

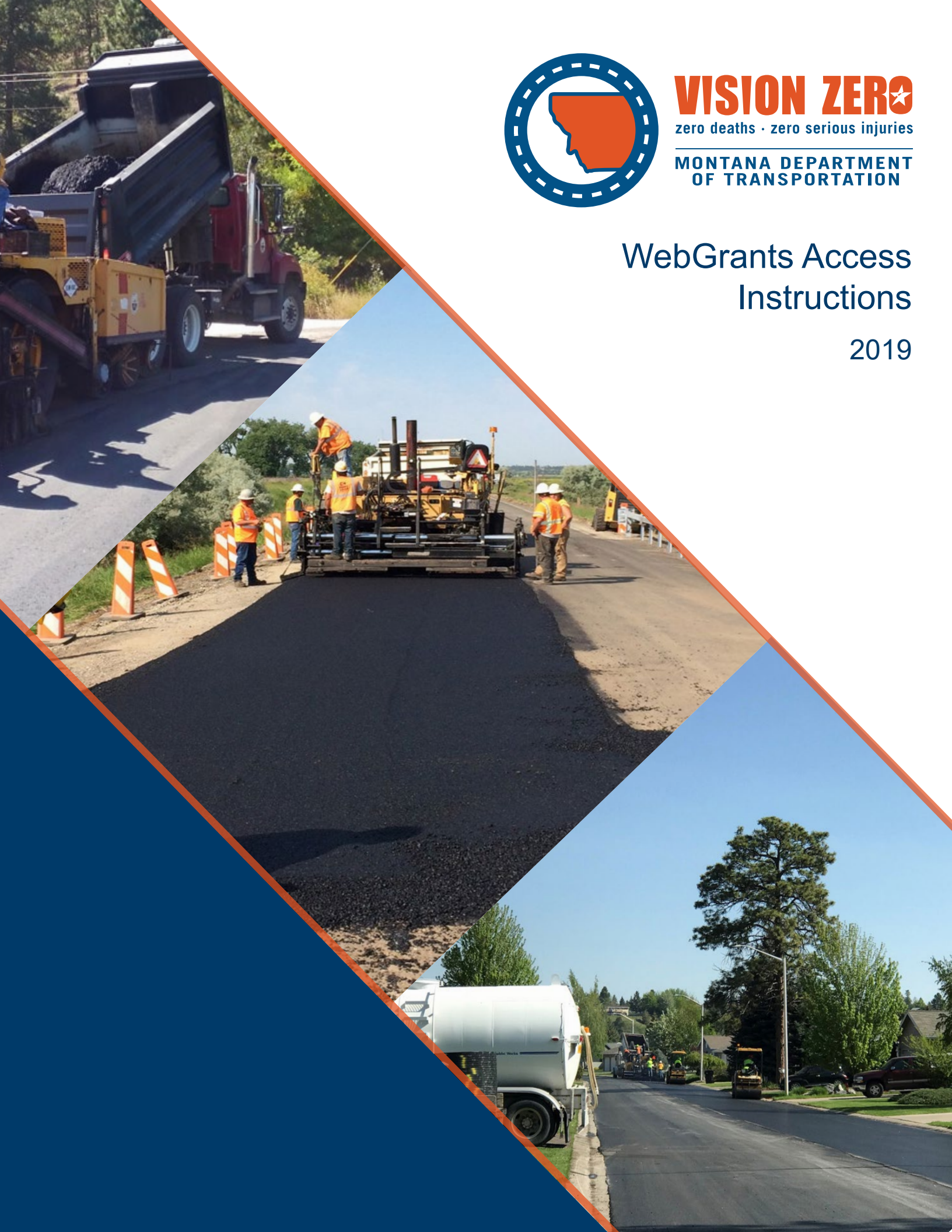


**VISION ZERO**  
zero deaths · zero serious injuries

**MONTANA DEPARTMENT  
OF TRANSPORTATION**

# WebGrants Access Instructions

2019



## Accessing WebGrants

The Montana WebGrants system, used for BaRSAA funding requests and completing the annual report requirement, is available online at this website:

<https://fundingmt.org/index.do>

When you reach the homepage, the log-in fields are located on the left-hand side.

The screenshot shows the homepage layout. On the left, there is a 'Login' section with a blue border. It contains two input fields: 'User ID:\*' and 'Password:\*', followed by a 'Login' button. Below the login fields is a blue link 'Forgot Password?'. Further down, it says 'New to WebGrants - State of Montana?' with a blue link 'Register Here'. At the bottom of this section, it says 'Funding Opportunities Offered by Montana State Agencies' with a blue link 'Search Here'. On the right, there is an 'Announcements' section. It features a heading 'Impaired Driving Mini Grants available for local projects.' followed by the text 'No application deadline. Up to \$5,000 available per grant. Funding Opportunity: MDT Impaired Driving Mini Grants FFY2018'. Below this is another heading 'Help reach MDT's Vision Zero by collaborating in local projects that aim to eliminate roadway fatalities and serious injuries.' and the 'VISION ZERO' logo, which includes a map of Montana and the text 'zero deaths zero serious injuries'.

If you have previously registered and know your user ID and password, enter that information and click “Login.”

If you can't remember your user ID or are not sure if you're previously registered, please contact Katy Callon, MDT, 406-444-7294, [kcallon@mt.gov](mailto:kcallon@mt.gov).

This is a close-up of the login area from the screenshot. It shows the 'Login' heading, the 'User ID:\*' and 'Password:\*' input fields, and the 'Login' button. Below these is the 'Forgot Password?' link, which is highlighted with a red arrow. At the bottom, it says 'New to WebGrants - State of Montana?' with a blue link 'Register Here'.

If you have your user ID, but can't remember your password, click the Forgot Password? link underneath the log-in area, on the left-hand side of the WebGrants homepage.

You'll need to provide your user ID and email address. The system will then send you an email with your password.

**If you're new to WebGrants and have not previously registered:**

You'll need to register in order to get your user ID and password.

Click the Register Here link on the left-hand side of the WebGrants log-in page.

The image shows a screenshot of the WebGrants login page, divided into two main sections: **Login** and **Announcements**.

**Login Section:**

- Fields for **User ID:\*** and **Password:\*** with asterisks indicating required fields.
- A **Login** button.
- A **Forgot Password?** link.
- A link for **New to WebGrants - State of Montana?** with an orange arrow pointing to the **Register Here** link.
- A link for **Funding Opportunities Offered by Montana State Agencies** with a **Search Here** link.

**Announcements Section:**

- Text: **Impaired Driving Mini Grants available for local projects.**
- Text: **No application deadline. Up to \$5,000 available per grant.**
- Text: **Funding Opportunity: MDT Impaired Driving Mini Grants FFY2018**
- Text: **Help reach MDT's Vision Zero by collaborating in local projects that aim to eliminate roadway fatalities and serious injuries.**
- VISION ZERO** logo with the tagline: **zero deaths, zero serious injuries**.

Fill out all the required information (red asterisks). Note that for Address in the Personal Information section, please enter your organization's address.

In addition, for the "What Agency's Grant Programs are you most interested in?" question, select Department of Transportation.

Please also enter your organization type (City Government or County Government).

When finished, click Register.

You will receive an email confirming the submittal of your registration request. Please disregard the disclaimer in the email about a several day review process; we will work to get these reviewed as soon as possible. Once approved, your user ID and a system-generated password will be emailed to you. You can then log in to the system.

### To update your password:

When you first register for WebGrants, you'll be given a temporary password. To change your password, log in to WebGrants with your temporary password.

From the Main Menu page, click on the My Profile link.

The screenshot shows a web form titled "Register" with two main sections: "Personal Information" and "Organization Information".


**Personal Information:**

- Name:** Includes a dropdown for "Salutation", and text boxes for "First Name", "Middle Name", and "Last Name".
- Email:** Includes a text box for "Email" and "Confirm Email".
- Alternate Email:** Includes a text box for "Alternate Email".
- Address:** Includes a text box for "Address".
- City/State/Zip:** Includes a text box for "City", a dropdown for "State/Province" (set to "Montana"), and a text box for "Postal Code/Zip".
- Phone:** Includes a text box for "Phone" and a text box for "Ext.". Below the phone number is a dashed line "-----".
- Alternate Phone:** Includes a text box for "Alternate Phone".
- Fax:** Includes a text box for "Fax" and a dashed line "-----".
- What Agency's Grant Programs are you most interested in?:** Includes a dropdown menu.

**Organization Information:**







- Name:** Includes a text box for "Name".
- Organization Type:** Includes a dropdown menu.
- Organization Website:** Includes a text box for "Organization Website".
- Address:** Includes a text box for "Address".
- City/State/Zip:** Includes a text box for "City", a dropdown for "State/Province" (set to "Montana"), and a text box for "Postal Code/Zip".
- Phone:** Includes a text box for "Phone" and a text box for "Ext.". Below the phone number is a dashed line "-----".
- Alternate Phone:** Includes a text box for "Alternate Phone".
- Fax:** Includes a text box for "Fax" and a dashed line "-----".
- Email address:** Includes a text box for "Email address".
- Alternate Email:** Includes a text box for "Alternate Email".

A "Register" button is located at the bottom right of the form.


 **Welcome**

**Main Menu**

Click [Help](#) above to view instructions. Go to ["My Profile"](#) to reset password.

-  [Grantee Instructions](#)
-  [My Profile](#)
-  [Funding Opportunities](#)
-  [My Applications](#)
-  [My Grants](#)
-  [My Inventory](#)

On the My Profile page, in the top right-hand side, click Reset Password.

 **My Profile**

**My Profile** [Alert History](#) | [My Alerts](#) [Reset Password](#)

Feel free to edit your profile any time your information changes. Create your own personal alerts using My Alerts. Reset your password under Reset Password.

**Name:**\* Mrs. **Katy** **Callon TEST**  
Salutation First Name Middle Name Last Name

**Title:**

**Email:**\* [kcallon@mt.gov](mailto:kcallon@mt.gov)

**Alternate Email**

**Address:**\* 2701 Prospect Ave

PO Box 201001

\* Helena Montana 59620  
City State/Province Postal Code/Zip

**Phone:**\* 406-444-7294  
Phone \*\*\*\*\* Ext.

**Alternate Phone**

**Fax:** \*\*\*\*\*

Last Edited By: Kevin Dusko,

**Associated Organization**

Name	Type	Website	Phone	City	State
MDT Test Applicant Organization	City Government		111-111-1111	Anytown	Montana

You can then type in your new password. Note that if you click the tiny eye icon, you can see the letters or numbers you've typed.

## My Profile

### My Profile

New Password:\*


 

Confirm New Password:\*

When you're ready, click Save in the top menu bar.

### To update your contact information:

To update your contact information (email address, phone number, etc.), please contact Katy Callon, MDT, 406-444-7294 or [kcallon@mt.gov](mailto:kcallon@mt.gov).



MDT attempts to provide accommodations for any known disability that may interfere with a person participating in any service, program, or activity of the Department. Alternative accessible formats of this information will be provided upon request.

For further information, call 406-444-9229, TTY: 800-335-7592 or the Montana Relay at 711.

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