

## How to Register for a User ID

### Getting Started

This document explains how to register for a user ID. For instructions on how to submit a request, please refer to the guide titled “How to Submit a Request.”

To register, you will need to enter contact details about you (the requestor), and information about your organization. The system will ask for the following information so you may want to have it available prior to registering:

### Enter Requestor Details

- **Email Address.** This will serve as your User Name for the online grant the system.
- **Password.** This must be 6-12 characters long and contain at least one number.
- **Requestor Details.** First and last name, telephone number, fax number, job title, department and address including zip code.

### Enter Organization Details

Tax Identification Number. By clicking on “Check Tax ID above,” the system will check to see if any organization with that Tax Identification Number exists in our system.

Foreign non-profit organizations please note: if your country Tax ID is more than 9 digits, you only need to enter the first nine digits of that number. If your Tax ID is less than 9 digits, please precede that number with 0s (for example, if your country’s Tax ID number is “1234”, you would enter “000001234”).

- If your organization does not exist in our system you will be asked:
  - “Yes, I would like to add my Tax ID”
  - “No, I would like to provide a different Tax ID”
- If you selected “Yes, I would like to add my Tax ID” above, you will be prompted to supply your organization name, tax status, and whether you are a government agency.
- Tax Status options include:
  - Non-profit 501(c)3
  - Non profit 501(c)6
  - For profit – if for profit, please have organization’s address as given in the W-9
  - Government Institution
  - Higher Education
  - Non profit (outside US)
- You will then need to attach your organization’s W-9 form
  - If your organization is a non profit, such as a 501(c)3, or 501(c)6 you will also need to attach your organization’s Federal IRS Determination Letter from the IRS.
  - If your organization is a non profit (outside US), you will need to attach the organization’s W8-BEN file
- Once you have entered all the information, click **“Add Organization”** to add your organization to the system.
- If you select **“No, I would like to provide a different Tax ID”**, you will be provided the opportunity to check your Tax ID.
- If your organization does exist in our system you will be asked to confirm that the organization we have on record for that Tax ID is your organization.

### Registration Confirmation

When you have completed the registration form, click **“OK.”** The system will then send an email to the address you provided above confirming your User Name and Password and providing a link to this website.