

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**

You are accessing the GATA Grantee Portal with the Illinois.gov Public account:
Aaron.Doty

To associate your account with a grantee record in the Illinois Grant Accountability and Transparency (GATA) system, please enter the 9 digit Dun & Bradstreet DUNS number of your organization and press the 'Submit' button.

If you do not know your DUNS number please [click here for assistance](#).

Is this your organization?

zz Test Organization
 123 State Street
 Springfield, IL 62706

DISCLAIMER
By clicking 'Yes' you certify that you are a legal member or representative of the organization listed.

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

Grantee Portal Access

User Name	First Name	Last Name	Email	Portal Access
Aaron.Doty	Aaron	Doty		3/22/2017 12:17:37 PM

To manage alerts and notifications, click the "Manage" button then the "Select" button next to the user.

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

	User Name	First Name	Last Name	Email	Portal Access
<input style="border: 1px solid red;" type="button" value="Select"/>	Aaron.Doty (you)	Aaron	Doty		3/22/2017 12:17:37 PM

New users can be added by having them browse to the GATA Grantee Portal at <https://grants.illinois.gov/portal>. They will need an Illinois.gov Public account. If they do not have one there is a link below the sign in area to create a new account. After they sign in they may be prompted to enter a DUNS number to associate their

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

First Name	Aaron
Last Name	Doty
Email	
User Name	Aaron.Doty
Last Access	3/22/2017 12:17:37 PM

The above information is pulled from the Illinois.gov Public account system. Administration of your account is available at <https://www.illinois.gov/sites/accounts>. Changes to your public account information may take up to a day to sync with this page. To associate your account with an additional organization [click here](#).

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.