QUICK SHEET: ADD A GRANTSOLUTIONS EMAIL ADDRESS TO A LOGIN.GOV ACCOUNT

Audience: Grant Recipients

PURPOSE:

A Grant Recipient user with an existing Login.gov account can add an email address associated with a GrantSolutions account to the Login.gov account to access GrantSolutions.
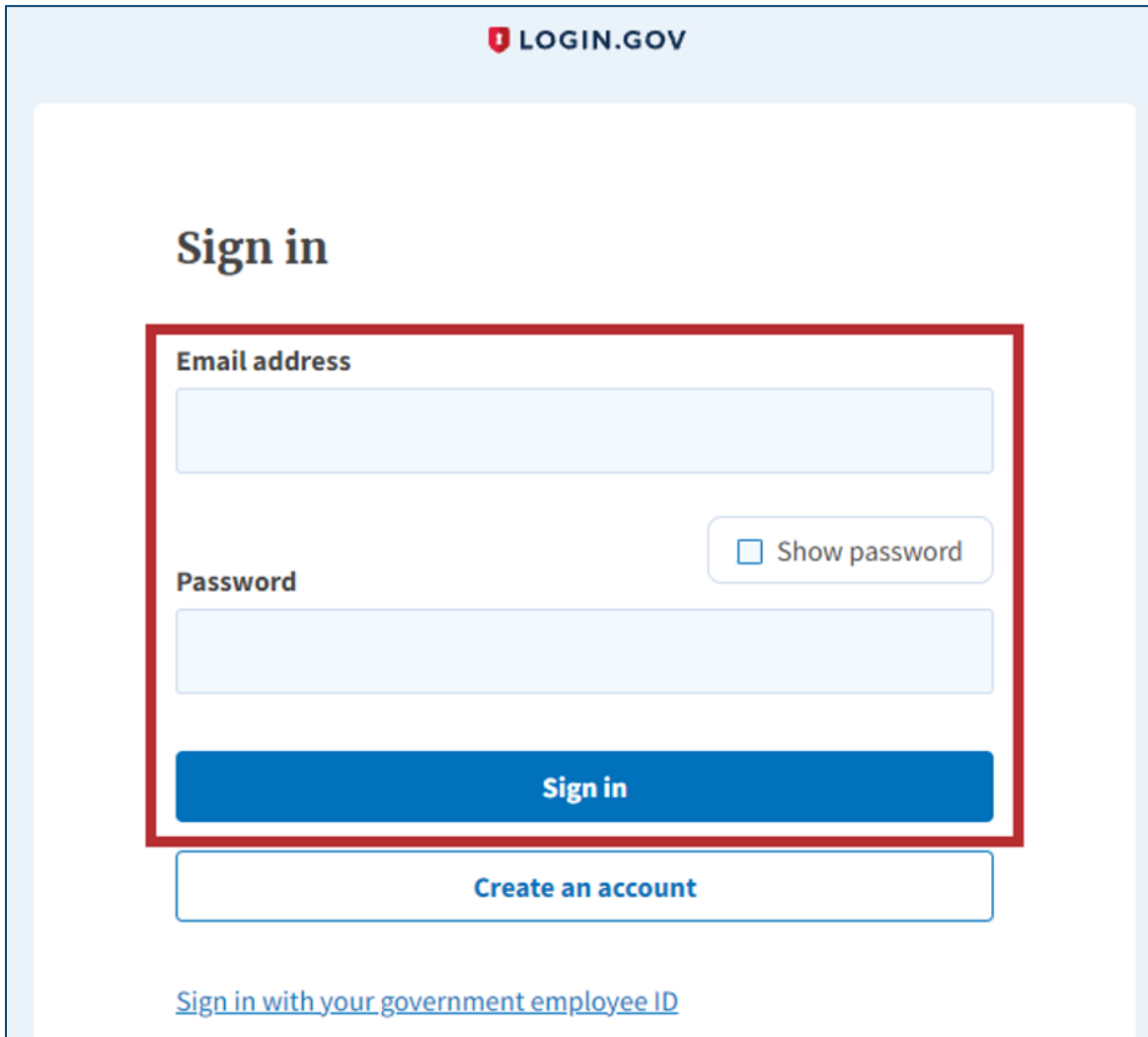
ADD GRANTSOLUTIONS EMAIL ADDRESS TO LOGIN.GOV ACCOUNT

If a Grant Recipient user has an existing Login.gov account, perform the following steps to add the email address associated with the GrantSolutions account to the 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.

GrantSolutions™
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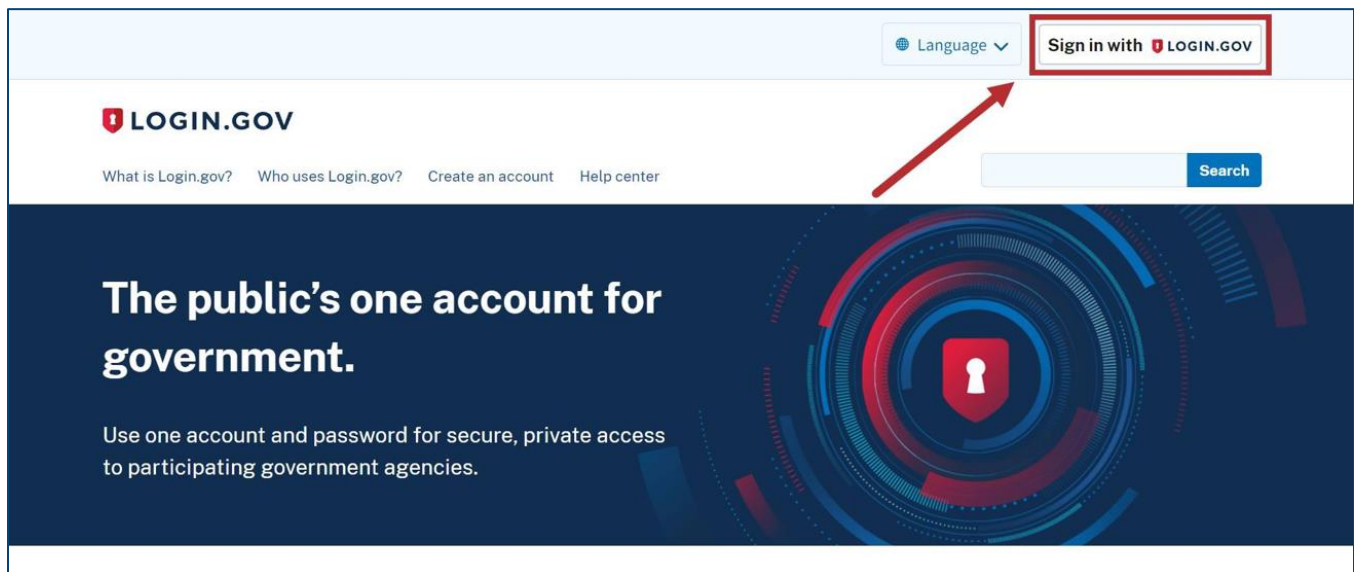
2. The Login.gov "Sign in" screen appears. Enter the existing Login.gov **Email address** and **Password** and click the **Sign in** button to log into Login.gov.
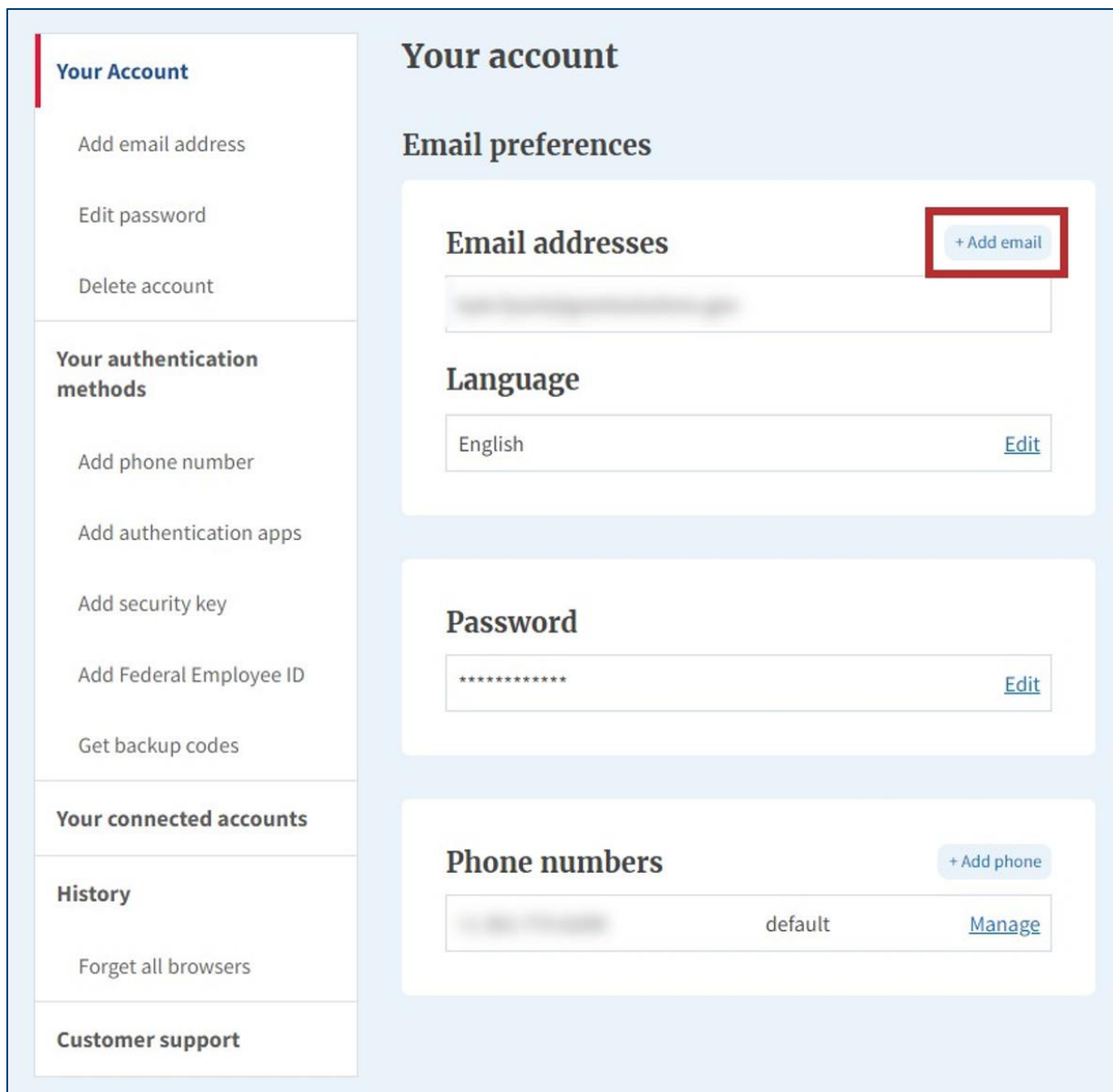
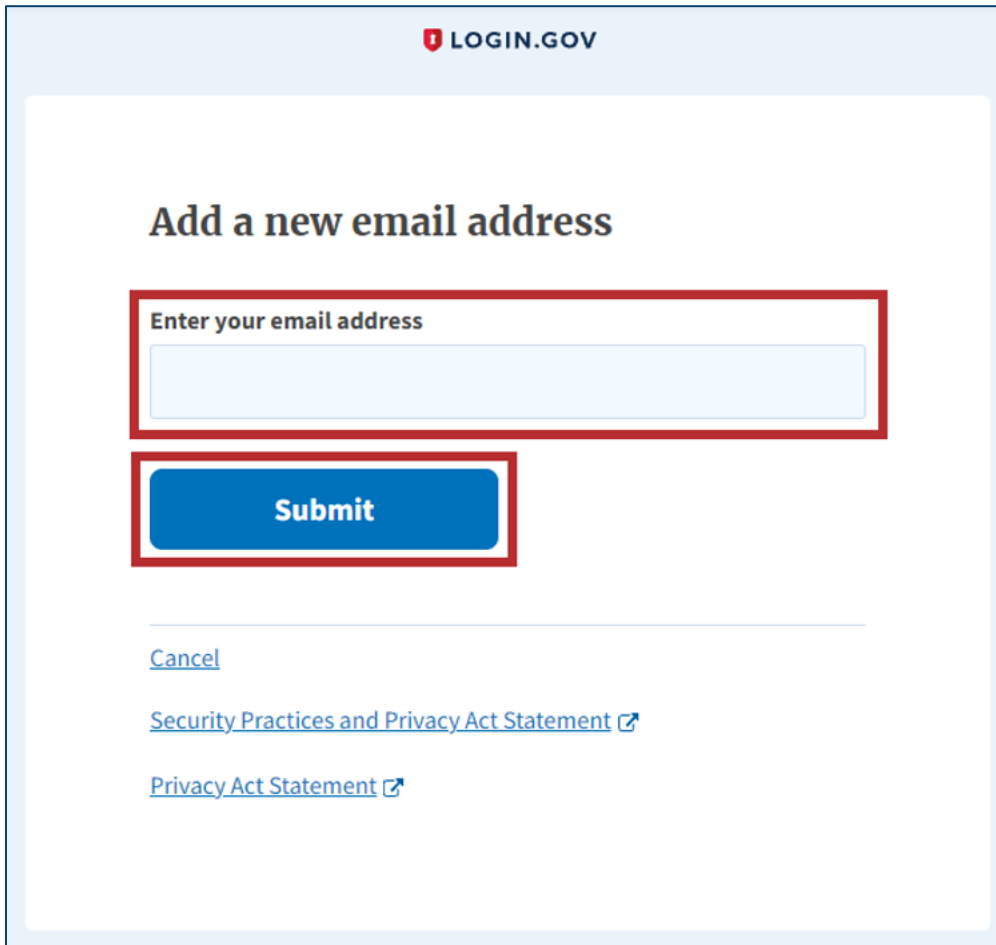3. The Login.gov "Your account" screen appears. Email addresses currently associated with the Login.gov account appear in the *Email addresses* list of the *Email preferences* section.

   To add the email address associated with the GrantSolutions account to the Login.gov account, click the **+Add email** button in the *Email preferences* section.

4. The Login.gov "Add a new email address" screen appears. Enter the **email address** associated with the GrantSolutions account in the *Enter your email address* field and click the **Submit** button.

5. 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.
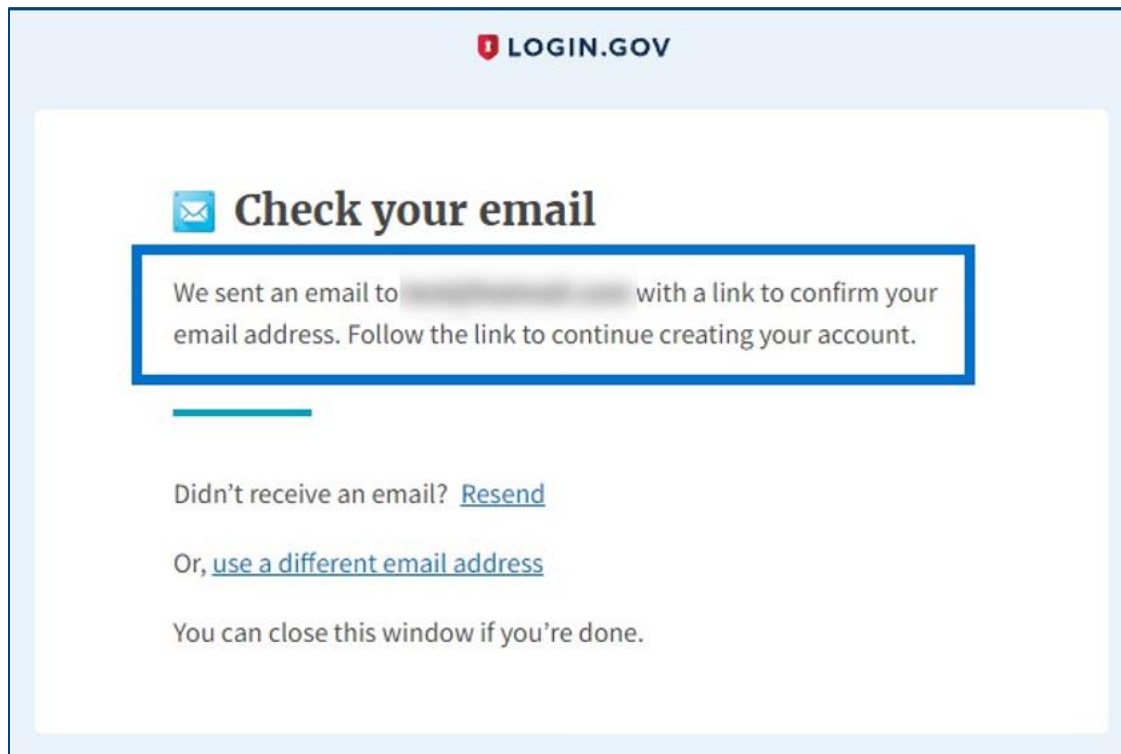
6. The user receives an email from no-reply@login.gov with the subject "Confirm your email." In the email, click the **Confirm email address** button or copy and paste the link below it into a browser.
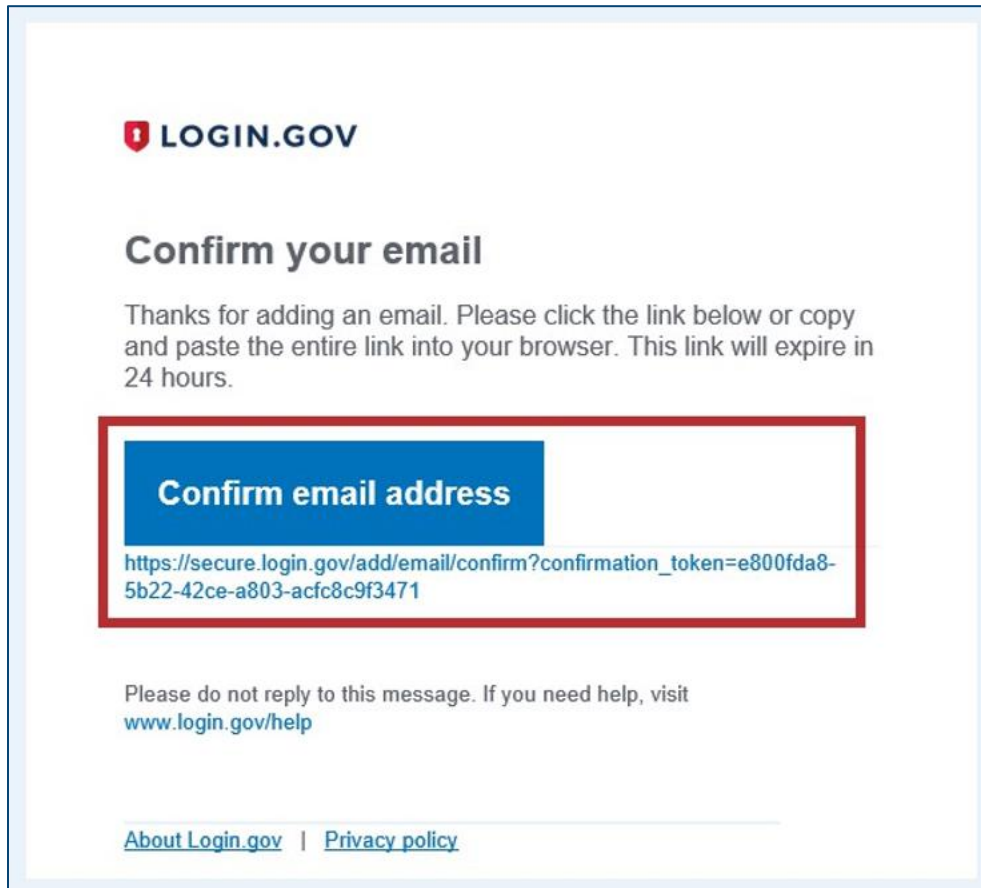
7. The Login.gov "Your Account" screen reappears with the message, "You have confirmed your email address." The GrantSolutions email address is successfully added to the Login.gov account and appears in *Email addresses* list of the *Email preferences* section.