# How to Access an Application & Submit an Application

The purpose of this procedure is to show the steps external organizations need to follow to submit a DCA grant or loan application with eCivis (the software behind the GrAAM system used by DCA).

## Instructions

1. Review the solicitation details for the DCA funding opportunity you are trying to pursue either through direct communication from the agency or through the DCA website.

2. To apply for the funding opportunity, select the 'Apply' button at the top of the solicitation.
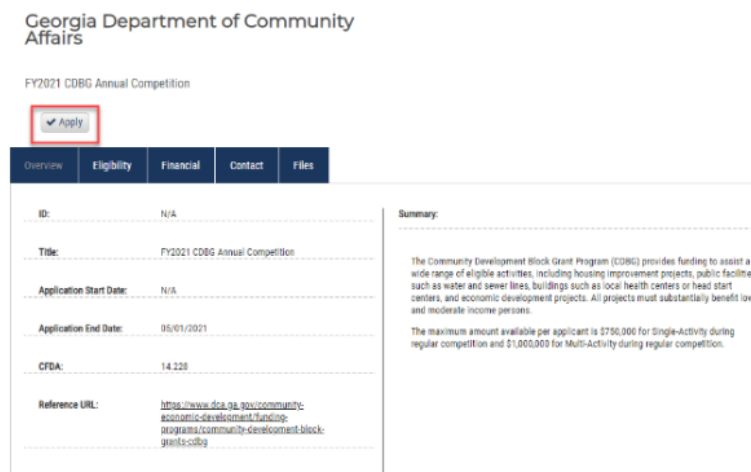


3. Once you click 'Apply,' you will be requested to log into the system or create an account if you have not already done so. The web address that you will be directed to will be 🌐 eCivis Portal

4. After logging into Portal, if you haven't already, you will be taken to the "My Applications" section of your Portal account. Click "Create New Application" to create an application for the grant or loan:
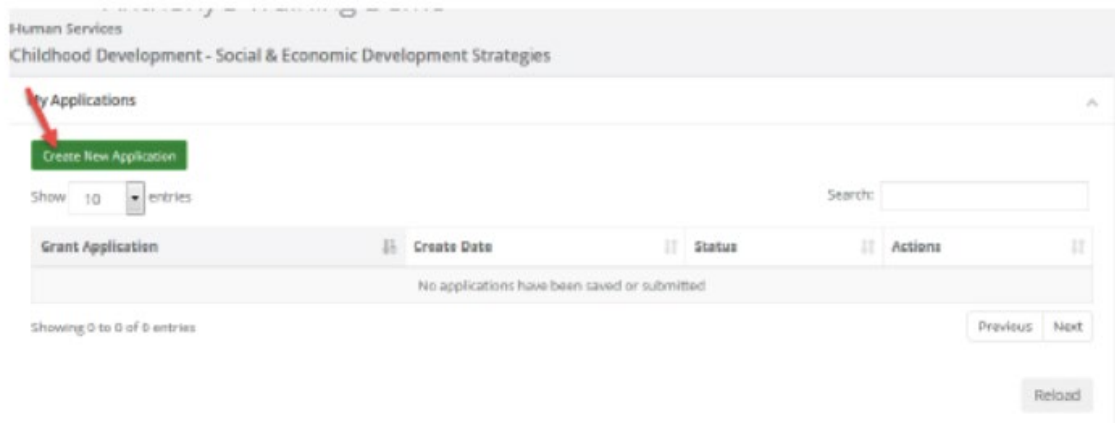
5. For each application, you will need to verify your account. Click on the blue "Log in with your Grant Management System Account" button. Once you click it, select the 'Portal Login' option on the next page.

> ℹ️ Each application will require you to log in a second time.  Please enter in the same credentials you entered when you first logged in.

6. Click on the *Application Process* section then select "edit" to work on the application. You will be taken to the following page:

**Application Process**

| Applications | Action Required | 👁 View | ✏ Edit |
|---|---|---|---|
| If you have not started, please click the "Edit" button to the right. | | | |
| If you have already started, please click the "Edit" button to the right to continue. | | | |
| If you have completed and would like to view or print, please click the "View" button to the right. | | | |

7. Once you edit the title of your application, you can begin entering data fields to complete your application. Remember to hit save periodically after updates. The submit button is only available after all required fields are complete.

> ℹ️ Should you have any questions or concerns about this process, please contact DCA at: grantmanagementproject@dca.ga.gov