Procedure: Creating Your Account on the eCivis Portal

Purpose

The purpose of this procedure is to show the steps external organizations need to follow to create an account with eCivis (the software behind the GrAAM system used by DCA). This is required to be able to submit a grant or loan application or manage an awarded grant or loan with DCA.

Step-by-Step Instructions

1. Open your web browser (Google Chrome is recommended).
2. Navigate to: http://portal.ecivis.com/

    The eCivis Portal sign-on screen will be displayed.
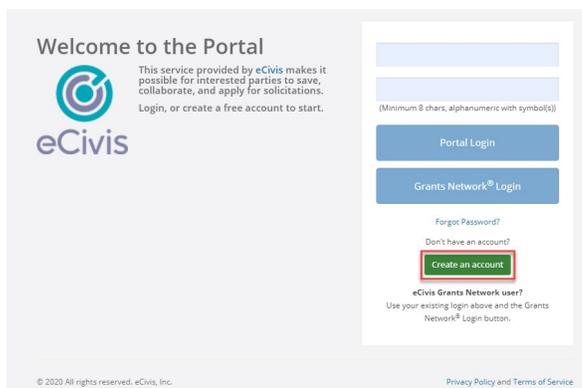
3. Click on the **Create an Account** button.

    The New Account Signup screen will be displayed.

4. Enter your **First Name**.
5. Enter your **Last Name**.
6. Enter your **Email Address**.

    Note: The email address you enter here will serve as your username for the eCivis portal. Email addresses can only be tied to one user account in the eCivis system. This is necessary for data security and audit trail purposes.

7. Enter your **Password**.

Note: You can make up your own password. The system will let you know the relative strength of the password you have entered. You must attain a password strength of "strong" to be able to create an account. To be considered a "Strong" password, it must contain at least 3 of the following:

- Uppercase letters (A-Z)
- Lowercase letters (a-z)
- Numbers (0-9)
- Special characters (e.g., !@#$%^&*)

8. Click the **Sign Up** button.

Note: Once you click the Sign Up button, the system will send a confirmation message to the email address entered in step 6. This message will contain a link that you will need to click to complete your registration. Once you have completed this step, return to the Portal sign-on screen and enter your Username (i.e., your email address) and your Password. This will allow you to log into the eCivis system using the **Portal Login** button on the eCivis Portal.
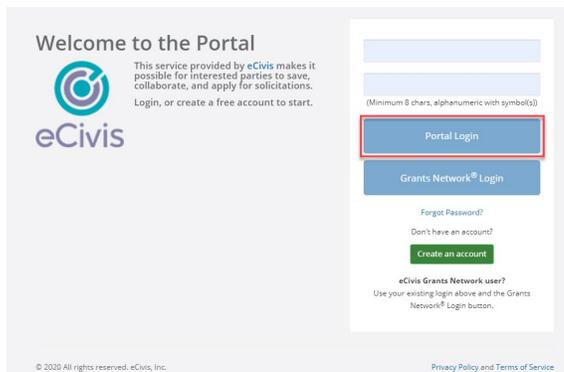
Note: Until DCA posts solicitations for grants and loans, there will not be a need to use your newly created eCivis account. If you wish, once you log into the eCivis portal, you may go ahead and fill out your user profile in the system. This screen will capture personal information and information about your organization. The information on this profile screen will be used to pre-populate information in future applications you create. The following image shows the information captured on the My Profile page in the eCivis portal. Once you have filled out as much of the information as you can on this page, click the Update Profile button at the bottom of the page to save your changes.