How to associate your Illinois.gov account with multiple organizations in the Grantee Portal

**Step 1:** The first time you sign in to the Grantee Portal, if your Illinois.gov account is not associated with grantee record in the GATA system you will be prompted to enter the DUNS number of your organization. Verify this is the correct organization and click the “Yes” button to associate your account with this organization.

![Illinois Grant Accountability and Transparency Act Grantee Portal - Associate Grantee](image1)

**Step 2:** To associate your account with another grantee record, scroll down the main menu and click the “Manage” button next to Grantee Portal Access...

![Grantee Portal Access Manage](image2)

**Step 3:** Then click the “Select” button next to your account...

![Select User](image3)

**Step 4:** Click the button to associate your account with an additional organization...

![Additional User Information](image4)

The screen in Step 1 should appear. Enter the DUNS number of the additional organization. Repeat these steps for each additional organization that is needed.

When complete there will be a drop down box next to the Organization name on the Main Menu where you can toggle between organizations.