**Accessing WebGrants**

The Montana WebGrants system, used for BaRSA funding requests and completing the annual report requirement, is available online at this website:  
https://funding.mt.gov/index.do

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

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 MDT Planning, 444-9131, mdtbarsaawebgrants@mt.gov.

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

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.
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 MDT Planning, 444-9131, mdtbarsaawebgrants@mt.gov.