Registering as a new User (Login.gov)

Contents

A Quick Explanation

New users must first register to create an RRM Account. During the registration process, you will be directed to the GrantSolutions.gov login page (http://www.grantsolutions.gov) to login. You will click on the LOGIN.GOV button on the left-hand side of the screen. Following that, you will automatically be redirected to Login.gov to authenticate your account. After a successful authentication at Login.gov, you are re-directed back to your RRM portal page in GrantSolutions.

Registering as a new user

Before registering, we recommend creating LOGIN.GOV account, if you do not already have one. The email associated to your LOGIN.GOV account must be used during the registration process.

1. Click **Register** from the Agency Portal Page or click **Become a Reviewer** from the RRM Homepage (https://www.grantsolutions.gov/rrm/Home).

2. Complete the required fields:
    a. First Name,
    b. Last Name
    c. Primary Email Address. Use the email address connected to you LOGIN.GOV account, if you have one.
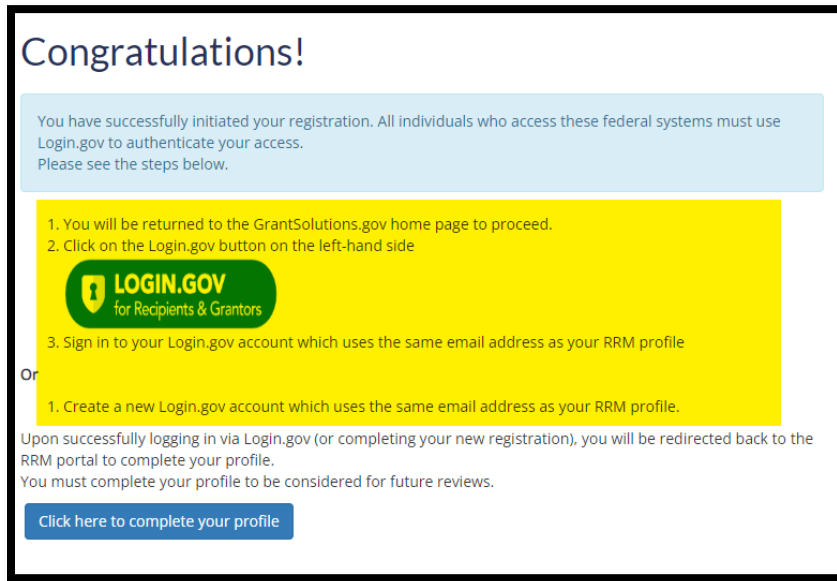   d. Select "Yes" if you are a federal user or select "No" if you are not a federal user.

3. Click the **Submit** button to continue the registration process.

4. On the following page, carefully read the instructions highlighted in yellow in the image below.


5. Click the **Click here to complete your profile** button.
6. You will be automatically re-directed to the GrantSolutions login page.
7. Click on the **Login.gov** button.
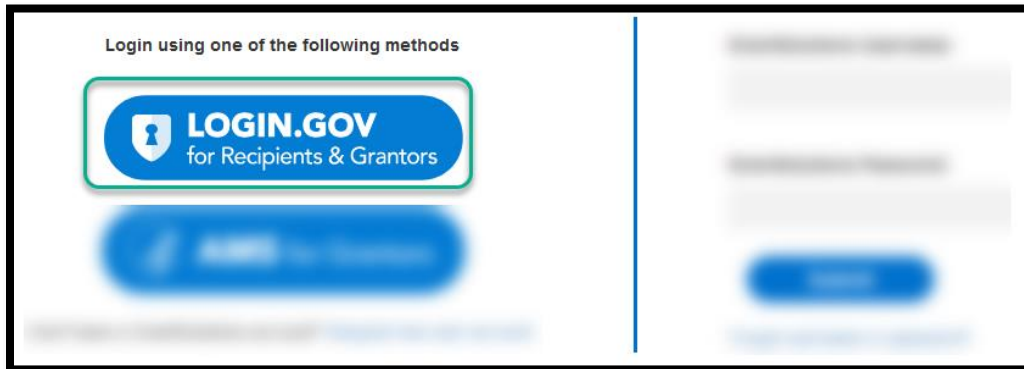
8. You are automatically re-directed to the Login.gov/GrantSolutions login page.

9. Check to ensure that you are at the Login.gov/GrantSolutions shared page by confirming the information highlighted in yellow in the image below.
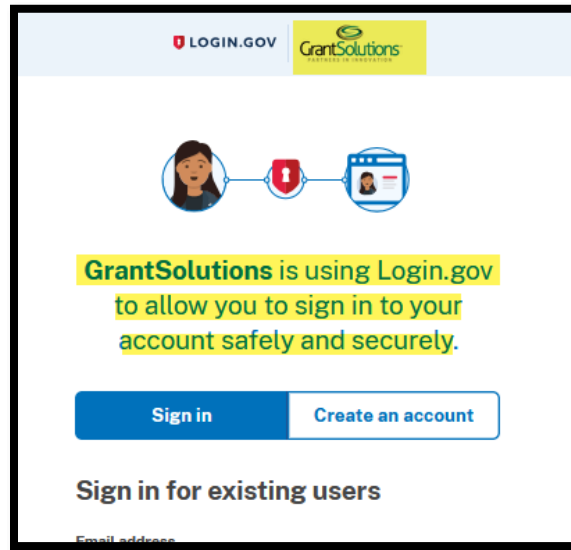

10. Login to your account.

    a. *Reminder, this Login.gov account must be associated with the **same email address** used in RRM.*

    b. *If you do not have a login.gov account,* you will need to create an account using the **same email address** you used for registration. You can create the account by clicking Create an Account (See Screenshot above)

11. After a successful login and authentication, you will automatically return to your GrantSolutions portal page.

12. Click on the RRM icon to finalize your reviewer profile.
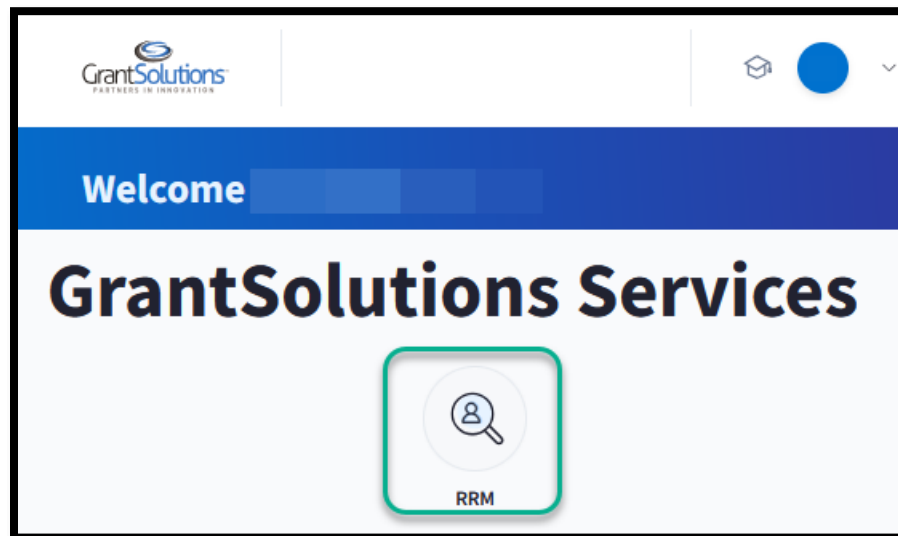
If you need assistance with your Login.gov account: Go to the Login.gov Help page or the Login.gov Contact Us page . You can also call them directly 844.875.6446.

If you receive an error once you return to GrantSolutions, you may contact our helpdesk at help@grantsolutions.gov or 866.577.0771.

Additional Resources

GrantSolutions Quick Sheets on Login/Login.gov

Login.gov: Go to the Login.gov Help; Login.gov Contact Us; or via phone: 844.875.6446.

GrantSolutions Help Desk: help@grantsolutions.gov or 866.577.0771.