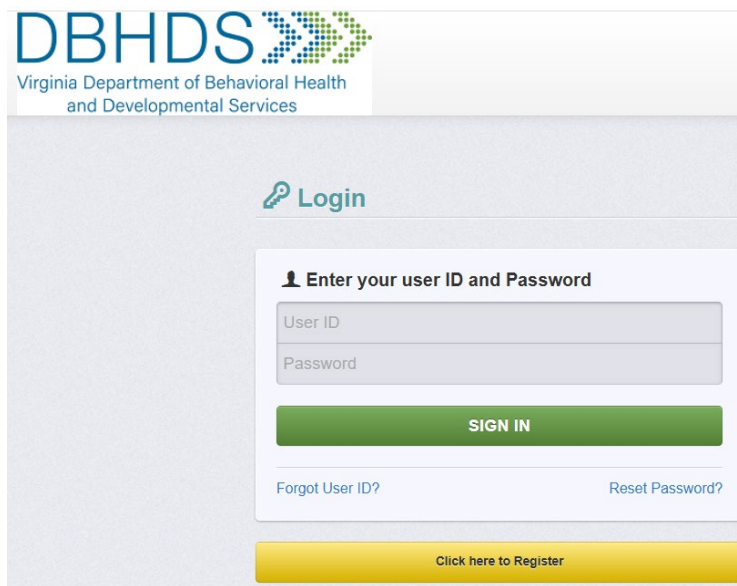


## Register in Web Grants

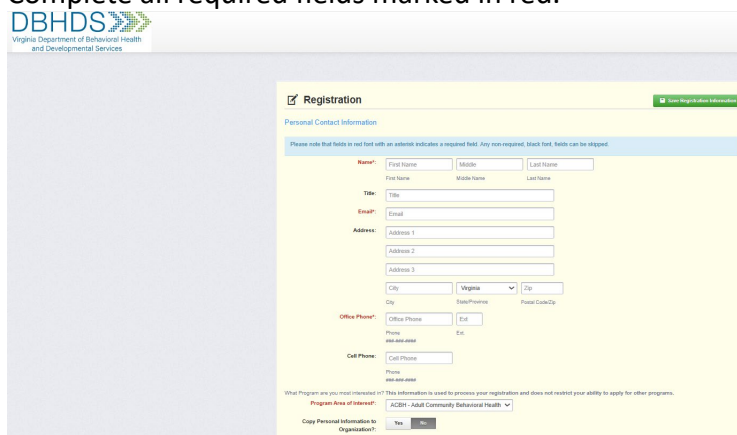
### Setting up a new WebGrants account

If you are a first-time applicant, you must set up a WebGrants account to apply for grant funding.

Go to the WebGrants page at <https://grants.dbhds.virginia.gov/index.do> and click on the yellow registration button.



Complete all required fields marked in red.



Fill out the Organization information, click the box next to I'm not a robot and click the green Save Registration Information button.

**Organization Information**

IMPORTANT: Check YES that you are affiliated with an Organization and enter the details for the Organization you represent which intends to apply for grant funds. Your profile will be linked to that Organization so you can conduct business on its behalf within this grant system.

**Are you Affiliated with an Organization?\*** ☐ Yes ☐ No

**lastUpdatedBy:**

**lastUpdated:**

**Name\*:**

**Organization Type\*:**

**Organization Sub-Type:**

**Tax ID\*:**

**Unique Entity Identifier (UEI)\*:**

12 character(s) left

**Federally-Approved Indirect Cost Rate?\***

**Rate:**

**Attach Approval Letter:**

**Organization Website:**

**Physical Address\*:**

**Mailing Address\*:**

**Phone\*:**

**Captcha\*:** ☐ I'm not a robot

**Note:** Go to this website to find your UEI number:  
<https://sam.gov/entity-information>

An email will be sent to you from WebGrants. A DBHDS staff member will review the registration. Once approved you will receive additional email's explaining how to login with your credentials.



Virginia Department of Behavioral Health  
and Developmental Services

### Login to WebGrants

Go to the WebGrants page at <https://grants.dbhds.virginia.gov/index.do> and enter your User ID and Password.

A screenshot of the WebGrants login page. At the top left, the DBHDS logo and name are displayed. Below this, the word "Login" is shown next to a key icon. The main section is titled "Enter your user ID and Password" with a person icon. It contains two input fields: "User ID" and "Password". Below these fields is a green "SIGN IN" button. At the bottom of the form, there are two links: "Forgot User ID?" and "Reset Password?".

You may be prompted to reset your password.