

Coronavirus Relief Fund (CRF) Grant Portal Registration instructions

Original date: July 6, 2020

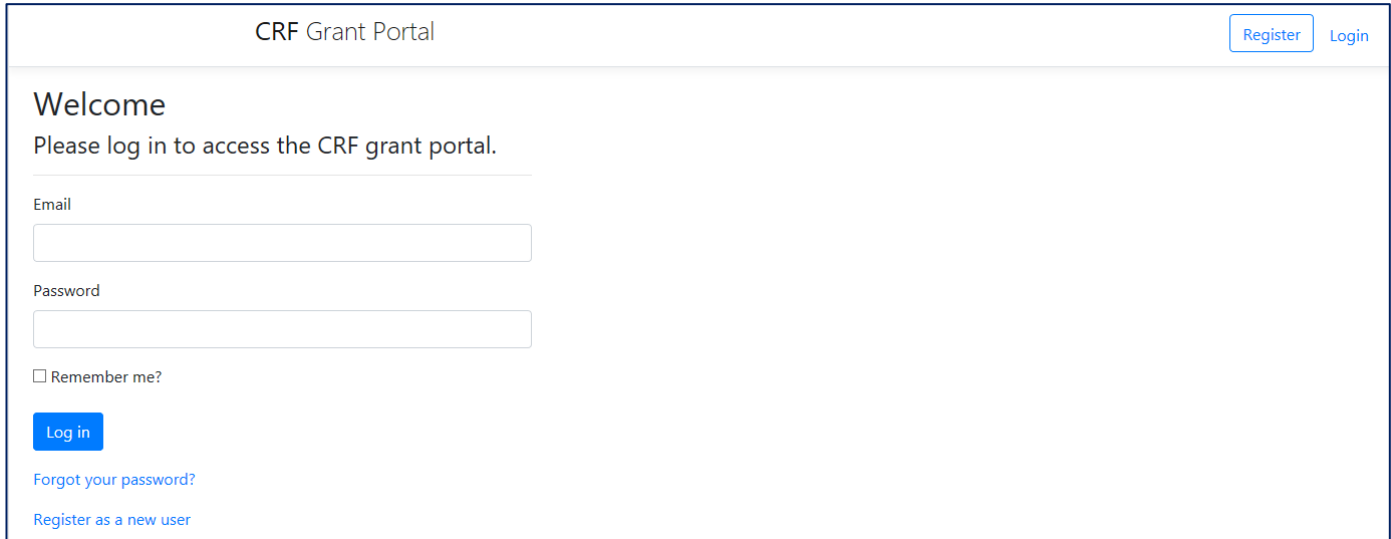
Revised date: October 16, 2020

The following instructions cover how to register a contact person on the CRF Grant Portal.

Each grantee must register at least one contact person. A grantee *may* have more than one contact person, but each contact person must register under a unique email.

Step 1:

Begin on the CRF Grant Portal home page shown below. Click **Register** in the top right corner.

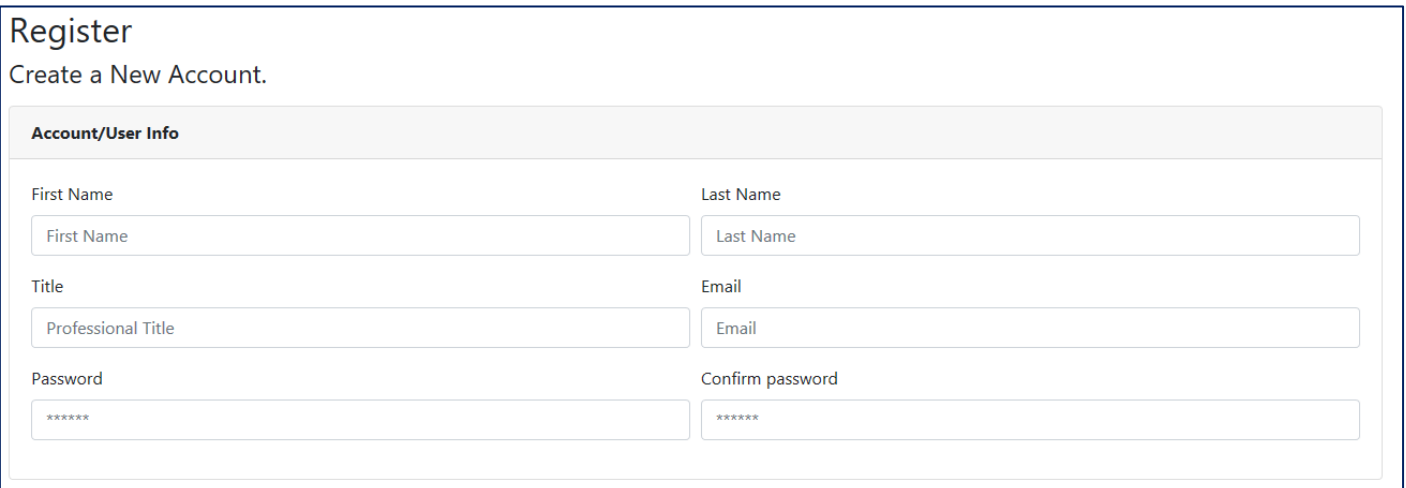


The screenshot shows the CRF Grant Portal home page. At the top right, there are buttons for "Register" and "Login". The main heading is "Welcome" followed by the instruction "Please log in to access the CRF grant portal." Below this is a login form with fields for "Email" and "Password", a "Remember me?" checkbox, and a "Log in" button. At the bottom of the form, there are links for "Forgot your password?" and "Register as a new user".

Step 2:

Enter the user information in the fields below. The user should be the Grant Manager as identified in the subaward agreement, section 4.2. If you do not already have a signed subaward agreement, an agreement will be sent upon submission of your registration and/or reimbursement request and the registrant should be identified as the grantee's Grant Manager. It must be signed and returned to DAS to receive CRF reimbursement. This matters because the subaward agreement identifies the individual the DAS is authorized to communicate with for the CRF.

A Grant Manager may authorize another registrant by sending an email to CoronavirusReliefFund@Oregon.gov. When more than one person is authorized to register as a user for the grantee, the Grant Manager must also identify, via email, who will be the Primary Contact, since emails issued from the CRF Grant Portal only go to the Primary Contact.



The screenshot shows the "Register" form with the heading "Create a New Account." The form is titled "Account/User Info" and contains the following fields:

- First Name (text input)
- Last Name (text input)
- Title (text input, placeholder: Professional Title)
- Email (text input)
- Password (text input, masked with asterisks)
- Confirm password (text input, masked with asterisks)

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Your password must meet the following criteria:

- Be at least 6 and at max 100 characters long.
- Must have at least one digit ('0'-'9').
- Must have at least one lowercase ('a'-'z').
- Must have at least one uppercase ('A'-'Z').
- Must have at least one special character (e.g. \$, &, *, etc.).

Step 3:

Enter **Municipality** Information

Municipality Info			
DUNS Number	Employer Identification Number (EIN)		
<input type="text" value="555555555"/>	<input type="text" value="555555555"/>		
Municipality Name	Municipality Type	County	
<input type="text" value="Name of municipality"/>	<input type="text" value=""/>	<input type="text" value=""/>	
Municipality Street Address	Municipality City	Zip Code	
<input type="text" value="555 Main St"/>	<input type="text" value=""/>	<input type="text" value="Zip"/>	

[Register](#)

Special Note for cities: If the population for your city is less than 750, you are not required to provide a DUNS Number. You may enter nine zeros ("000000000") in the DUNS Number field.

Fill in all fields with appropriate information and click **Register**. The window below will appear.

CRF Grant Portal		Register	Login
<h2>Check email</h2> <p>Please check your inbox to confirm your account.</p>			

Step 4:

Confirm your email.

<p>To complete your registration on the Oregon Coronavirus Relief Fund website, we need to confirm that this is a valid email address.</p> <p>Please make this confirmation by clicking here.</p> <p>Best regards, Coronavirus Relief Fund Team</p>

Note: If you have not received an email from the Coronavirus Relief Fund Team, we suggest you check your junk or spam email.

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Step 5:

Once you have confirmed your email, you'll receive the following confirmation and your registration will be sent to the Coronavirus Relief Fund Team for review.

Email Confirmation

Thank you for confirming your email. The team reviewing new accounts will accept or reject your registration account soon.

For questions, please direct inquiries to CoronavirusReliefFund@Oregon.gov.

Step 6:

Once the Coronavirus Relief Fund Team has reviewed your registration they will either accept your registration or reject it. If your registration is accepted, you will receive the following email with a link to the login page.

Your registration was accepted!

We invite you to login [here](#).

If you have any questions, please contact us at CoronavirusReliefFund@oregon.gov.

Best regards,
Coronavirus Relief Fund Team

If your registration is rejected, you'll receive an email which explains why the registration was rejected. You'll need to start over at **Step 1**, fixing the items that caused the rejection. The following is an example of a registration being rejected.

Your registration was rejected with the following comments: DUNS # needs to be registered on SAM.gov

We invite you to re-register with corrected information. If you have any questions, please contact us at CoronavirusReliefFund@oregon.gov.

Best regards,
Coronavirus Relief Fund Team

Step 7:

Once you have successfully registered, you may login. Your username is your email.

Questions:

Email us at CoronavirusReliefFund@Oregon.gov