

## **REGISTRATION TIPS For The Applicants That Successfully Submitted An Application Last Year.**

**Note: The CCR Point of Contact, E-Business Point of Contact, and AOR can be the same person or different people.**

### **CCR Point of Contact must Renew/Update the CCR Registration**

Applicants are required to renew/update their information in CCR on an annual basis. If you do not renew your registration, it will expire and result in your Grants.gov application being rejected. To renew your registration, the CCR Point of Contact identified in the CCR Trading Partner Profile (TPP) should go to [www.ccr.gov](http://www.ccr.gov), and click on **Update or Renew Registrations Using TPIN**. Enter your DUNS number and TPIN, and click the **Submit** button.

If there are no changes to the registration, click the **Validate/Save** button for the information to register in the system, then click the **Submit** button. If there are changes, enter the changes, and then click the **Submit** button. Your registration renewal/update will take approximately 48 hours to update. Or you can call the CCR at 888-227-2423 for assistance. Note: You must click on the **Validate/Save** or the **Renew Profile** button in **Registration Tools**.

It is highly recommended that you print your TPP. It contains the DUNS number, CCR and E-Business Point of Contact names, and the MPIN. Click on **View TPP** and then print.

### **CCR Point of Contact Don't Know Your TPIN?**

If you are registered in CCR, but do not know your TPIN, the CCR Point of Contact should go to [www.ccr.gov](http://www.ccr.gov). Click on **Update or Renew Registrations Using TPIN**. At the next screen click on **Don't Know Your TPIN?** Select **Click here for a TPIN Letter request**. On the next screen enter your DUNS number and click on **Send TPIN Letter**. A confidential TPIN letter will be mailed to the CCR Point of Contact identified in the Trading Partner Profile (TPP).

### **Who is the AOR that will submit the Grant Application package?**

If your organization has the same AOR their status should be active, however this should be verified. If a new person will be assigned, the new AOR will need to register with the Credential Provider and Grants.gov and be approved by the E-Business Point of Contact.

### **How to Check your AOR Status in Grants.gov**

You need to make sure that your Grants.gov registration is active and you have the rights to submit a grant application on behalf of your organization. To check your status the AOR should:

1. Go to [www.grants.gov](http://www.grants.gov) and click the **Get Started** link.
2. On the left side of the screen click on **Role for AORs**.
3. Select **Manage Application Status and User Profile**.
4. Enter your Grants.gov **Username** and **Password** and **Login**.
5. Select **Manage Applicant Profile**.
6. At the next screen, your status will be displayed in the screen. If the AOR status is **Approved**, you have authorization to submit a grant application. Otherwise, you will need to contact the organization's E-Business POC.

### **Forgot your AOR Grants.gov Username?**

The AOR should contact Operation Research Consultants (ORC), the Grants.gov Credential Provider at 800-816-5548 or 703-246-8536 between 7:30 a.m. and 6:00 p.m. eastern standard time or via email at eauthhelp@orc.com. You may be required to re-register.

**Note: If you are required to re-register with the Credential Provider, you will need to re-register your Username and Password with Grants.gov.**

### **Forgot your AOR Grants.gov Password?**

In the event that you forget your Password when submitting your application, the AOR can obtain a new password from the Credential Provider. Complete the following steps:

- Browse to [www.grants.gov](http://www.grants.gov).
- Click the **Get Started** link.
- Click the **Select a Role for AORs** link.
- Click the **Register to Submit Applications** link.
- Click the **Register with Credential Provider** link in the middle of the screen.
- Enter the DUNS number you used to register with the CCR and Credential Provider.
- Click the **Register** button.
- On the left of the screen, click the **User Administration** link.
- Click on **Forgotten Password**.
- Enter the **Username** that you received from the Credential Provider.
- Click the **Submit** button.
- You will receive the question that you entered as your password reminder.
- Enter the answer to the question in the **Answer** field.
- Click the **Submit** button. You will be prompted to enter a new password. Once you enter a new password, the Grants.gov system will automatically be updated with the new password.

Or you can contact Operation Research Consultants (ORC), the Grants.gov Credential Provider at 800-816-5548 or 703-246-8536 between 7:30 a.m. to 6:00 p.m. eastern standard time or via email at eauthhelp@orc.com.

### **Who is the Organization's E-Business POC?**

You can search for the name of your organization's E-Business POC by following these steps:

1. Go to [www.grants.gov](http://www.grants.gov) and click the **Get Started** link.
2. On the left side of the screen, select **Search CCR for your EBIZ POC**.
3. At the next screen enter your DUNS Number.
4. Click on **Search**.
5. Scroll to the E-Business POC section.

Or you can call the CCR at 888-227-2423 for assistance.

### **The E-Business POC will need to Authorize the AOR to Submit Applications**

1. Go to [www.grants.gov](http://www.grants.gov) and click the **EBIZ** link.
2. Click on **E-Business Point of Contact Login**.
3. Enter DUNS and MPIN.
4. At the next screen select **Manage Applicants**.
5. The next screen will identify the AORs that have registered with Grants.gov and you can assign or reassign roles.

### **E-Business POC Don't Know Your MPIN?**

You can search for your MPIN by following these steps:

1. Go to [www.ccr.gov](http://www.ccr.gov).
2. Select **Update or Renew Registration Using TPIN**.
3. Enter your DUNS Number and TPIN.
4. On the left side of the screen, select **View TPP**.
5. Scroll down to the bottom of the page for the MPIN.
6. Make a copy of the TPP for your records.

Or you can call the CCR at 888-227-2423 for assistance.

### **For additional assistance**

If you have questions or need additional information, call the Grants.gov Contact Center at 800-518-GRANTS (4726) or email [support@Grants.gov](mailto:support@Grants.gov). The Contact Center hours of operation are Monday through Friday 7 a.m. to 9 p.m. eastern standard time. If you are a hearing or speech-impaired person, you may reach any of the telephone numbers in this brochure by calling the toll-free Federal Information Relay Service at 800-877-8339.