



Creating a New User Account in eGrants

What you will need to know:

1. Do you meet the system requirements?

- Internet connection
 - AmeriCorps recommends Internet Explorer as the browser of choice for working with eGrants and MyAmeriCorps.
 - Be sure that you have JavaScript enabled.
- Adobe reader for viewing PDFs
- Pop-up blockers turned off

2. Do you know who your Sponsoring Organization is?

- Your organization (you are a Single-Site Sponsoring Organization)
- Your organization (you are an Intermediary Sponsoring Organization)
- An Intermediary Sponsoring Organization (you are a Sub-Site)



3. Do you have your Sponsoring Organization's information?

- Name, Address, EIN
- DUNS number ([Online DUNS Request Portal](#))
- Name & contact info of eGrants Grantee Administrator

Hints!

- Each individual must have his or her own user account in eGrants.
- Each user account is linked to an existing Sponsoring Organization account.
- New user account creation is not immediate. All requests for new user accounts must be approved by the Sponsoring Organization's Grantee Administrator - be sure to know who your Grantee Administrator is in advance.
- If you have an existing user account in eGrants but need a different user role, please contact your Grantee Administrator.

Step-by-Step Instructions

1. **Visit the eGrants login homepage:** <https://egrants.cns.gov/espan/main/login.jsp>
2. **Create a new account request**
 - A. Click "Don't have an eGrants account? Create an account."
 - B. Click "Create a Grantee account."
 - C. Click "This is my first time. I want to create a new account in eGrants."
 - D. Complete the application.
 - E. After entering the EIN for your Sponsoring Organization select the appropriate project account.
 - F. Check your email for confirmation that your request was sent to your Grantee Administrator.

Hints!

- If you are a Sub-Site, be sure you enter the EIN for your Intermediary Sponsoring Organization so that your new user account is properly linked.
- If your Sponsoring Organization is a large agency (such as a University or national project site), the EIN may be associated with multiple projects so it is recommended you double check with your Sponsor to ensure you're selecting the correct project listing.
- Do not attempt to create a new organization account. If your Sponsoring Organization does not appear after entering the EIN, contact the National Service Hotline.

3. Manage Your Account

- A. After your account request is approved by your Grantee Administrator, you will be able to manage and update your account information in eGrants.
 - a. Login to your account and Click "My Account."
 - b. Look for "status" on the left under Grantee Info to confirm you were assigned the correct user role by your Grantee Administrator.

c. From “My Account,” update your login, contact, or profile information as needed.

Hints!

- Only the Grantee Administrator can change user roles. View an overview of the possible [eGrants/My AmeriCorps User Roles](#).
- User accounts cannot be deleted, but they can be deactivated if necessary.

Support

AmeriCorps Support Resources

- A. Hotline: 800-942-2677
- B. [Submit a question online](#)