

How to Register a Grants.gov Account

1. Click the **Register** link in the top-right corner of the Grants.gov banner.
2. Click the **Get Registered Now** button on the Register page.
3. Complete the **Contact Information** and **Account Details** sections. All fields with a red asterisk (*) are required.
 - Email Address - When entering an email address, please keep in mind that all correspondence with Grants.gov will be sent to that email address.
 - Username - Enter a username to log in to Grants.gov. It may only contain alphanumeric characters, question marks, periods, dashes, underscores, and the @ symbol. Your username cannot contain a space, nor can it only include numbers. Select a username you will remember.
 - Password - The password you choose must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g. ! @ # \$ % ^ & *). Do not write down your account information.
 - Secret Question/Answer - Enter a question only you would be able to answer and will be able to remember in the future. Do not write down your account information.
4. Select whether to subscribe or unsubscribe from Grants.gov Communications. The **Alerts** are important messages about time-sensitive or major system changes. The **Newsletter** features training, system enhancement updates, and other resources to help the federal grants community.
5. Click the **Continue** button.
6. Click the **Send Temporary Code** button, then access your email account to access the temporary code.
7. Enter the temporary code you received in the email from Grants.gov into the **Temporary Code** field and click the **Continue** button.
8. Decide if you would like to add a profile to your Grants.gov account or click the **Continue** button to log in. You need to **add a profile** to submit an application. After registering, review the [Workspace Overview page](#) to learn how to apply for a grant.

After registering to Grants.Gov you will need to add an “Organization Applicant Profile” with DUNS 191510239

How to Add a Profile During the Registration Process

1. Complete the Grants.gov account registration process.
2. Under the **How would you like to proceed?** heading, select either the **Add Organization Applicant Profile** option or the **Add Individual Applicant Profile** option.
 - I. An [Organization Applicant Profile](#) is for those of you who contribute to grant applications that are submitted on behalf of an organization, such as an institution of higher learning, nonprofit organization, or state government.
 - II. An [Individual Applicant Profile](#) is for those who apply for a grant for themselves and not on behalf of an organization. Read more in the [Variations for Individual Applicants help article](#).
3. Enter the DUNS Number for the organization in the **DUNS** field if you selected the Organization Applicant Profile option. A DUNS Number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). If you need more information, read the [Obtain a DUNS Number page](#).
4. Create a profile name that will distinguish this organization profile from any other profiles you may have within your Grants.gov account.
5. Enter your job title for this organization in the **Job Title** field.
6. Click the **Save** button to complete the profile creation process.