



# GrantsPlus Registration Guide

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# About GrantsPlus

GrantsPlus is the new online application system for Glasspool. GrantsPlus will assist us to assess applications more efficiently. This will enable us to spend more time developing work to provide greater support to individual beneficiaries and helping more people.

To be able to use the new system you will need to register at <http://www.grantsplus.org.uk>



# Registering with GrantsPlus

In order to use GrantsPlus you will need to register as a user.

Go to <http://www.grantsplus.org.uk> and click '**Register**'

## Step 1: Eligibility Check

You will need to confirm that you are an employee at an agency. Only employees at agencies may register, we do not allow individual members of the public to register. If you are employed at an agency select 'Employee at an agency' if you are not then unfortunately you will not be able to register to use GrantsPlus.

Before proceeding please visit <http://www.glasspool.org.uk/grants/who-can-apply> for information on what type of agencies may apply.

## Step 2: Enter the name of your agency

You now need to register or select your agency. If you are a branch and have a head office then you should register your branch details. The agency details you provide to us will be used by us to contact you or to make awards.

In the space provided you can start to type in the name of your agency. As you type a list of already registered agencies will be show. If your agency appears in this list then select this by clicking on the agency details. **Go to step 3 – Existing Agency.**

If your agency name does not appear then type in the full name of your agency and click '**New**'.

## Step 3: New Agency

By registering a new agency, you are confirming that you are authorised by your agency to do so. You will then become the authorised contact for your agency, being responsible for approving all new users of your agency. If needed, you can change the authorised contacts details at a later date.

### Agency Details:

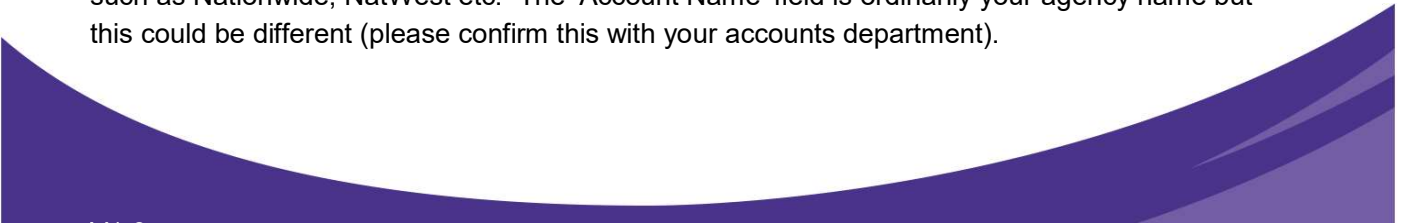
Please select your agency details from the dropdown lists and enter your registration number of the relevant agency, depending on your agency type; such as Charity Commission, Company House, Industrial and Provident etc.

### Agency Address:

If you are a branch and have a head office then you should register your branch details. The agency details you provide to us will be used by us to contact you or to make awards.

### Agency Payment Details:

We still provide a number of grants via cheques and we will be moving over to making these via BACS and require that you provide your bank details. The 'Bank name' field is name of your bank, such as Nationwide, NatWest etc. The 'Account Name' field is ordinarily your agency name but this could be different (please confirm this with your accounts department).



### Personal Details:

These details should be your own and not those of your colleagues. Each user of GrantsPlus should have their own login details. As you are setting up your agency details you will also become the authorised contact. The Authorised contact is responsible for approving all new users at their agency. The authorised contact can be changed later on.

### Security:

The email address you provide will become your username to use GrantsPlus. You will also receive notification regarding updates to your application at this email address.

Once you have completed all the information you can then click 'submit details'.

## Step 3: Existing Agency Details

Please check that the details shown are those of your specific agency. If you are a branch, please check that it is your branch details and not your head office. If you have selected the wrong agency click '**Reset**' to start the registration process. If the agency details are correct then please complete 'Personal Details' and 'security'.

**Personal Details:** These details should be your own and not those of your colleagues. Each user of GrantsPlus should have their own login details.

**Security:** The email address you provide will become your username to use GrantsPlus. You will also receive notification regarding updates to your application at this email address.

Once you have completed all the information you can then click 'submit details'.

## Confirmation Emails

Confirmation emails for your registration will be sent to your email address as well to the authorised contact. You will not be able to use GrantsPlus until you click your confirmation email. You will also not be able to submit an application until your agency's authorised contact has approved your registration. You will however be able to work on an application and save until you have been approved.

## Logging

To login to GrantsPlus you will need to use your email address and password that you used to register with. If you can't remember your password you can click the '**Forgot Password**' link found in the login box. You will then be sent a reset password email.

