

QUICK SHEET: LOG INTO GRANTSOLUTIONS THROUGH LOGIN.GOV

Audience: Grant Recipient

PURPOSE:

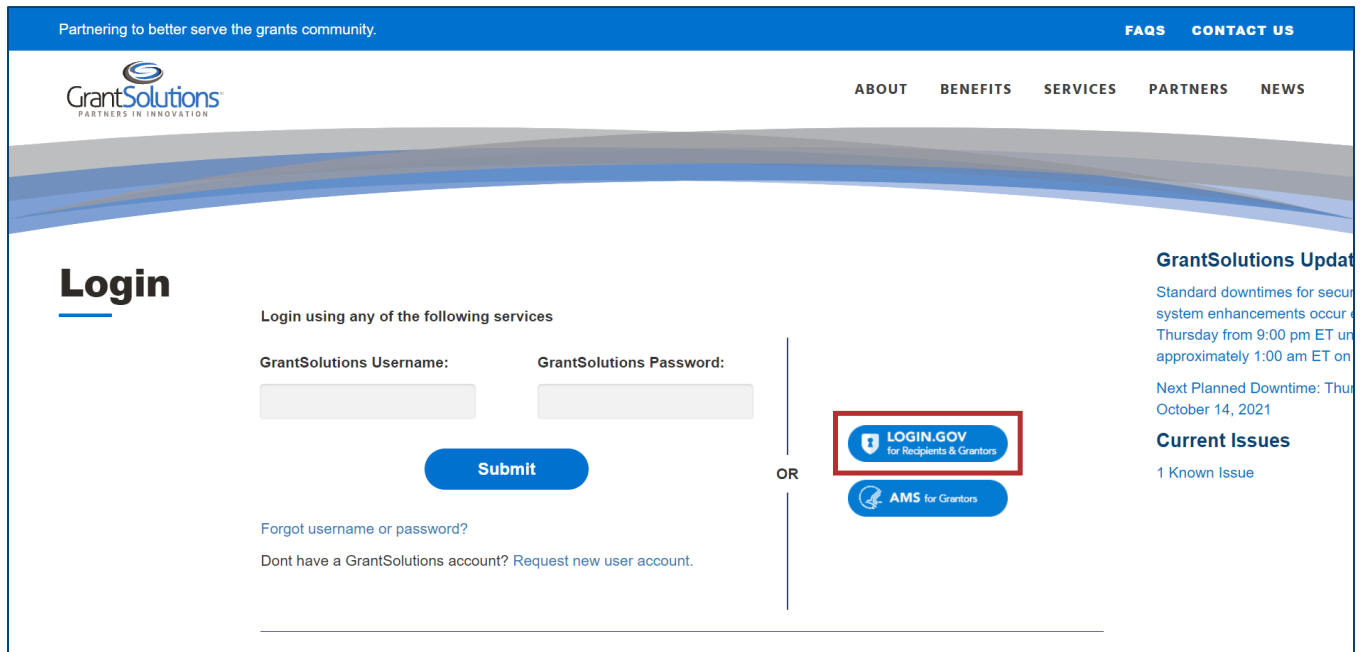
A Grant Recipient user email address associated with a Login.gov account may log into GrantSolutions through Login.gov using another authentication method. The Grant Recipient user should create a Login.gov account prior to attempting to log into GrantSolutions through Login.gov using another authentication method.

To log into GrantSolutions through Login.gov using another authentication method, perform the following steps:

1. From a browser such as Mozilla Firefox or Google Chrome, navigate to www.grantsolutions.gov and click the **Login** button.



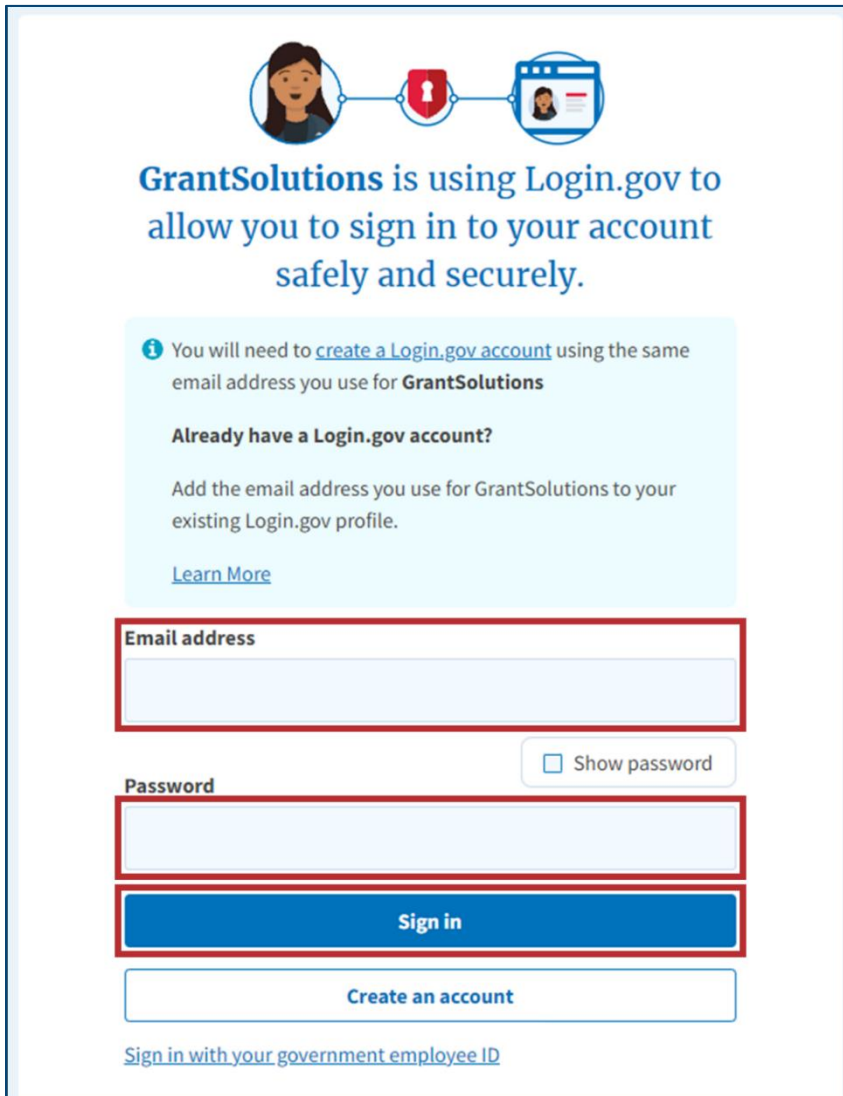
2. The GrantSolutions “Login” screen appears. Click the **Login.gov** button.






The image shows the GrantSolutions login page. At the top, there is a blue header with the text "Partnering to better serve the grants community." and navigation links for "FAQS" and "CONTACT US". Below the header, the GrantSolutions logo is on the left, and a navigation menu with "ABOUT", "BENEFITS", "SERVICES", "PARTNERS", and "NEWS" is on the right. The main content area has a large "Login" heading. Underneath, it says "Login using any of the following services". There are two input fields: "GrantSolutions Username:" and "GrantSolutions Password:". Below these is a blue "Submit" button. To the right of the input fields is a vertical line with the word "OR" in the center. To the right of the "OR" line are two buttons: "LOGIN.GOV for Recipients & Grantors" (highlighted with a red box) and "AMS for Grantors". Below the input fields, there are links for "Forgot username or password?" and "Don't have a GrantSolutions account? Request new user account." On the right side of the page, there is a section titled "GrantSolutions Updates" with text about system downtime and a "Current Issues" section with "1 Known Issue".

3. The Login.gov “Sign in” screen appears, this time linked to GrantSolutions. Enter the email address associated with the GrantSolutions account in the **Email address** field and enter the Login.gov password in the **Password** field. Click the **Sign in** button.

Note: On the Login.gov “Sign in” screen, an email address associated with the GrantSolutions account is necessary for the first log in only. Perform subsequent log ins using any email address associated with the Login.gov account.



GrantSolutions is using Login.gov to allow you to sign in to your account safely and securely.

i You will need to [create a Login.gov account](#) using the same email address you use for **GrantSolutions**

Already have a Login.gov account?

Add the email address you use for GrantSolutions to your existing Login.gov profile.

[Learn More](#)

Email address

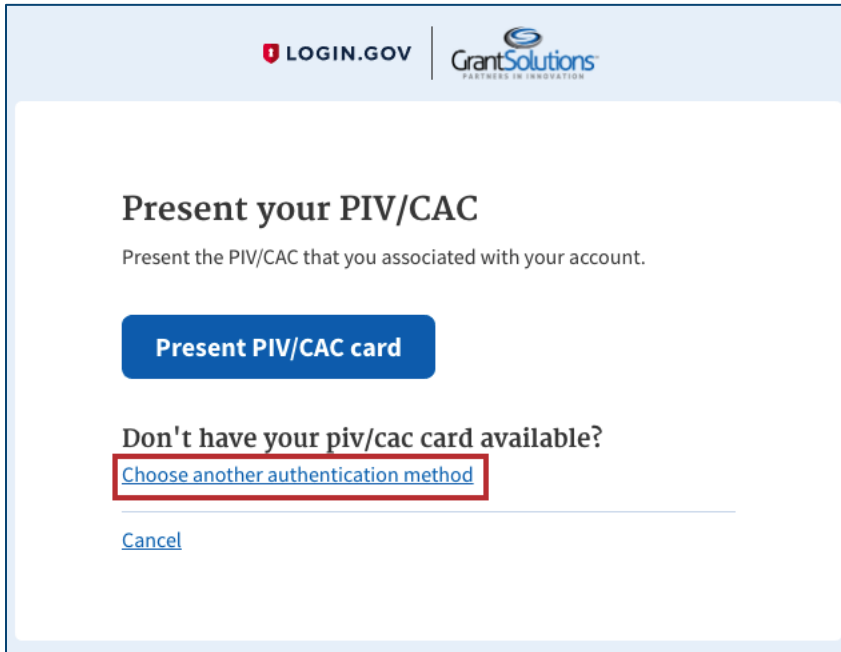
Password ☐ Show password



Sign in

Create an account

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

4. The Login.gov “Sign in with your PIV or CAC” screen appears. Click the **Choose another authentication method** link.



Present your PIV/CAC

Present the PIV/CAC that you associated with your account.

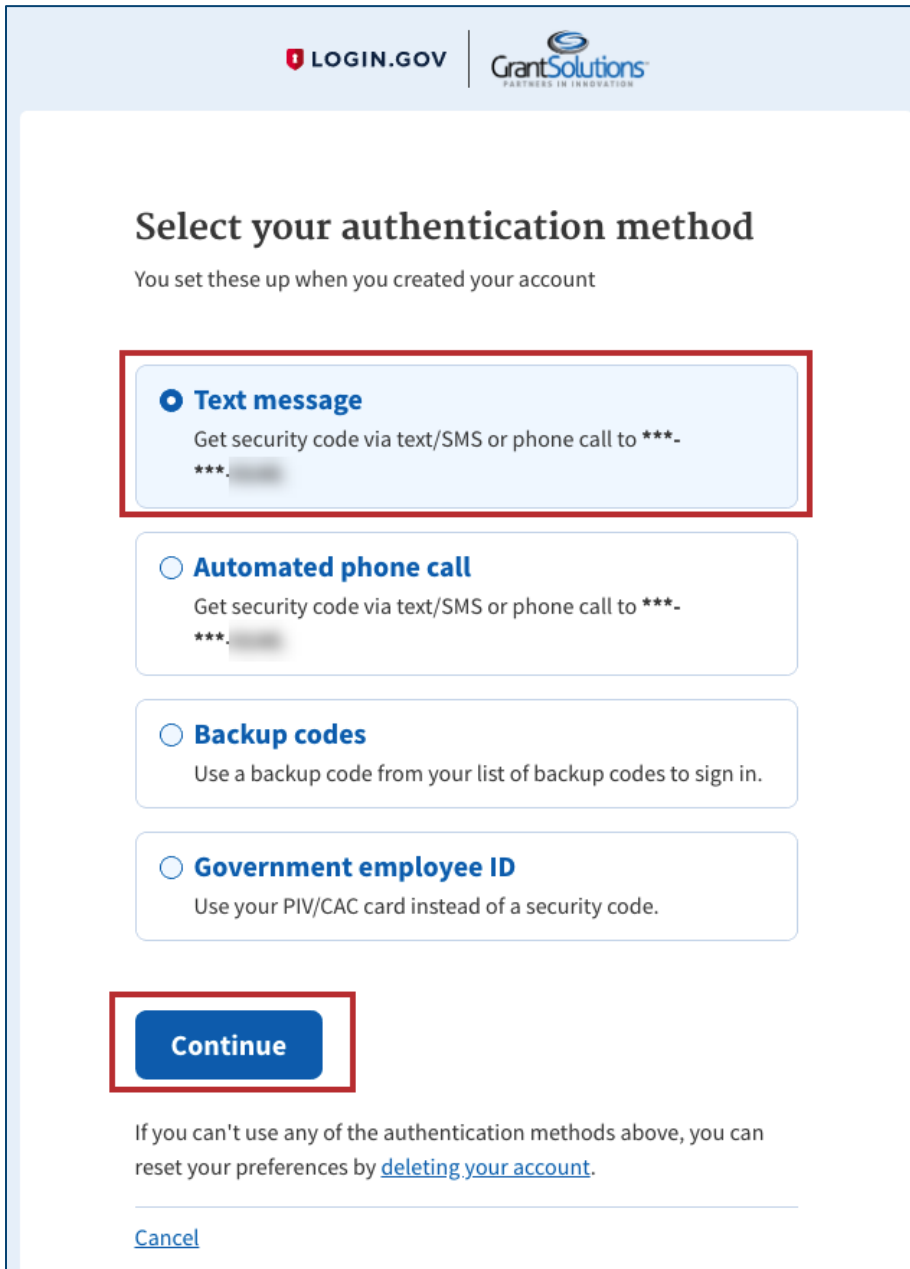
[Present PIV/CAC card](#)



Don't have your piv/cac card available?

[Choose another authentication method](#)

[Cancel](#)

5. On the Login.gov “Select your authentication method” screen, use the radio buttons to select an **authentication method** and click the **Continue** button at the bottom.



Select your authentication method

You set these up when you created your account

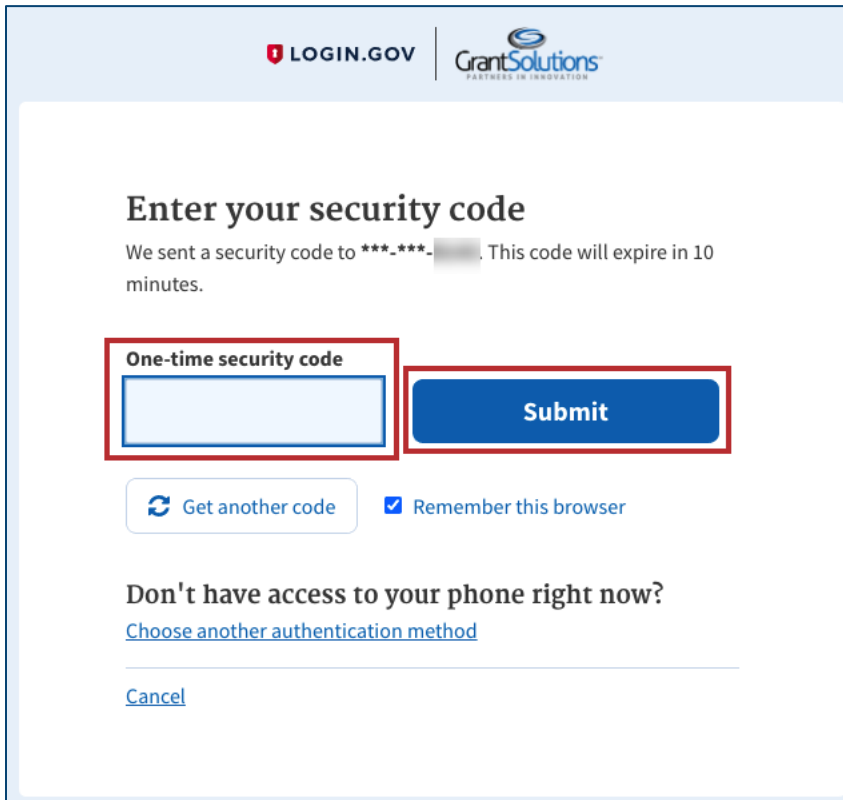
- ☒ **Text message**
Get security code via text/SMS or phone call to ***-
***-██████
- ☐ **Automated phone call**
Get security code via text/SMS or phone call to ***-
***-██████
- ☐ **Backup codes**
Use a backup code from your list of backup codes to sign in.
- ☐ **Government employee ID**
Use your PIV/CAC card instead of a security code.



Continue

If you can't use any of the authentication methods above, you can reset your preferences by [deleting your account](#).

[Cancel](#)

6. On the Login.gov “Enter your security code” screen, enter the 6-digit **One-time security code** or backup code to sign in and click the **Submit** button.




 

Enter your security code

We sent a security code to ***-***-***. This code will expire in 10 minutes.

One-time security code

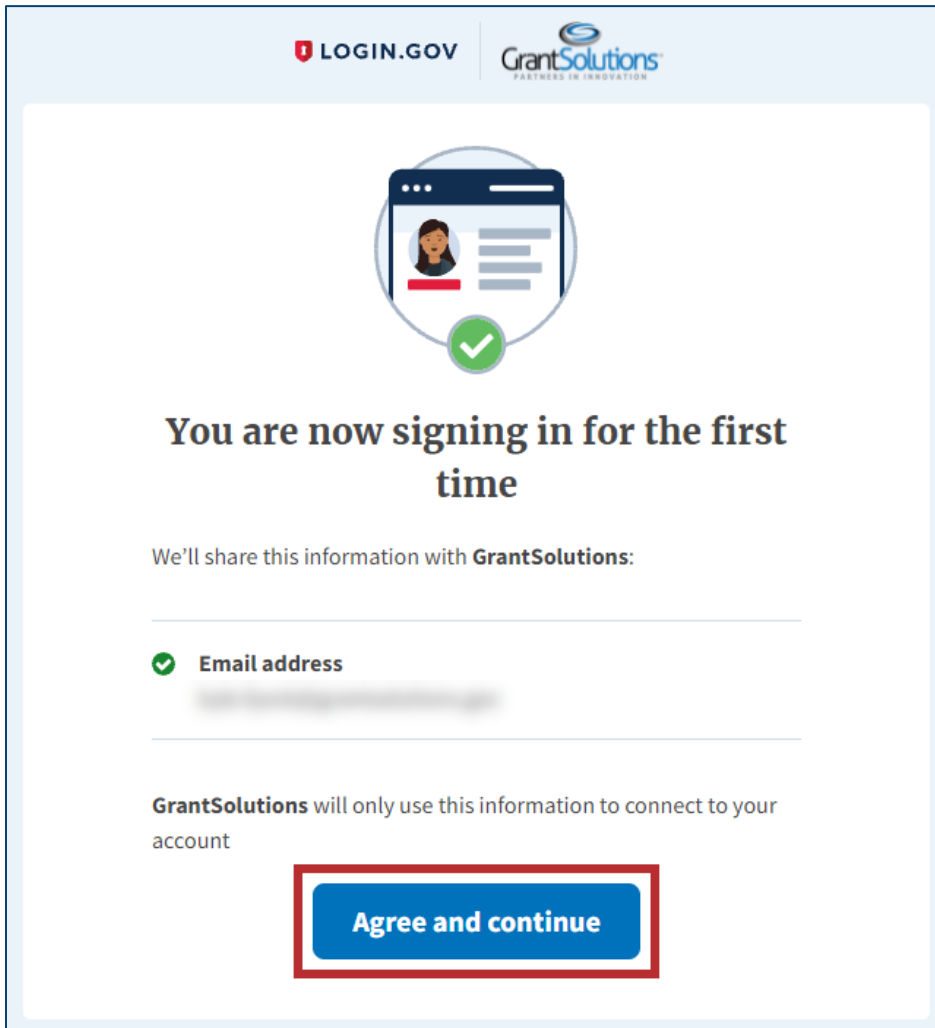
Submit

 [Get another code](#) ☒ [Remember this browser](#)


Don't have access to your phone right now?
[Choose another authentication method](#)

[Cancel](#)

7. The Login.gov “You are now signing in for the first time” screen appears with the email address used for the Login.gov account. Click the **Agree and continue** button at the bottom.



LOGIN.GOV | GrantSolutionsSM
PARTNERS IN INNOVATION



You are now signing in for the first time

We'll share this information with **GrantSolutions**:

✓ Email address
[blurred email address]

GrantSolutions will only use this information to connect to your account

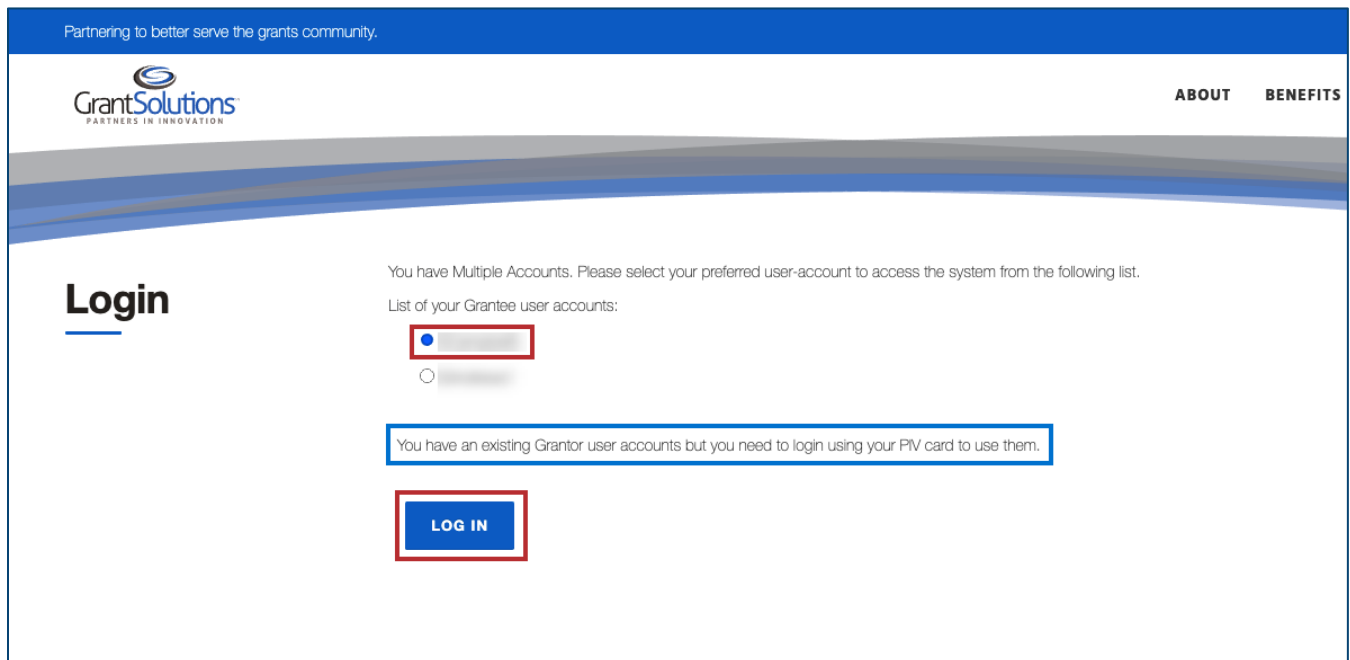
Agree and continue

8. If the user has multiple accounts associated to the GrantSolutions email address used to sign in, the GrantSolutions “Login” screen appears. The GrantSolutions email address may be associated to both Grantor and Grant Recipient accounts. However, only Grant Recipient accounts can be selected using an authentication method outside of PIV ID.

If a Grantor account associated to the GrantSolutions email address exists, a message appears stating, “You have an existing Grantor user accounts but you need to login using your PIV card to use them.”

Select the radio button for the **Grant Recipient** account to log in with and click the **LOG IN** button.

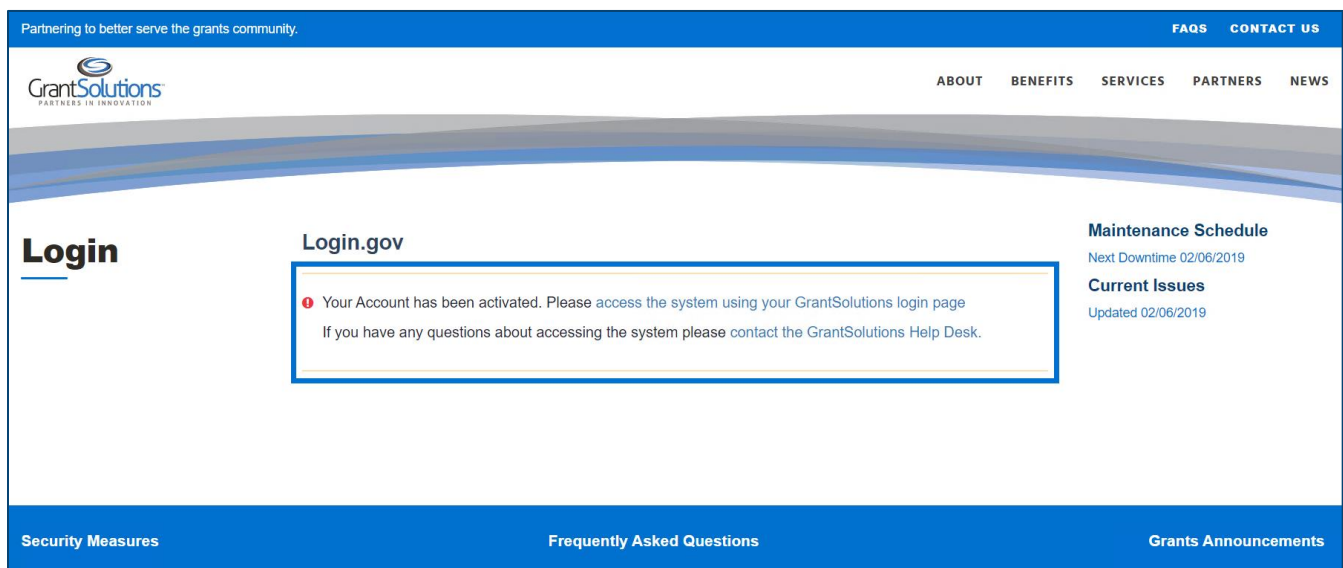
Note: If the user has one account only, the user bypasses the GrantSolutions “Login” screen and is routed directly to GrantSolutions.



The screenshot shows the GrantSolutions Login page. At the top, there is a blue header with the text "Partnering to better serve the grants community." and the GrantSolutions logo. Below the header, the page has a white background with a blue and grey wavy design. The word "Login" is prominently displayed on the left. On the right, a message states: "You have Multiple Accounts. Please select your preferred user-account to access the system from the following list." Below this, a list of accounts is shown with two radio buttons. The first radio button is selected and highlighted with a red box. Below the list, a blue-bordered box contains the message: "You have an existing Grantor user accounts but you need to login using your PIV card to use them." At the bottom, a blue "LOG IN" button is highlighted with a red box.

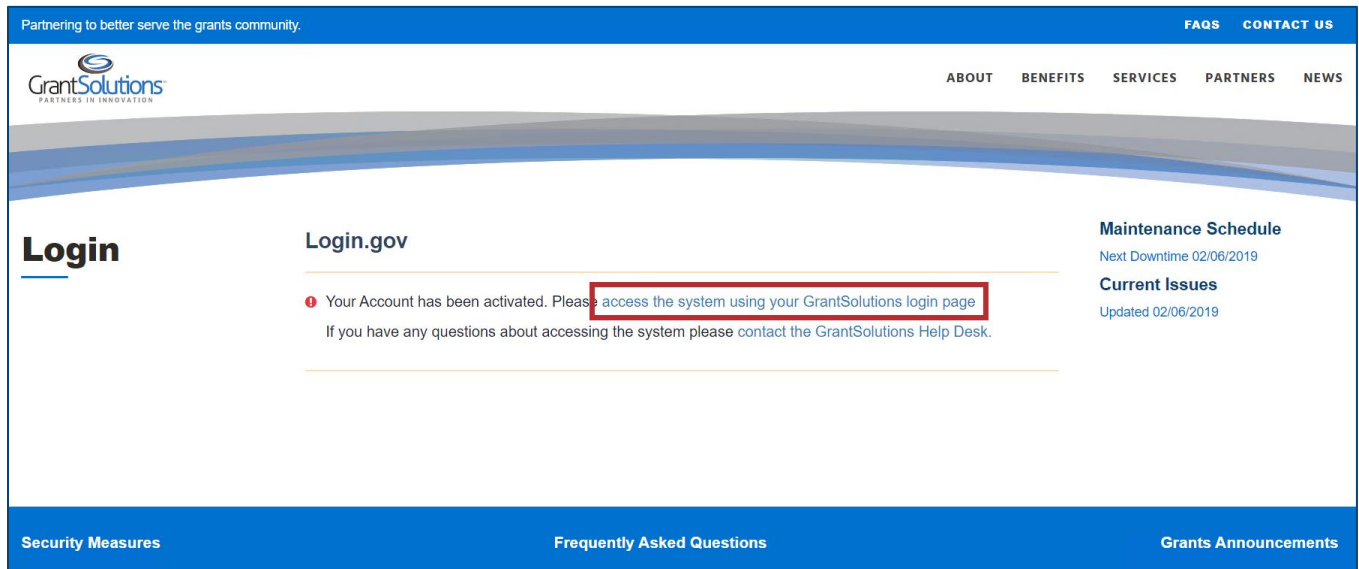
9. A message appears stating “Your Account has been activated. Please access the system using your GrantSolutions login page. If you have any questions about accessing the system please contact the GrantSolutions Help Desk.”

Note: This message only appears upon the first log in attempt. Each attempt after the account is activated results in successful log in.



The screenshot shows the GrantSolutions website's login page. At the top, a blue header contains the text "Partnering to better serve the grants community." on the left and "FAQS" and "CONTACT US" on the right. Below the header, the GrantSolutions logo is on the left, and a navigation menu with "ABOUT", "BENEFITS", "SERVICES", "PARTNERS", and "NEWS" is on the right. The main content area has a "Login" heading on the left. In the center, under the "Login.gov" heading, a message box with a red error icon states: "Your Account has been activated. Please access the system using your GrantSolutions login page. If you have any questions about accessing the system please contact the GrantSolutions Help Desk." To the right of this message, there is a "Maintenance Schedule" section with the text "Next Downtime 02/06/2019" and a "Current Issues" section with the text "Updated 02/06/2019". At the bottom, a blue footer contains three links: "Security Measures", "Frequently Asked Questions", and "Grants Announcements".

10. Click the **access the system using your GrantSolutions login page** link to navigate to the GrantSolutions “Login” screen.



Partnering to better serve the grants community.

GrantSolutions PARTNERS IN INNOVATION

ABOUT BENEFITS SERVICES PARTNERS NEWS

Login

Login.gov

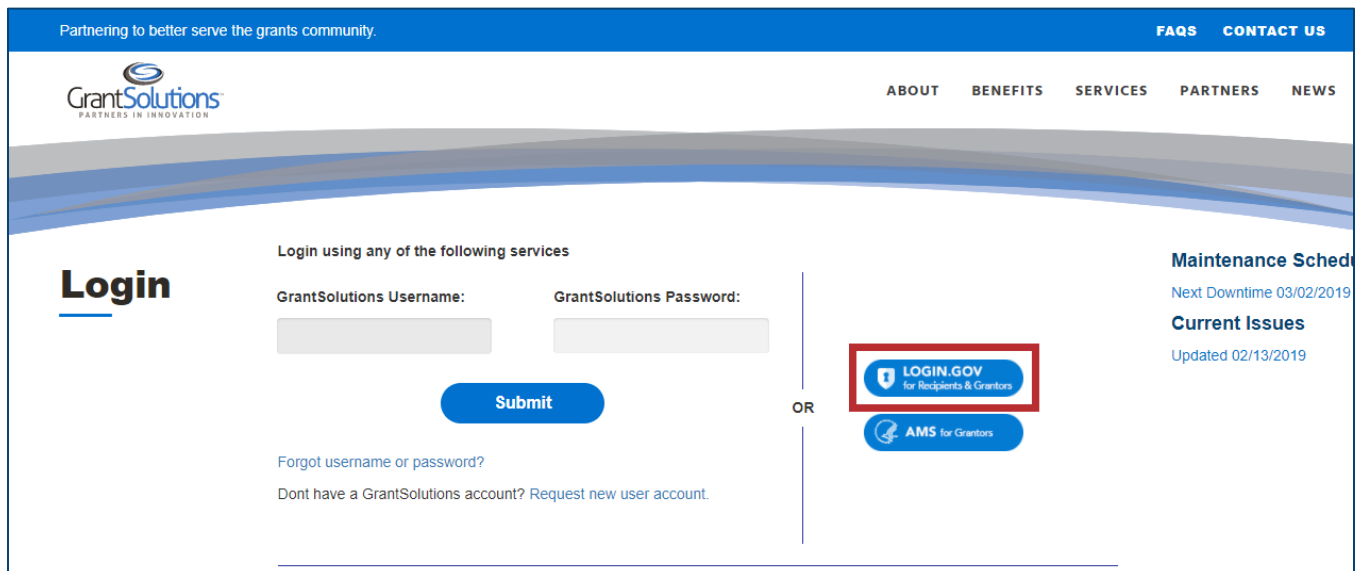
❗ Your Account has been activated. Please [access the system using your GrantSolutions login page](#).
If you have any questions about accessing the system please contact the GrantSolutions Help Desk.

Maintenance Schedule
Next Downtime 02/06/2019

Current Issues
Updated 02/06/2019

Security Measures Frequently Asked Questions Grants Announcements

11. On the GrantSolutions “Login” screen, click the **Login.gov** button.



Partnering to better serve the grants community.

GrantSolutions PARTNERS IN INNOVATION

ABOUT BENEFITS SERVICES PARTNERS NEWS

Login

Login using any of the following services

GrantSolutions Username:

GrantSolutions Password:

Submit

OR

LOGIN.GOV
for Recipients & Grantors

AMS
for Grantors

Maintenance Schedule
Next Downtime 03/02/2019

Current Issues
Updated 02/13/2019

Forgot username or password?
Don't have a GrantSolutions account? [Request new user account.](#)

Security Measures Frequently Asked Questions Grants Announcements

12. On the Login.gov “Sign in” screen, repeat the steps in the [Log Into GrantSolutions Through Login.gov Using Another Authentication Method](#) section to log in.

The GrantSolutions “My Grants List” screen appears upon successful log in.

