. The main content area is titled 'My Profile' and features a profile picture placeholder. Below the title, there are two sections: 'Applicant Information' and 'Organization Information'. The 'Applicant Information' section includes fields for First Name, Last Name, Email, Title, Company, Company Website, City, and State. The 'Organization Information' section includes fields for Organization Name, Work Email, Employer Identification Number (EIN), State, Authorized Representative, Business Profile Representative, and Organization Website. Red asterisks indicate required fields. A red box highlights the 'My Profile' link in the navigation bar.

NOTE:

- Fields with red asterisks are required.
- You will be required to complete a profile for every submitted application. Information entered on this page will automatically be ported into each application profile.

2. Click on Update Profile, located at the bottom left of the profile form to save your profile information.



A green success message should appear in the top right corner.



NOTE: This can be edited at any time by selecting My Profile from the left navigation bar.

1.4. What if I forgot my password?

1. Click on the Forgot Password text, enter your email address, and click on the Reset button. You can then re-enter your email to be sent a new password

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← Back to Login