

Create a Login.gov Account

To log into GrantSolutions through Login.gov, a Grantor user must associate a GrantSolutions email address with a Login.gov account. If the user does not have a Login.gov account, create one using the email address associated with the GrantSolutions account. Perform the following steps to create a Login.gov account:

1. From a browser such as Mozilla Firefox or Google Chrome, navigate to www.login.gov and click the **Sign in with Login.gov** button in the top right corner.

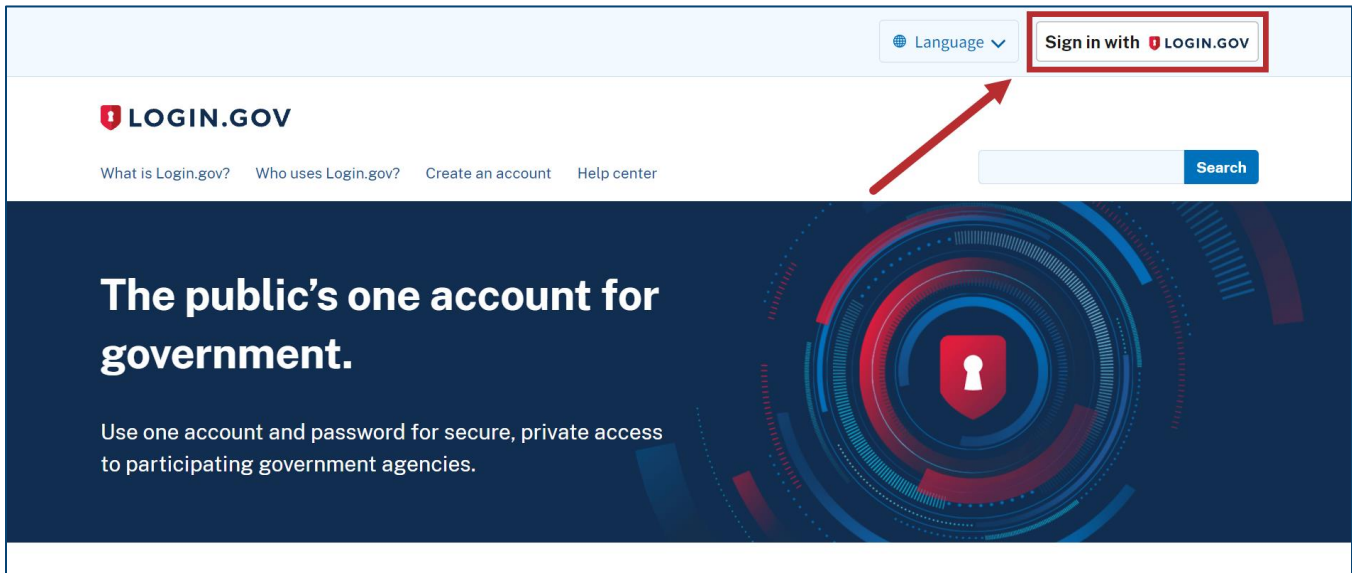
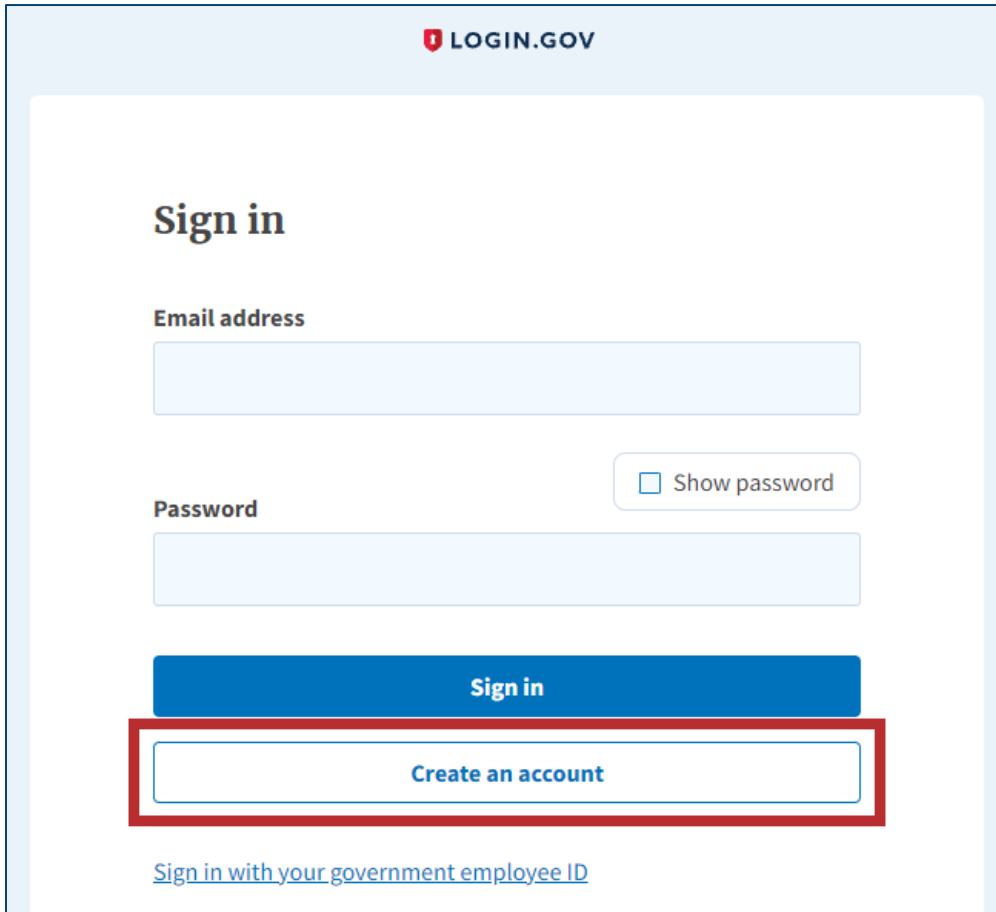


Figure 1: Login.gov Home screen with Sign in with Login.gov button

2. The Login.gov “Sign in” screen appears. Click the **Create an account** button.



LOGIN.GOV

Sign in

Email address

Password Show password

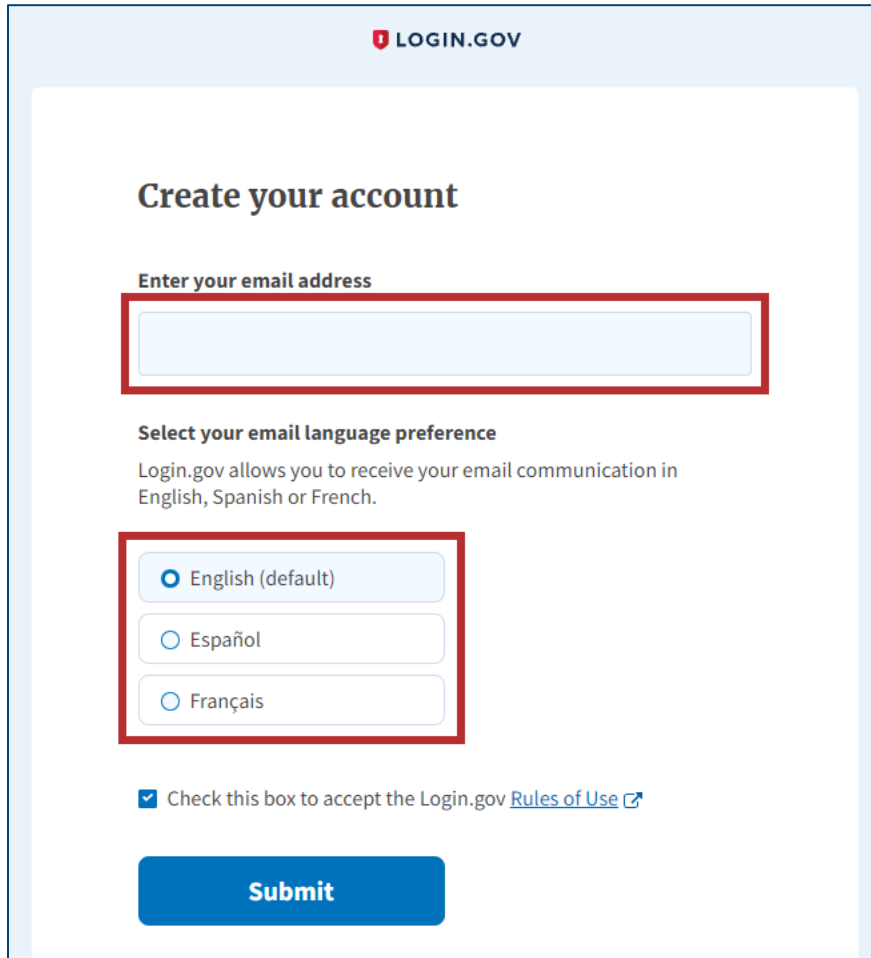
Sign in

Create an account

[Sign in with your government employee ID](#)

Figure 2: Login.gov Sign in screen with Create an account button

3. The Login.gov “Create your account” screen appears. Enter the **email address** associated with the GrantSolutions account in the *Enter your email address* field and select the **preferred language** using the radio buttons in the *Select your email language preference* section.



LOGIN.GOV

Create your account

Enter your email address

Select your email language preference

Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

Español

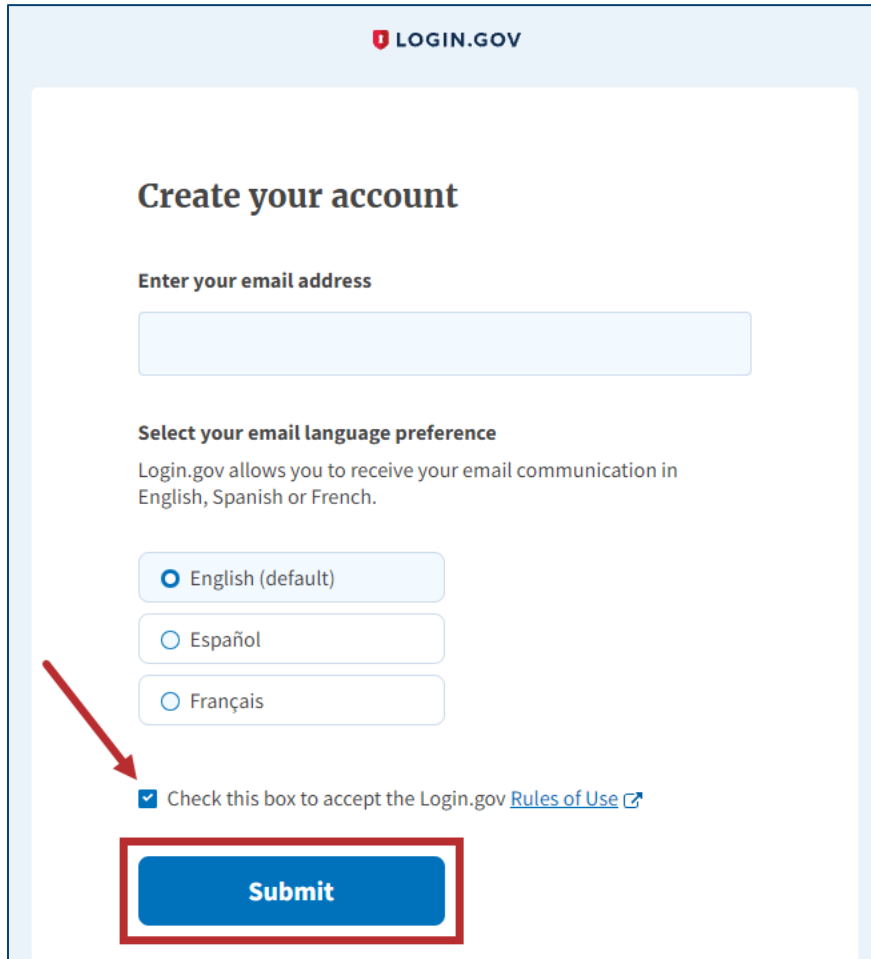
Français

Check this box to accept the Login.gov [Rules of Use](#)

Submit

Figure 3: Login.gov Create your account screen with Enter your email address field and Select your email language preference section

4. On the Login.gov “Create your account” screen, select the **Rules of Use** checkbox and click the **Submit** button.



LOGIN.GOV

Create your account

Enter your email address

Select your email language preference

Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

Español

Français

Check this box to accept the Login.gov [Rules of Use](#)

Submit

Figure 4: Login.gov Create your account screen with Rules of Use checkbox and Submit button

- The Login.gov “Check your email” screen appears with a message that an email is sent to the user email inbox with a link to confirm the email address.

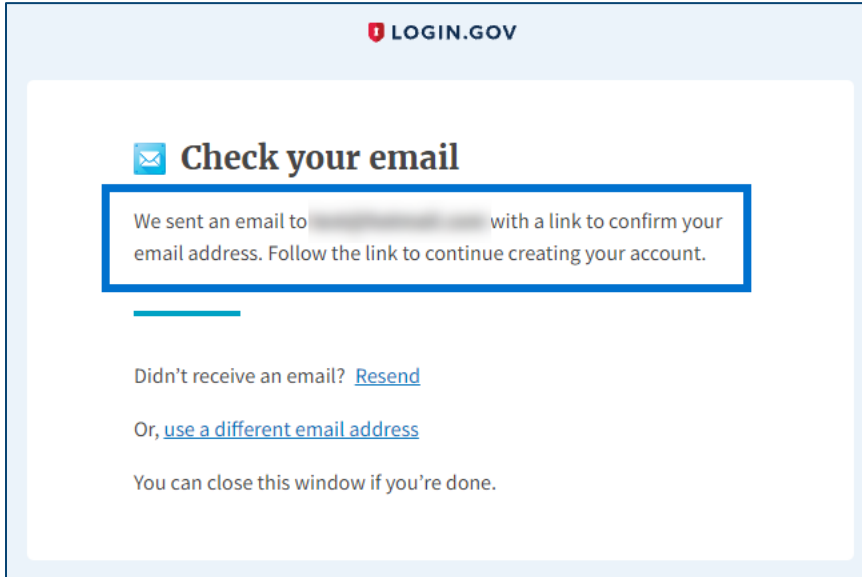


Figure 5: Login.gov Check your email screen with message

- The user receives an email from no-reply@login.gov with the subject “Confirm your email.” In the email, click the **Confirm email address** button or copy and paste the link below it into a browser.

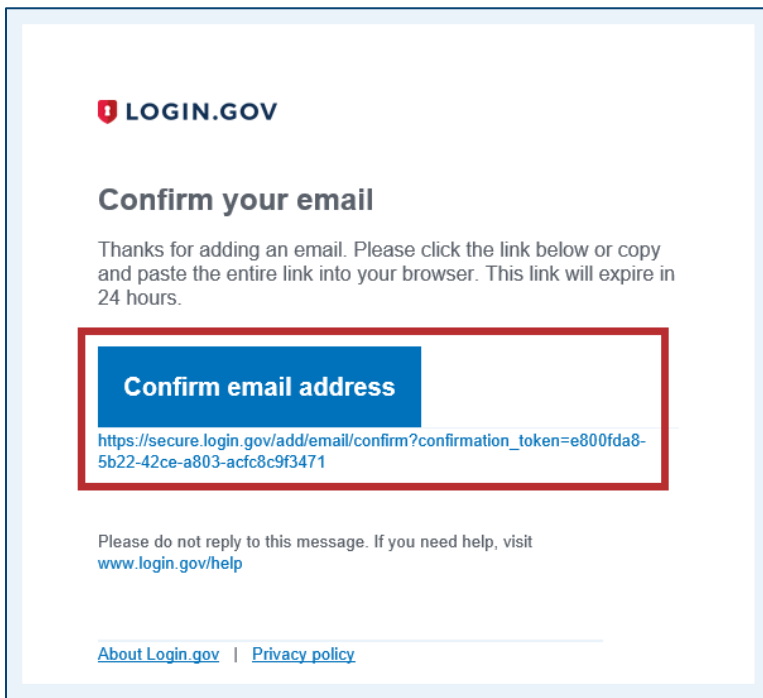
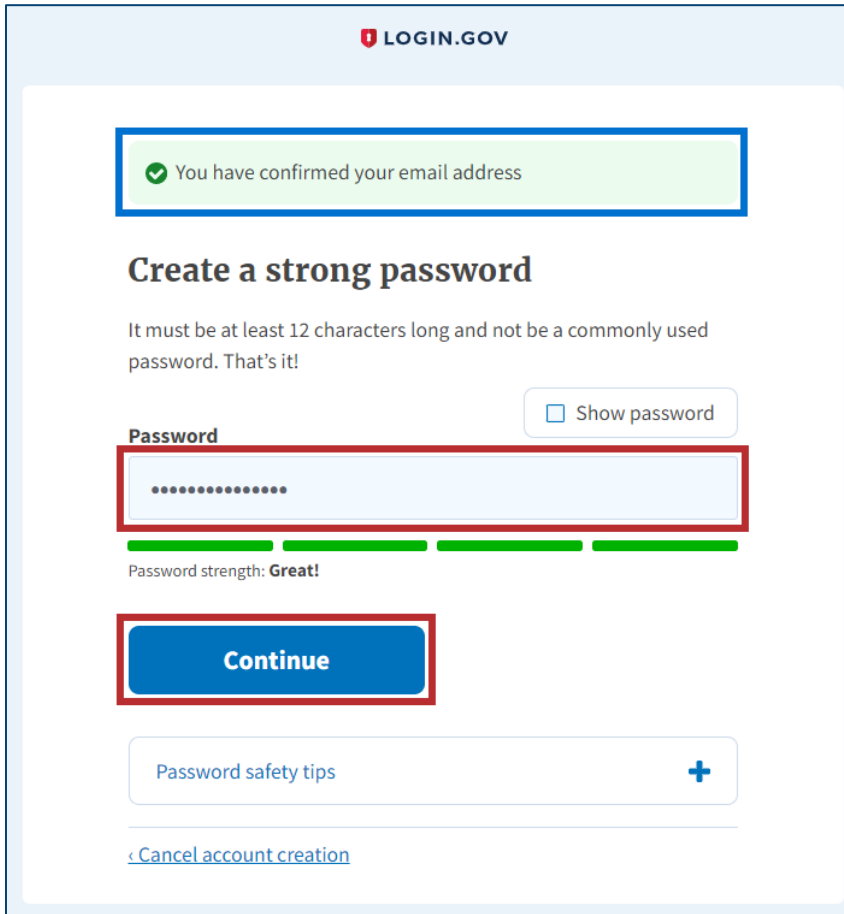


Figure 6: Confirm your email message with Confirm email address button and link

7. The Login.gov interface opens and the Login.gov “Create a strong password” screen appears with the message, “You have confirmed your email address.” Enter a desired **password** in the *Password* field and click the **Continue** button.



LOGIN.GOV

✔ You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password Show password

.....

Password strength: **Great!**

Continue

Password safety tips +

[Cancel account creation](#)





Figure 7: Login.gov Create a strong password screen with Password field and Continue button

8. The Login.gov “Authentication method setup” screen appears. Using the radio buttons, it is recommended you select **two different authentication methods** for Login.gov and click the **Continue** button.

Authentication method setup

Add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method.

We recommend you select at least two different options in case you lose one of your methods.

-  **Authentication application**
Download or use an authentication app of your choice to generate secure codes.
-  **Text or voice message**
Receive a secure code by (SMS) text or phone call.
-  **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.
-  **Backup codes**
A list of ten codes you can print or save to your device. Because backup codes are easy to lose, choose this option only as a last resort.

Continue

Figure 8: Login.gov Authentication method setup screen with authentication method options and Continue button

9. Depending on the authentication method chosen on the Login.gov “Authentication method setup” screen, a specific authentication process screen appears. Follow instructions on each proceeding authentication screen to successfully complete authentication.

10. The Login.gov account is successfully created and the Login.gov “Your account” screen appears with information specific to the user account. This screen includes the following key features:

- Welcome greeting, username, and *Sign Out* link in the top right corner.
- Message above the screen title confirming the authentication method is successfully set up.
- *Email preferences* section with *Email addresses* listed, preferred *Language*, and *+Add email* button.
- *Password* section with user password.
- *Phone numbers* section with phone numbers.

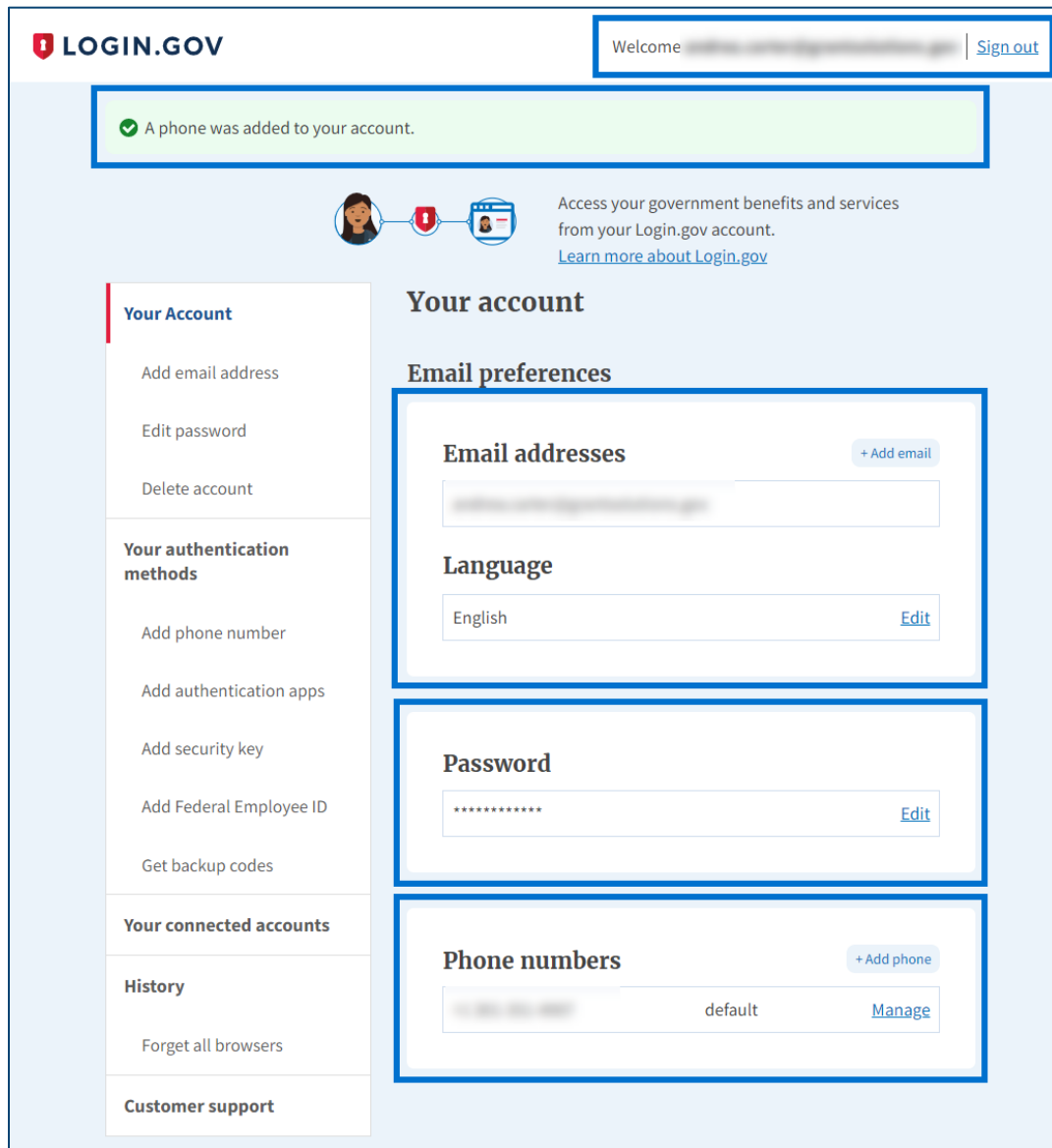


Figure 9: Login.gov Your Account screen with welcome, confirmation message, Email preferences, Password, and Phone numbers sections