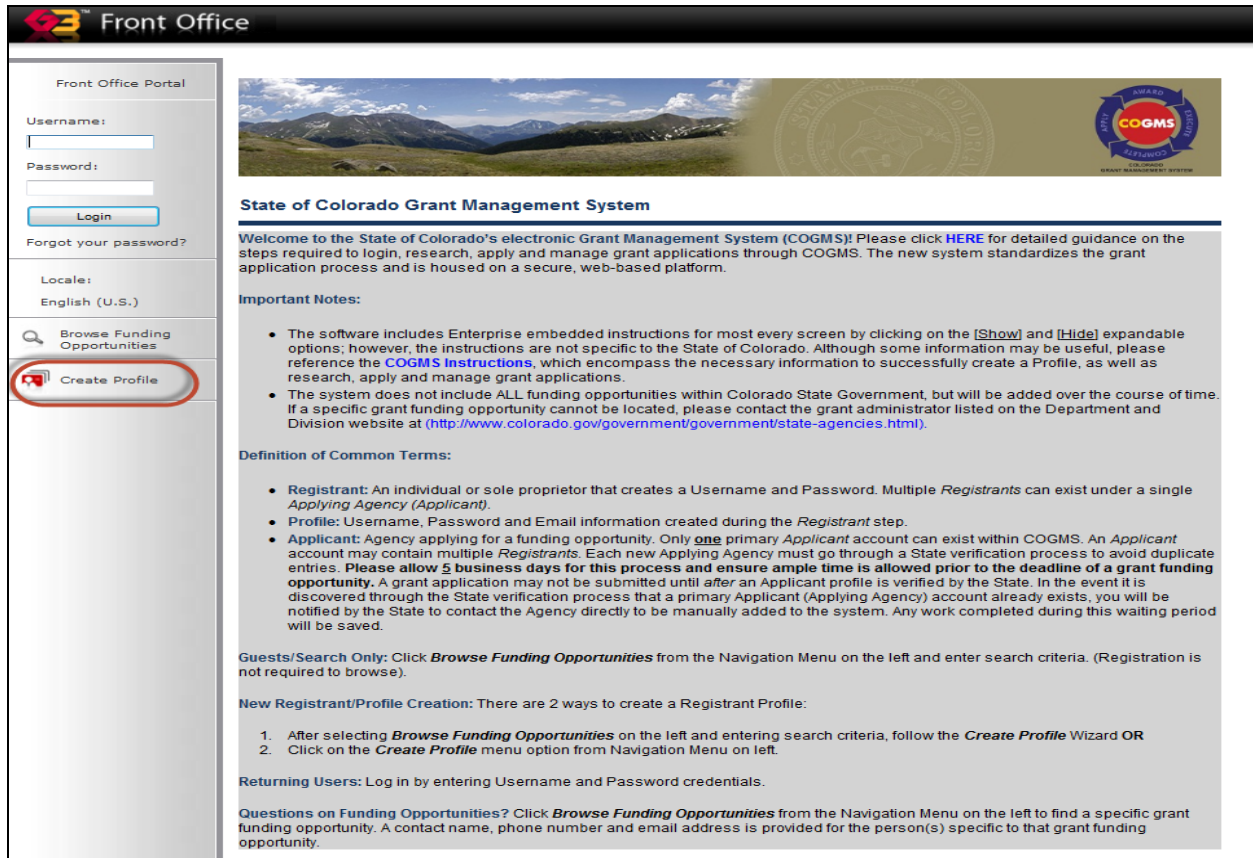


INSTRUCTIONS OF HOW TO CREATE A REGISTRANT (INDIVIDUAL ACCOUNT) IN COGMS

STEP 1: Go to front office - <https://g3.state.co.us/grantium/frontOffice.jsf>

STEP 2: Click on the left bar menu – Create Profile



The screenshot shows the 'Front Office Portal' interface. On the left, there is a navigation menu with options: 'Browse Funding Opportunities' and 'Create Profile'. The 'Create Profile' option is circled in red. The main content area displays the 'State of Colorado Grant Management System' header, a welcome message, and sections for 'Important Notes', 'Definition of Common Terms', and instructions for new and returning users.

Front Office Portal

Front Office Portal

Username:

Password:

Login

Forgot your password?

Locale:
English (U.S.)

Browse Funding Opportunities

Create Profile

State of Colorado Grant Management System

Welcome to the State of Colorado's electronic Grant Management System (COGMS)! Please click [HERE](#) for detailed guidance on the steps required to login, research, apply and manage grant applications through COGMS. The new system standardizes the grant application process and is housed on a secure, web-based platform.

Important Notes:

- The software includes Enterprise embedded instructions for most every screen by clicking on the [Show] and [Hide] expandable options; however, the instructions are not specific to the State of Colorado. Although some information may be useful, please reference the [COGMS Instructions](#), which encompass the necessary information to successfully create a Profile, as well as research, apply and manage grant applications.
- The system does not include ALL funding opportunities within Colorado State Government, but will be added over the course of time. If a specific grant funding opportunity cannot be located, please contact the grant administrator listed on the Department and Division website at (<http://www.colorado.gov/government/government/state-agencies.html>).

Definition of Common Terms:

- Registrant:** An individual or sole proprietor that creates a Username and Password. Multiple *Registrants* can exist under a single *Applying Agency (Applicant)*.
- Profile:** Username, Password and Email information created during the *Registrant* step.
- Applicant:** Agency applying for a funding opportunity. Only one primary *Applicant* account can exist within COGMS. An *Applicant* account may contain multiple *Registrants*. Each new *Applying Agency* must go through a State verification process to avoid duplicate entries. **Please allow 5 business days for this process and ensure ample time is allowed prior to the deadline of a grant funding opportunity.** A grant application may not be submitted until *after* an Applicant profile is verified by the State. In the event it is discovered through the State verification process that a primary Applicant (*Applying Agency*) account already exists, you will be notified by the State to contact the Agency directly to be manually added to the system. Any work completed during this waiting period will be saved.

Guests/Search Only: Click **Browse Funding Opportunities** from the Navigation Menu on the left and enter search criteria. (Registration is not required to browse).

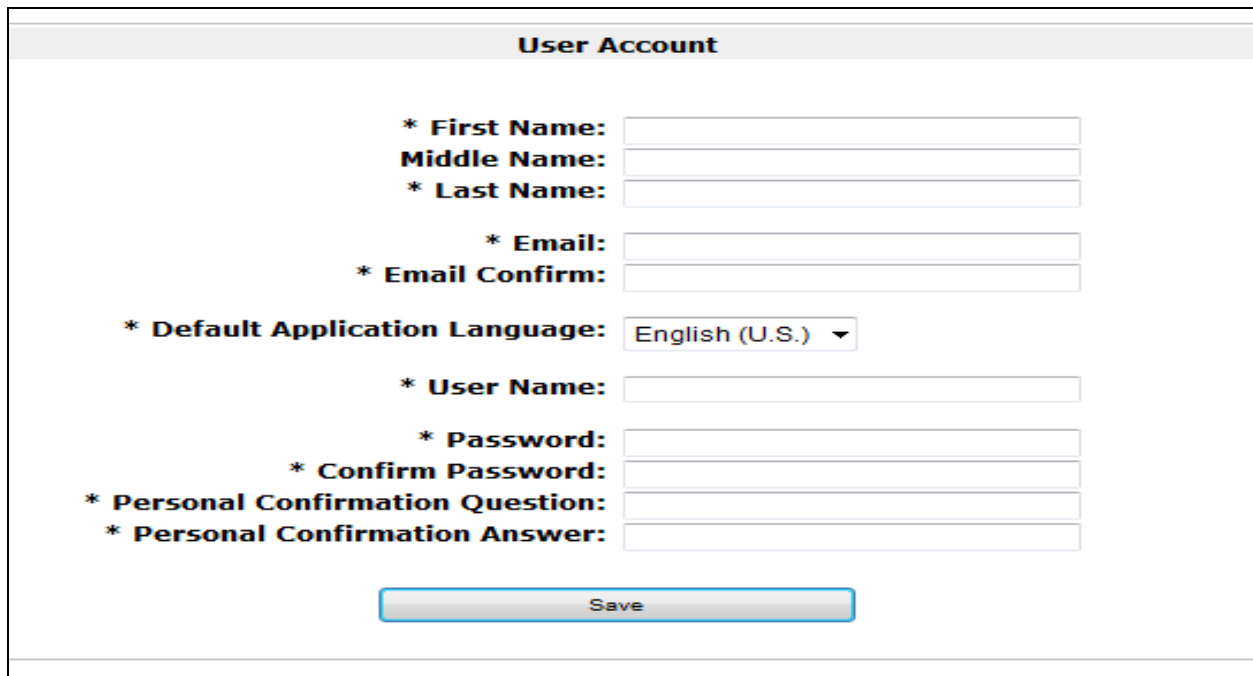
New Registrant/Profile Creation: There are 2 ways to create a Registrant Profile:

- After selecting **Browse Funding Opportunities** on the left and entering search criteria, follow the **Create Profile Wizard** OR
- Click on the **Create Profile** menu option from Navigation Menu on left.

Returning Users: Log in by entering Username and Password credentials.

Questions on Funding Opportunities? Click **Browse Funding Opportunities** from the Navigation Menu on the left to find a specific grant funding opportunity. A contact name, phone number and email address is provided for the person(s) specific to that grant funding opportunity.

You will see the following screen – **User Account**



The screenshot shows the 'User Account' registration form. It includes fields for First Name, Middle Name, Last Name, Email, Email Confirm, Default Application Language (set to English (U.S.)), User Name, Password, Confirm Password, Personal Confirmation Question, and Personal Confirmation Answer. A 'Save' button is at the bottom.

User Account

* **First Name:**

Middle Name:

* **Last Name:**

* **Email:**

* **Email Confirm:**

* **Default Application Language:** English (U.S.) ▼

* **User Name:**

* **Password:**

* **Confirm Password:**

* **Personal Confirmation Question:**

* **Personal Confirmation Answer:**

Save

STEP 3: Fill out the information. Click **Save**

User Account

*** First Name:**

Middle Name:

*** Last Name:**

*** Email:**

*** Email Confirm:**

*** Default Application Language:**

*** User Name:**

*** Password:**

*** Confirm Password:**

*** Personal Confirmation Question:**

*** Personal Confirmation Answer:**

STEP 4: You will see the below screen – **USER ACCOUNT**. Click **Save**.

User Account

*** First Name:**

Middle Name:

*** Last Name:**

*** Email:**

*** Email Confirm:**

*** Default Application Language:**

*** User Name:**

STEP 5: At this point you can click on Front Office and Log in using your new Username and Password. However, if you would like to link your Username to a project in COGMS, you need to email your request to your DCJ Grant Manager.

Front Office

KLyons1

Front Office Portal

Browse Funding Opportunities

Profile

My Account

Change Password

Workspace

Applicants

User Account

* First Name: Kenya

Middle Name:

* Last Name: Lyons

* Email: Kenya.Lyons@state.co.us

* Email Confirm: Kenya.Lyons@state.co.us

* Default Application Language: English (U.S.)

* User Name: KLyons1

Save