

## Register in Web Grants

### Setting up a new WebGrants account

If you are a first-time applicant, you must set up a WebGrants account to apply for grant funding.

Go to the WebGrants page at <https://grants.dbhds.virginia.gov/index.do> and click on the yellow registration button.

DBHDS  
Virginia Department of Behavioral Health  
and Developmental Services

Login

Enter your user ID and Password

User ID

Password

SIGN IN

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

[Click here to Register](#)

### Complete all required fields marked in red.

DBHDS  
Virginia Department of Behavioral Health  
and Developmental Services

Registration

Personal Contact Information

Please note that fields in red text with an asterisk indicates a required field. Any non-required, black text, fields can be skipped.

Name\* First Name Middle Last Name

Title

Email\*

Address

Address 1

Address 2

Address 3

City State\* Virginia Zip

Office Phone\*

Office Phone Ext.

Cell Phone\*

Cell Phone

What Program are you most interested in?\*

ACBH - Adult Community Behavioral Health

Copy Personal Information to Organization?  Yes  No

Fill out the Organization information, click the box next to I'm not a robot and click the green Save Registration Information button.

**Organization Information**

IMPORTANT: Check YES that you are affiliated with an Organization and enter the details for the Organization you represent which intends to apply for grant funds. Your profile will be linked to that Organization so you can conduct business on its behalf within this grant system.

**Are you Affiliated with an Organization?\***  Yes  No

**lastUpdatedBy:**

**lastUpdated:**

**Name\*:**

**Organization Type\*:**

**Organization Sub-Type:** Administrative Policy CSB

**Tax ID\*:**

**Unique Entity Identifier (UEI)\*:**

12 character(s) left

**Federally-Approved Indirect Cost Rate\*:**

**Rate:** %

**Attach Approval Letter:**

**Organization Website:**

**Physical Address\*:**

City State/Province Postal Code/Zip

**Mailing Address\*:**

City State/Province Postal Code/Zip

**Phone\*:**

##### Ext.

**Captcha\*:**  I'm not a robot 

**Note:** Go to this website to find your UEI number:  
<https://sam.gov/entity-information>

An email will be sent to you from WebGrants. A DBHDS staff member will review the registration. Once approved you will receive additional email's explaining how to login with your credentials.



Virginia Department of Behavioral Health  
and Developmental Services

### Login to WebGrants

Go to the WebGrants page at <https://grants.dbhds.virginia.gov/index.do> and enter your User ID and Password.

A screenshot of the login page for the DBHDS WebGrants system. At the top left, the DBHDS logo and name are displayed. Below the logo, the text "Virginia Department of Behavioral Health and Developmental Services" is visible. The main heading of the page is "Login", accompanied by a key icon. Underneath, there is a section titled "Enter your user ID and Password" with a person icon. This section contains two input fields: "User ID" and "Password". Below these fields is a prominent green button labeled "SIGN IN". At the bottom of the login form, there are two links: "Forgot User ID?" on the left and "Reset Password?" on the right.

You may be prompted to reset your password.