

WebGrants Registration Instructions

Go to the website <https://funding.mt.gov/> to register yourself and your organization in WebGrants. Click "Register Here".

The screenshot shows the Montana Grants and Loans website. At the top is the logo with a mountain and sun. Below the logo is a navigation bar with a "Log In" link. The main content area is split into two columns. The left column, titled "Login", contains fields for "User ID:" and "Password:", a "Login" button, a "Forgot Password?" link, and a section for "New to WebGrants - State of Montana?" with a "Register Here" link circled in red. Below this is a link to "Funding Opportunities Offered by Montana State Agencies" with a "Search Here" link. The right column, titled "Announcements", contains information about the "HB 473/BaRSAA Funding Opportunity Open" with a deadline of November 1, 2018, and a link to "Funding Opportunity: 66855 - 2018 HB473/BaRSAA". It also mentions that local governments can request distribution of new fuel tax allocation and provides a link to a program (House Bill 473). At the bottom, there is a red text announcement about the "Montana Fish, Wildlife & Parks Shooting Range Grant program" accepting applications for FY19, with a deadline of February 1st, 2018, and a contact number 406-444-9947.

Complete the required information on the registration form. Fields with a red asterisk indicate that the field is required. Click on "Register" at the top or bottom of the form when complete to submit your registration.

The screenshot shows the "Register" form. At the top right is a "Register" link circled in red. The form is divided into two main sections: "Personal Information" and "Organization Information". The "Personal Information" section includes fields for "Name:" (with a dropdown for "Salutation" and input for "First Name", "Middle Name", and "Last Name"), "Email:", "Confirm Email:", "Alternate Email", "Address:", "City:", "State/Province" (a dropdown menu with "Montana" selected), "Postal Code/Zip", "Phone:" (with fields for "Phone" and "Ext." and a red asterisk), "Alternate Phone", and "Fax:". A red box with the text "Do not enter dashes in the phone & fax numbers." is placed over the phone and fax fields. The "Organization Information" section includes fields for "Name:", "Organization Type:", "Organization Website:", "Address:", "City:", "State/Province" (a dropdown menu with "Montana" selected), "Postal Code/Zip", "Phone:" (with fields for "Phone" and "Ext." and a red asterisk), "Ext.", "Alternate Phone", "Fax:", "Email address", and "Alternate Email". A "Register" link is circled in red at the bottom of the form. A red box with the text "Click on the down arrow and select Department of Agriculture for Noxious Weed Trust Fund Grants." is placed over the "Organization Type:" field.

Please allow a few days for your registration to be approved. A user ID and password will be sent from WebGrants to your email address. Please contact Greta Dige at 444-7882 or Jasmine Reimerat 444-3140 if you have any questions.

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