



Grants & Incentive Management System
Agency of Commerce & Community Development



New User Registration Guide

V4.0, 01/2017

New User Account

1. Open web browser and go to:

<https://grants.accd.vermont.gov>

2. Click on 'New User?' link.

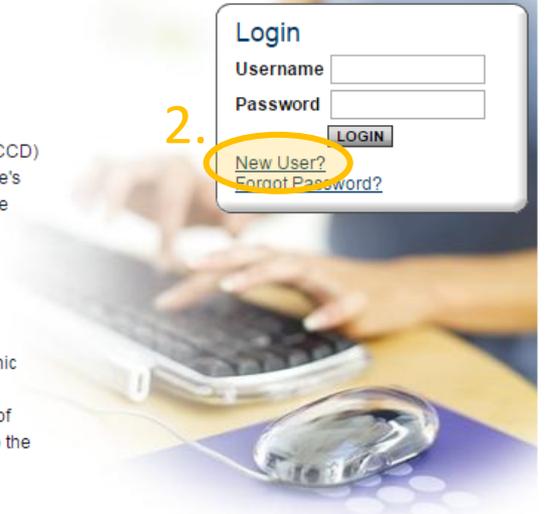
System Login

Welcome to the State of Vermont's Agency of Commerce and Community Development (ACCD) Grants Management System. This system was designed to help both the State and the State's grantees to more effectively organize and manage grant-related information. Please choose from the list of options below:

- New User Access
 1. Each Municipality/Organization must designate an Authorizing Official.
 - [New User Registration Guide](#)
 2. ACCD will validate only the Authorizing Official, which serves as the electronic signature in the system. (9VSA§20)
 3. The Authorizing Official is responsible for defining the roles/responsibilities of local users of the system. A local user will click on "New User" link (shown to the right), and enter his or her contact information including a user name and password. The local Authorizing Official will then validate those individuals.
 - [New User Activating Guide for Authorizing Officials](#)
 - [Electronic Signature State Statute](#)

For more information about the grant programs visit:

- [Department of Housing and Community Development \(DHCD\)](#)
- [Vermont Employment Growth Incentive](#)
- [Municipal Planning Grants](#)



New User Account

3. Fill out all required fields, as well as Organization and Title.

4. Create your own Username and Password.

Please follow the requirements for each, in the instructions.

5. Click Save.



SAVE

5.

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Registration

Please complete all the required fields below. Required fields are marked with an *.

1. The username should only include letters and numbers. It is recommended to be between 5 and 20 characters long.
2. If you request a username already in use, the system will prompt you with an error message. You will have to create a unique username.
3. Password must be at least 8 characters long and contain 3 of the 4 following options:
Lower case letter, Upper case letter, Number, Special character (I@#\$\$%^&').
4. Your password and confirm password must be the same. If it is not, the system will prompt you with an error.
5. The system will not allow you access unless your user information has been approved. If it has not been approved, the system will prompt you with an error message when you attempt to login.
6. You will receive an email upon approval to the system. If you have not received an email, either you input an invalid email address, or you have not been approved. Check with the helpdesk if you have not received an email but do not create another user if you have not been approved yet.

Contact Information

Name	Prefix	First	Middle	Last	Suffix
	<input type="text"/>	<input type="text" value="Sample"/>	<input type="text"/>	<input type="text" value="User"/>	<input type="text"/>
Organization	<input type="text" value="Sample Organization"/>				
Title	<input type="text" value="Sample Title"/>				
Address	<input type="text" value="1234 Sample Street"/>				
City	<input type="text" value="Sample"/>	State	<input type="text" value="Vermont"/>	Zipcode	<input type="text" value="05600"/>
County	<input type="text" value="Washington County"/>				
Phone #1	<input type="text" value="802-000-0000"/>	Phone #2	<input type="text"/>		
Fax	<input type="text"/>	Cell Phone	<input type="text"/>		
Email	<input type="text" value="user@sample.com"/>				
Website	<input type="text"/>				
Username	<input type="text" value="Sampleusername"/>				
Password	<input type="text" value="....."/>	Confirm Password	<input type="text" value="....."/>		

New User Account

6. You will receive a Registration Complete notification on the page.



System Login

SAVE



Registration Complete

Your information has been submitted. When you have been approved you will receive an email. You may now close your browser or visit another website.

6.

[Back](#)

Registration

Please complete all the required fields below. Required fields are marked with an *.

Contact Information

Name	Prefix	First	Middle	Last	Suffix
	<input type="text"/>	<input type="text" value="Sample"/>	<input type="text"/>	<input type="text" value="User"/>	<input type="text"/>
Organization	<input type="text" value="Sample Organization"/>				
Title	<input type="text" value="Sample Title"/>				
Address	<input type="text" value="1234 Sample Street"/>				
City	<input type="text" value="Sample"/>	State	<input type="text" value="Vermont"/>	Zipcode	<input type="text" value="05600"/>
County	<input type="text" value="Washington County"/>				
Phone #1	<input type="text" value="(802) 000-0000"/>	Phone #2	<input type="text"/>		
Fax	<input type="text"/>	Cell Phone	<input type="text"/>		
Email	<input type="text" value="user@sample.com"/>				
Website	<input type="text"/>				
Username	<input type="text" value="Sampleusername"/>				
Password	<input type="text"/>	Confirm Password	<input type="text"/>		
Notes	<input type="text"/>				

New User Account

7. Even though you have registered, your account still has to be validated—if you try to login with your new username and password before your account has been validated, you will receive an error.

Note: If you are registering as the AO, M/AO, or SAO, an ACCD staff person (VCDP, MPG or VEPC) has to activate your account after validating your registration.

If you are registering as a non-AO user, your local AO or Administrator will activate your account.



System Login



Page Error(s)

Your account has not yet been validated.

7.

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Login

Username

Password

[New User?](#)

[Forgot Password?](#)



You will be notified via email when your account has been validated and activated by ACCD or your AO.