



# WebGrants Registration for Community and Faith-Based Organization Micro-grant Opportunity





WebGrants User Login Link: <https://grants.dbhds.virginia.gov/index.do>

2.

**Enter your user ID and Password**

User ID

Password

**SIGN IN**

[Forgot User ID?](#)

[Forgot Password?](#)

1.

[Click here to Register](#)

3.

**Single Sign On Users**

[Click Here to Access Single Sign On Tool](#)

**Announcements**

**System User Agree**

As a user of WebGrants, a Commonwealth Information system, I agree to accept and abide by the following terms which govern my access to and use of the system.

The system is to be used only for the submission, tracking and management of grant agreements and funding; tracking and management of claims for grant funds. Access has been granted to me in order to perform authorized job functions for the Commonwealth. I am prohibited from using or knowingly permitting use of the system through any mechanism (such as log-in IDs and passwords) for any purpose other than to perform my authorized job functions.

I understand and consent that "Virginia Department of Behavioral Health and Services and its contractors acting on behalf of the agency are not responsible for the audit any and all aspects of the information system as needed to ensure the security of the system."

I understand and agree that I will not disclose information from the system through any mechanism of which I have knowledge unless properly authorized. I agree to access the system through the access mechanism which has not been expressly assigned to me.

I agree to abide by all applicable Code of Virginia laws, Commonwealth policies and guidelines, which relate to the security of Commonwealth information systems.

1. **New Grantee** - click here to fill out a form that will be sent to DBHDS for approval
2. **Grantee** enters User ID and Password once approved in WebGrants
3. **DBHDS staff** only



 Registration  Save Registration Information

## Personal Contact Information



Name\*:

First Name

Middle Name

Last Name

**All red items are required for registration including:**

- Name
- Email
- Office Phone
- Program Area of Interest (Substance Use Services or Adult Community Behavioral Health)
- Organization Legal Name
- Organization Type (Non-Governmental Agency)
- Tax ID
- Unique Entity Identifier (UEI) from SAM.gov
- Federally Approved Indirect Cost Rate (if you don't have one put 10%)
- Organization Physical Address
- Organization Mailing Address
- Organization Phone

**Click Save Registration Information when done**



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**.

### Email Confirmation Similar to the below will be sent to you:

**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>



**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/>

**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: 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/>

- Use the two emails with Username and Password to login and change your Password using the email password as your current password
- The new password should contain:
  - 1 letter
  - 1 number
  - 1 special character
  - Have at least 8 characters

 Login

## Reset your Password

Your password has expired.

To reset your password, enter your current password and your new password.

Your new password must conform to the following rules:

- at least 1 alphabetical letter
- at least 1 numeric number
- at least 1 special character.
- the minimum length must be at least 8 characters long

Submit

[Return to login screen](#)



- Review the DBHDS Website for more information on Grants: [www.dbhds.virginia.gov/grants](http://www.dbhds.virginia.gov/grants)
- Reach out to [webgrants@dbhds.virginia.gov](mailto:webgrants@dbhds.virginia.gov) with any questions on registering in the DBHDS WebGrants System

