Creating an Illinois.gov Public Account

Step 1: Browse to https://grants.illinois.gov/portal and click the "Create a new account" link below the Sign in button…

Step 2: Fill in all fields of the form and click the "Register" button…

If the Username already exists you will receive this error and will need to select a different Username…

> Please note the following message(s) and make any needed corrections:
> • Username already exists.. Please enter a different user name.
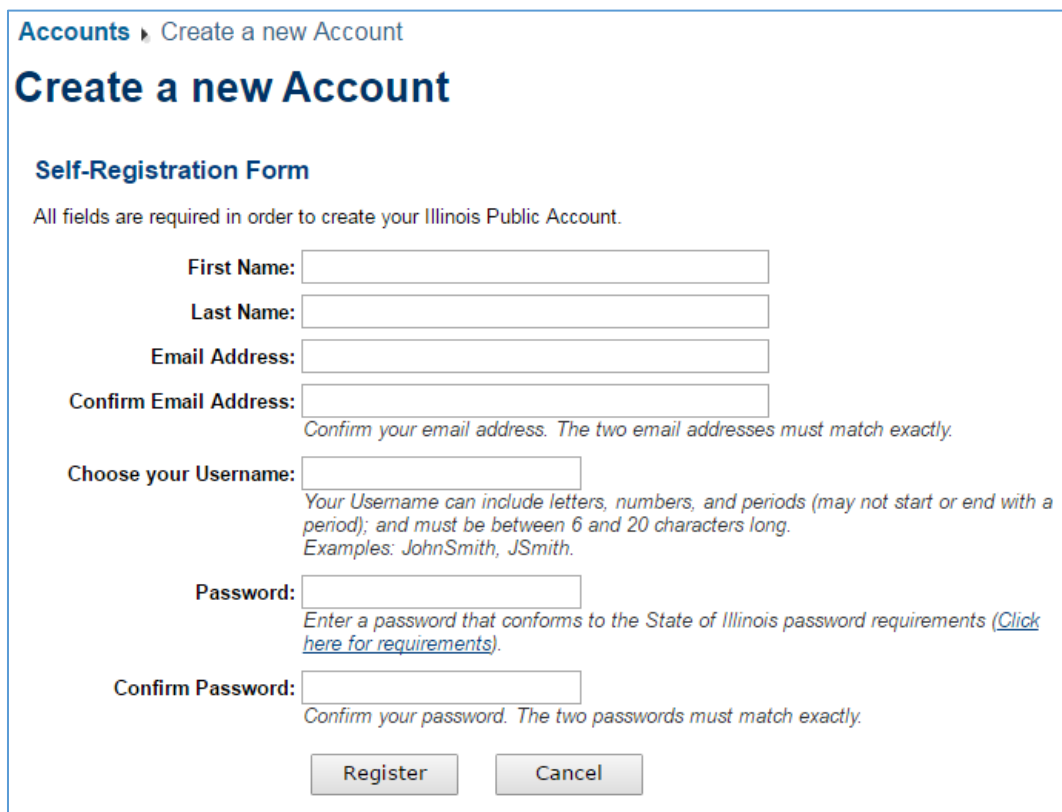
If the Email Address has already been used you will receive this error message. If this is the case, you will need to browse back to https://grants.illinois.gov/portal and select the link "Can't access your account" below the Sign in button and reset your password.

> Please note the following message(s) and make any needed corrections:
> • That email address has already been registered in our system.

Step 3: You should receive an email from **IdentityManagement@illinois.gov** to the address you entered in the textbox above. If you did not receive the email, check your spam or trash folder. To verify your account click the link in the email message…
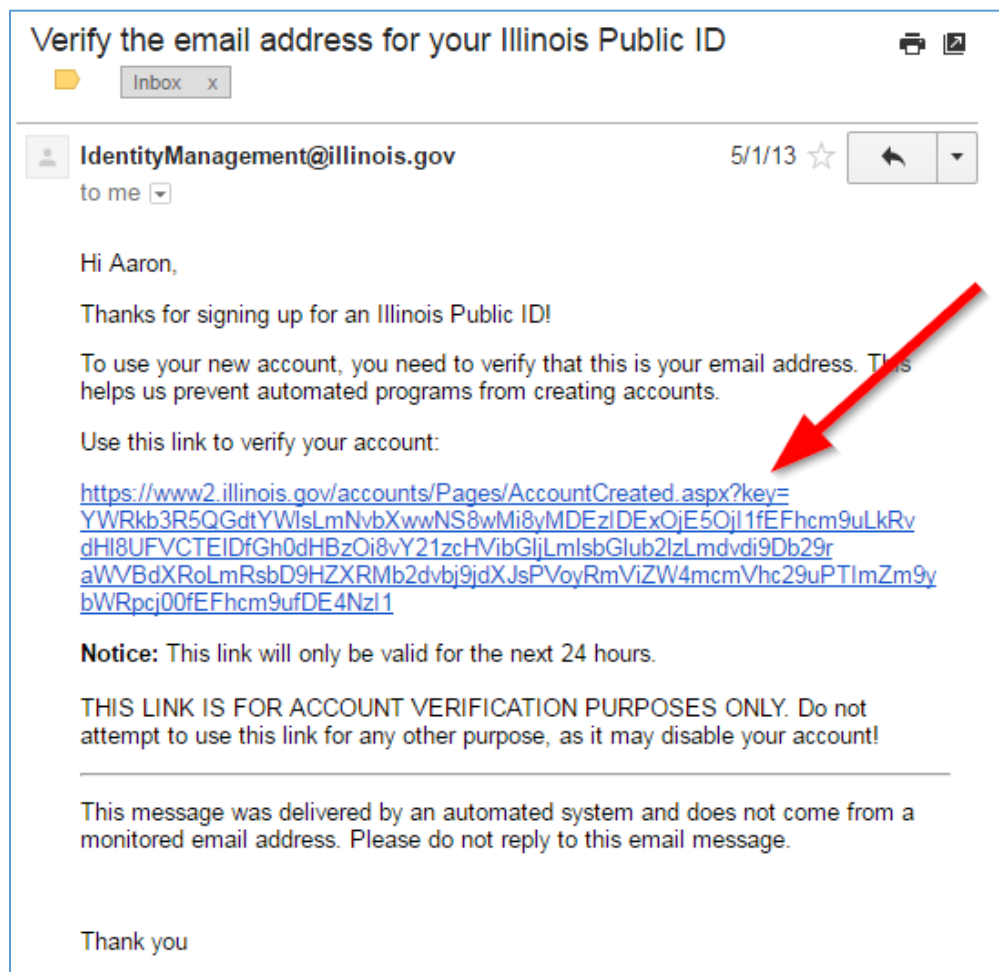
Step 4: Browse to https://grants.illinois.gov/portal and enter your Username and Password to access the Grantee Portal.