



Registering in the WebGrants System

Enter the URL for WebGrants: <https://agriculturegrants.vermont.gov>

On the login page, click on **Click here to Register**.

The login page for the WebGrants system. It features a "Login" header with a key icon. Below it, a section titled "Enter your user id and password" contains input fields for "User ID" and "Password", a green "SIGN IN" button, and links for "Forgot User ID?" and "Forgot Password?". A yellow button labeled "Click here to Register" is positioned below the login section. To the right, an "Announcements" section welcomes users and provides instructions for new users, including a list of three steps: receiving emails, adding a specific email address, and using the site on a desktop.

On the Registration page, enter the Personal Contact and Organization Information requested. All required fields are shown with a **Red Asterisk ***.

The registration page for the WebGrants system. It has a yellow background and a "Registration" header with a checkmark icon. A green button labeled "Save Registration Information" is in the top right. The main section is titled "Personnel Contact Information" and includes a note about required fields. The form contains several sections: "Name*" with fields for First Name, Middle Name/Initial, and Last Name; "Title*" with a dropdown menu; "If Other Title, please indicate:" with a text field; "E-mail*" with a text field; "Physical Address*" with fields for Address Line 1, Address Line 2 (optional), City, State/Province (dropdown), and Zip; "Mailing Address:" with fields for Mailing Address (optional), Mailing Address Line 2 (optional), and Address Line 2; and "Phone*" with fields for City, State/Province (dropdown), Zip, and Phone number (with a placeholder for area code and extension). At the bottom, there is a checkbox for "Copy Personnel Information to Organization?:" with "Yes" and "No" buttons.



Organization Information

Organization Name*:

Organization Type*:

Are you registered as a business with the State in which you do business?*:

If you are registered as a business with the State of Vermont, enter the 7 digit numerical Vermont Secretary of State Business ID Number for your business. You can click [HERE](#) to look up your Business ID.:

If you know it, please enter your 12 digit (letters and numbers) Unique Entity Identifier (UEI) as assigned from [sam.gov](#). (You will need a UEI if awarded for a federally funded program. You do not need it to apply):

Organization Website:


Organization Address*:

City State/Province Postal Code/Zip

Select the Vermont County in which you do business or select "Outside Vermont" from the bottom of the picklist*:
Ext.

Organization E-mail Address*:

Organization Phone*:

Captcha*: ☐ I'm not a robot 
reCAPTCHA Privacy - Terms

When complete, click **Save Registration Information** at the top or bottom of the page.

You will receive confirmation of your registration with the message that an alert notification has been sent to your email address.

Thank you for registering.

A confirmation notice has been sent to your email address.

After your registration is approved, you will receive an email notification with a link to log into WebGrants - Dulles Technology using your confirmed credentials. You may now return to the [log in screen](#).



You will receive an email alert similar to the alert below.

From: send.mail@dullestech.com <send.mail@dullestech.com>
Sent: Saturday, March 28, 2020 10:28 AM
To: john.smith@dullestech.com
Subject: WebGrants – Dulles Technology - New User Registration

**** Do Not Respond to This Email ****

Dear John Smith,

Thank you for registering with WebGrants - Dulles Technology.

Your registration is currently under review, if approved, you will receive a confirmation email with your user id and password.

Registration review may take several business days.
Thank you for your patience.

You may now log into the WebGrants system at the following location:
<http://www.dullestech.com>

After your registration is approved, you will receive two separate email notifications with your assigned User ID and temporary password, similar to the alerts below. Each email provides the URL for logging into WebGrants.

Email with assigned User ID

From: send.mail@dullestech.com <send.mail@dullestech.com>
Sent: Saturday, March 28, 2020 10:31 AM
To: john.smith@dullestech.com
Subject: WebGrants - Dulles Technology - Approved Registration

**** Do Not Respond to This Email ****

Dear John Smith,

Your new registration with WebGrants - Dulles Technology has been Approved.

Your user id is below:
User id: jsmith1

Your temporary password will be sent in a separate email.

You may now log into the WebGrants system at the following location:
<http://www.dullestech.com/>

Email with temporary password

From: send.mail@dullestech.com <send.mail@dullestech.com>
Sent: Saturday, March 28, 2020 10:31 AM
To: john.smith@dullestech.com
Subject: WebGrants - Dulles Technology - Approved Registration

**** Do Not Respond to This Email ****

Dear John Smith,

Your registration has been Approved. Your password is below:
Password: bybdlck

You should have received a separate email message with your User ID.

After you login for the first time, please reset your password by selecting "My Profile" then "Reset Password"

You may now log into the WebGrants system at the following location:
<http://www.dullestech.com/>

Once both emails are received, you may log into the WebGrants system.