

# Illinois Department of Public Health

## Getting Started in EGrAMS: An Introductory Guide for Applicants

Please access the EGrAMS website here: <https://idphgrants.com/>.

### Step 1 Validate Workstation:

Select Validate Workstation from the menu bar.  
Click the Validate button.  
All three criteria should appear as below, if not, resolve before proceeding.

JavaScript enabled :	<input checked="" type="checkbox"/>
Popups enabled :	<input checked="" type="checkbox"/>
Supported Browser :	<input checked="" type="checkbox"/>

### Step 2 Register your Agency:

Select Register your Agency from the menu bar.  
Select 'Grantee' from the Agency Class lookup.  
Complete the screen as identified below.

*Complete all required fields mark with asterisks.*

### Step 3 Create User Profile:

Once your Agency is registered, select Create User Profile from the menu bar.  
Complete the screen as identified below.

Be sure to select your Role Code as 'Grantee' and locate your Parent Agency.  
*Complete all required fields mark with asterisks.*

### Step 4 Login:

Users will receive an email notification once their User Profile has been approved and activated.  
Please note that passwords are case-sensitive.

Your Agency may already be registered. Check here!  
If not, complete the Register your Agency page as shown below.

Check if agency is already registered :

Agency Information			
*Federal ID. & Agency Name:	<input type="text" value="9 digit Federal ID (no dashes)"/>	<input type="text" value="Enter your Agency's name here"/>	
DUNS Number:	<input type="text"/>	Vendor Reference:	<input type="text"/>
*Address Line 1:	<input type="text"/>	Address Line 2:	<input type="text"/>
*City:	<input type="text"/>	*State:	<input type="text"/>
Website:	<input type="text"/>		
*Agency Type:	<input type="text"/>	Agency Sub-Type:	<input type="text"/>
Contact Information			
*Contact Person:	<input type="text"/>	*Email:	<input type="text"/>
*Phone:	<input type="text"/>	Ext:	<input type="text"/>
Mailing Address Same:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
*Code	*County	*Primary	Contract Type Information (For Office)
<input type="text"/>	<input type="text"/>	<input type="text"/>	Contract Type : <input type="radio"/> Master

User Details	
*Login Name:	<input type="text" value="Create your own Login Name"/>
*Password:	<input type="password"/>
*Confirm Password:	<input type="password"/>
*First Name:	<input type="text"/>
*Last Name:	<input type="text"/>
*Display Name:	<input type="text"/>
*Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
*City:	<input type="text"/>
*State:	<input type="text"/>
*Zip 1:	<input type="text"/>
*Phone:	<input type="text"/>
Phone Extension:	<input type="text"/>
Fax:	<input type="text"/>
Menu Style:	<input type="text" value="Dynamic"/>
*e-Mail Address:	<input type="text"/>
*Designation / Title:	<input type="text"/>
*Role Code:	<input type="text"/>
*Parent Agency:	<input type="text"/>

Select Grantee as your 'Role Code'

Click 'Show Security' to reveal to the Security Questions for your User Profile. At least one security question is required.

Show Security