

### *How do I register in WebGrants?*

- 1 – Go to WebGrants website (<http://metrocouncilgrants.org>).
- 2 – Click ‘Register Here’
- 3 – Enter your information
- 4 – Your registration will be approved within a couple days.
- 5 – For consultants, your registration will be approved after receiving notification from your applying agency.

### *How do I add a consultant to my application?*

**Answer:** Notify Elaine Koutsoukos at [elaine.koutsoukos@metc.state.mn.us](mailto:elaine.koutsoukos@metc.state.mn.us) of the consultants you are working with. To add a consultant (or other agency staff) to your application, use the following steps:

- 1 – Login to WebGrants ([metrocouncilgrants.org](http://metrocouncilgrants.org)) using your login and password
- 2 – Select Funding Opportunities
- 3 – Select the application that you will be filling out
- 4 – Click on “Start a new application” (on the right, center)
- 5 – Name your application – be specific enough so consultants know which application to select (they may be working on several applications for different entities) and Select your organization
- 6 – Save

7 – Select “Edit”. Where you see ‘Additional Grantee Contacts’, there will be a dropdown list of names. Select the name(s) of those you want to fill out the application. Use the Ctrl key to select more than one. You should see the consultants who have registered and are linked. More names will appear as they register.

8 – Save

9 – At any time, you can go to the ‘General Information’ Form and add additional people to each individual application. A consultant will only have access to specific applications that you give them access to.