

Online Grants Management System

# Registration Tutorial

## Creating a Profile

# Registration Tutorial – Creating a Profile



## Logon Page

Email Address\*

Password\*

[Forgot your Password?](#)

Log On

Create New Account

Welcome to the S. C. Arts Commission's online grant management system.

### First time here?

Click "Create New Account". If you need assistance, please refer to the [Registration Tutorial](#) training materials. Be sure to keep this login information for your organization's records.

TIP: Each user has to have a unique email address. If you need to use the same email to register for more than one organization please contact us.

### Been here before?

If you have already used our new online grant system, but have forgotten your password, please click "Forgot Your Password?" and follow the instructions.

If you have applied to one of SCAC's grant programs before, but not using this new system, please refer to the "First time here?" instructions above.

### Not sure?

If you believe you or your organization already has a profile but you are unsure of the login information, please contact us at [grantsoffice@arts.sc.gov](mailto:grantsoffice@arts.sc.gov). Be sure to include your organization or individual name in the message.

To create a new profile, begin by clicking the "Create New Account" button here.



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## Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ℹ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (\*) are required.

Applicant Information	
Name*	EIN / Tax ID (##-#####)
<input type="text"/>	<input type="text"/>
DUNS Number (#####)	Web Site
<input type="text"/>	<input type="text"/>
Telephone Number (###-###-####)*	Organization Email
<input type="text"/>	<input type="text"/>
Mailing Address 1*	Mailing Address 2
<input type="text"/>	<input type="text"/>
City*	State*
<input type="text"/>	<input type="text"/>
Postal Code*	County*
<input type="text"/>	<input type="text"/>
<input type="button" value="Next &gt;"/>	

For more information on EIN & DUNS Number go to [www.southcarolinaarts.com/foundant/dunsandfein.shtml](http://www.southcarolinaarts.com/foundant/dunsandfein.shtml).

Note – Using the browser's back button will delete your registration information.

Fill out the following information.

If you are an ORGANIZATION enter your legal organization name in the name field.

If you are an ARTIST enter your individual name, first & last, in the name field.

Finish filling out the form then click "Next"

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Artists and organizations click on the **“Copy Address from Organization”** button. This copies the address that you entered in on the Applicant Information (previous) form.

The screenshot shows a 'User Information' form with the following fields:

- Copy Address from Organization**: A button at the top left, highlighted with a red arrow.
- Prefix (Mr, Mrs, Ms, etc.)**: Text input field.
- First Name\***: Text input field.
- Middle Name**: Text input field.
- Last Name\***: Text input field.
- Suffix (Sr, Jr, III, etc.)**: Text input field.
- Business Title**: Text input field.
- Email / Username\***: Text input field with an envelope icon, highlighted with a red arrow.
- Email / Username Confirmation\***: Text input field with an envelope icon.
- Daytime Phone (###-###-####)\***: Text input field.
- Mobile Number (###-###-####)**: Text input field.
- Address 1\***: Text input field.
- Address 2**: Text input field.
- City\***: Text input field.
- State\***: Text input field.
- Postal Code\***: Text input field.

Navigation buttons: **< Previous** (bottom left) and **Next >** (bottom right).

Enter your information.

**Note** – Your username will be your email address and duplicate emails are not permitted. Please contact us at [grantsoffice@arts.sc.gov](mailto:grantsoffice@arts.sc.gov) if you need to create profiles for multiple organizations.

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Applicant Information

User Information

Authorized Official Question

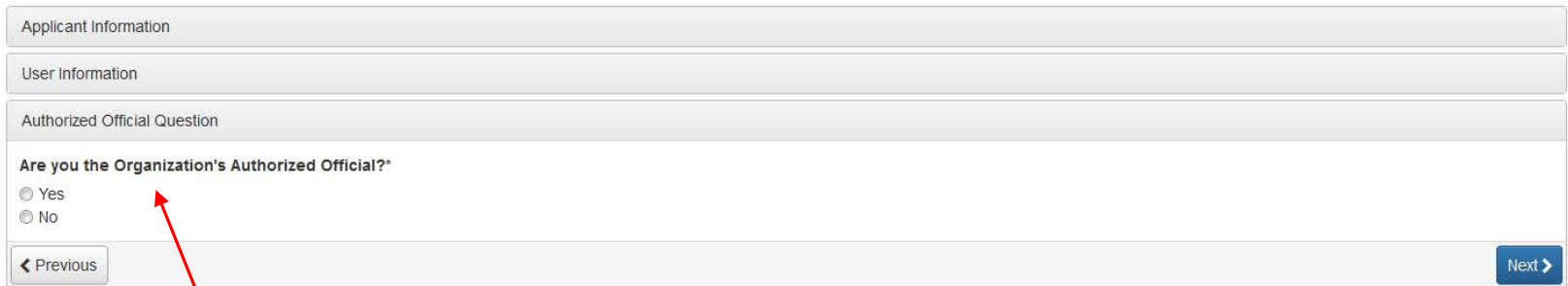
Are you the Organization's Authorized Official?\*

Yes

No

< Previous

Next >

A screenshot of a registration form. The form is divided into sections: 'Applicant Information', 'User Information', and 'Authorized Official Question'. The 'Authorized Official Question' section contains the text 'Are you the Organization's Authorized Official?\*' followed by two radio buttons: 'Yes' and 'No'. A red arrow points from the 'Yes' radio button down to a note box. At the bottom of the form, there are two buttons: '< Previous' on the left and 'Next >' on the right.

**Note** –The Authorized Official is required.  
If you are an **Artist**, then click yes and continue with the registration.

The Authorized Official is the person responsible for signing legal documents and entering into contractual agreements.

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If you selected “Yes”, you will see this screen.

Additional Authorized Official Information

Prefix (Mr, Mrs, Ms, etc.)	Middle Name
<input type="text"/>	<input type="text"/>
Suffix (Sr, Jr, III, etc.)	Business Title
<input type="text"/>	<input type="text"/>
Mobile Number (###-###-####)	Address 2
<input type="text"/>	<input type="text"/>

[< Previous](#) [Next >](#)

Password

If you selected “No”, you will see this screen.

Additional Authorized Official Information

[Copy Address from Organization](#)

Prefix (Mr, Mrs, Ms, etc.)	First Name*
<input type="text"/>	<input type="text"/>
Middle Name	Last Name*
<input type="text"/>	<input type="text"/>
Suffix (Sr, Jr, III, etc.)	Business Title
<input type="text"/>	<input type="text"/>
Email*	Daytime Phone (###-###-####)
<input type="text"/>	<input type="text"/>
Mobile Number (###-###-####)	Address 1
<input type="text"/>	<input type="text"/>
Address 2	City
<input type="text"/>	<input type="text"/>
State	Postal Code
<input type="text"/>	<input type="text"/>

[< Previous](#) [Next >](#)

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Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$%^&\*()\_

Password\*

Confirm Password\*

[← Previous](#) [Create Account](#)

Create your password.

**Note** – Passwords must be at least 6 characters and can only contain letters, numbers, and the following symbols:

!@#\$%^&\*()\_

# Registration Tutorial – Creating a Profile

Congratulations! You have created your account!  
You will receive a confirmation email with your login information. Please save this for future use.

## Applicant Dashboard

 [Public Profile](#)


### Applicant:

Ms. Laurel Posey  
lposey@scarts.com  
803-734-8696  
1026 Sumter Street Suite 200  
Columbia, SC 29201 US

[Contact Email History](#)

### Organization:

S. C. Arts Commission  
12-3456789  
803-734-8674  
1026 Sumter Street Suite 200  
Columbia, SC 29201-3574 US

 If your organization information does not appear correct, please contact the funder. Thank you.

### General Operating Support - Test

#### Process: FY17 General Operating Support

Application Submitted 06/24/2017 [View Application](#)

#### Follow Up Forms

FORM NAME	ASSIGNED TO	GRANT / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Final Report - FY17 General Operating Support	Laurel Posey	Overall Grant	08/01/2017	Assigned	<a href="#">Edit</a>



# Registration Tutorial – Creating a Profile

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Thanks for using the S.C. Arts Commission Online Grants Management System!

You have just completed “Creating a Profile.”

If you need further assistance, contact [grantsoffice@arts.sc.gov](mailto:grantsoffice@arts.sc.gov).