

**HOW TO CREATE AN ACCOUNT
in WEBGRANTS,
the AGENCY OF AGRICULTURE
ONLINE GRANTS MANAGEMENT SYSTEM (GMS)**

The URL is: <https://agriculturegrants.vermont.gov>



System Compatibility

Log In

Log In

User ID:*

Password:*

[Forgot User Id?](#)

[Forgot Password?](#)

New to WebGrants - Vermont Agency of Agriculture,
Food and Markets?

[Register Here](#)

Announcements

1. **Do not register more than once!**
2. **Turn off and disable** your **script blockers, javascript blockers, and ad blockers** as well as **pop-up blockers** when entering the Vermont Agency of Agriculture grants site. Otherwise, the site will not operate as it should and you will not be able to save your application forms.
3. Please add **agriculturegrants.vermont@webgrantsmail.com** to your email contact list so messages and alerts do not go to your spam folder.

Carefully note the announcements. You will encounter problems and difficulties if you do not heed these announcements

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Go to the next page.

Here is the registration screen:

Personal Information Register

Name:
Salutation First Name Middle Name Last Name

Title*

If Other Title, please Indicate:

Email*:

Confirm Email*:

Physical Address*:

Street Address
*

City

Address Line 2 State / Province / Region

*

Postal / Zip Code

Mailing Address:

Address Line 2

City State / Province / Region

Postal / Zip Code

Business Phone*:
Phone Ext.

Cell Phone

Fax:

Organization Information

Are you Affiliated with an Organization? Yes No

Organization Name*:

Organization Type*: Business

Are you registered as a business with the state? Yes No

Address*:

* Vermont
City State/Province Postal Code/Zip

Phone*:
Phone Ext.

Fax:

E-mail Address*:

Verify Submission I'm not a robot  reCAPTCHA Privacy - Terms

Register

All fields with a Red Star must be completed

We recommend you only select "Yes" if you are the first person in your organization to register. Otherwise, select "No". You will have an opportunity to connect with your organization after registration. This avoids duplicate organization entries in the system.

You will be presented with a VISUAL CAPTCHA (above). You must correctly identify everything before it will let you register. When correct, click REGISTER in the lower right-hand corner.

Go to the next page

Here is the confirmation screen you will see.

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[Help](#)

[Register](#)

Thank you for registering.

A confirmation notice has been sent to your email address.

After your registration is confirmed, you will receive an email notification with a user id and password. Then return to the [log in screen](#).

After you log in for the first time, please reset your password.

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You should then receive an email with your password. Return to the login screen and enter your USER NAME and PASSWORD. After you successfully login, you will be presented with this screen:

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[Menu](#) | [Help](#) | [Log Out](#)

[Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

Welcome *Melissa Moon*

Main Menu

Click [Help](#) above to view instructions. Go to ["My Profile"](#) to reset password.

- [Instructions](#)
- [My Profile](#)
- [Funding Opportunities](#)
- [My Applications](#)
- [My Grants](#)

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Congratulations! You have successfully registered and now may investigate and apply for any open grant **Funding Opportunities!**

If you selected 'No' for organization, you can now email either Diana Ferguson (diana.ferguson@vermont.gov) or Melissa Moon (melissa.moon@vermont.gov) and have them manually connect you with your organization. This will ensure you have full access to your organization's grants. Also, let us know if your role includes submitting claims (requests for payment) in the system, too, as that's an additional permission we need to add to your account.

If you wish to reset your password to something more memorable, click on **My Profile** and then click on **Reset Password**.