

eGrants Registration and User Roles Step-by-Step Guide

eGrants is MOVA's online database where all grants management activities will occur, from application to site visits. This step-by-step guide will walk through the process of registering, adding additional users, and the specific permissions each user has.

Additional training, videos, and guides for eGrants can be found on [MOVA's eGrants webpage](#). This guide will apply to all of MOVA's grants (Victim and Survivor Services (VSS), Culturally Specific Victim Services (CSVs), SAFEPLAN).

[Click here to access the MOVA eGrants system.](#)

Registration

At least one person from each organization must register themselves and their organization in order to get started. Registration begins on the login page of eGrants. Start by clicking the "New User? Click Here" button:

Login

Username

Username

Please enter your username

Password

Password

Log In

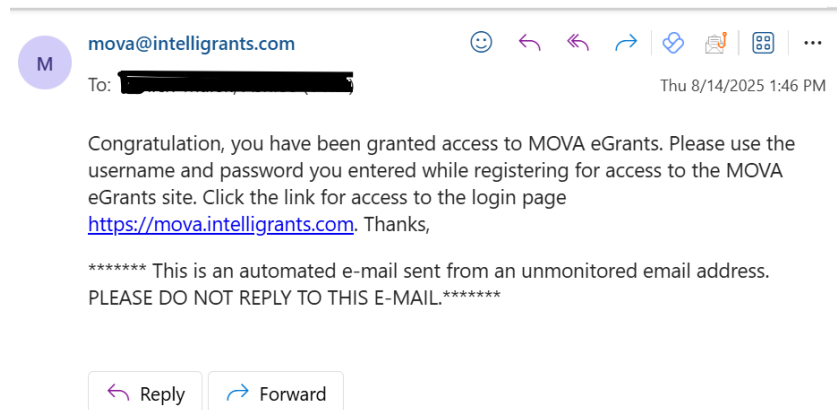
[Login Assistance](#)

[New User? Click Here](#)

The New User Registration form will pop up. Fill out the following required information:

- First Name
- Last Name
- Organization
- Address
- Email
- Username
- Password

Make sure to take note of the username and password created during registration, as this will be needed to log into the system once approved. MOVA will approve new users within 24 business hours. Once approved, you will receive an email that looks like the following:



At this point, the new user can log into eGrants and complete the organization registration process.

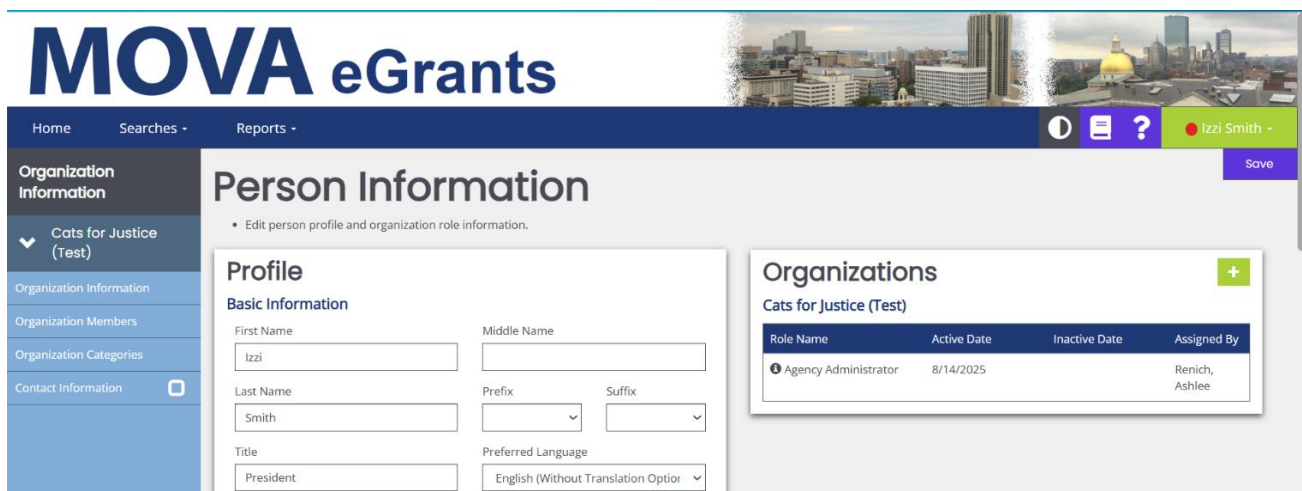
Organization Registration

The first page users see upon login will be the Dashboard. The entire site can be navigated from the Dashboard, but before initiating an application, the new user should first fill out and verify all of the organization information.

Click on your name in the green box in the upper righthand corner and select Profile from the dropdown:



You will be taken to your Person Information. First, verify that all of the data in Person Information is accurate:



The first user registered will always be assigned the role of Agency Administrator, which gives full access and permissions to that user for their organization. More information about user roles can be found below in the User Roles section. If any information needs to be updated, make the changes on the form and then click the Save button in the upper righthand corner. eGrants does not auto-save at any point, so it is essential now and during any process that users are manually and frequently saving.

Next, click into Organization Information tab from the lefthand panel and verify that the information is accurate.

The screenshot shows the MOVA eGrants interface. The left sidebar has a 'Person Information' section with 'Izzi Smith' and an 'Organization Information' section with 'Cats for Justice (Test)' selected. The main content area is titled 'Organization Information' and includes a 'Save' button. Below the title are instructions and a form titled 'Information'. The form has two columns: 'General Information' and 'Business Address'. The 'General Information' column contains fields for 'Name' (Cats for Justice (Test)), 'Identifier' (Cats for Justice (Test)), and 'UEI' (908768536978). The 'Business Address' column contains fields for 'Address' (1 Cat Road) and 'Address2'. A 'Search' button is located below the UEI field.

Finally, click into the last tab, Contact Information. Here, it is required that all contacts are filled out completely and accurately. Ensure that you save before navigating away from the page.

The screenshot shows the MOVA eGrants interface. The left sidebar has a 'Person Information' section with 'Izzi Smith' and an 'Organization Information' section with 'Cats for Justice (Test)' selected. The main content area is titled 'Contact Information' and includes a 'Print' and 'Save' button. Below the title are instructions and a form titled 'Agency Leadership Contact Information'. The form includes a text area for 'Fill out this section with all the contact information for the individual who leads the agency or relevant MOVA-funded program, which may be a CEO or Director of Victim Assistance.' and several input fields: 'Contact First Name*', 'Contact Last Name*', 'Telephone*', 'Ext.', 'Title*', 'Fax', 'Mailing Address*', and 'E-mail*'. The 'Contact First Name*' and 'Contact Last Name*' fields are currently empty.

Authorized Signatory

At the bottom of the Contact Information page is a section for the authorized signatory. The authorized signatory is a designated contact at your organization who will be responsible for signing the Standard Contract or Interdepartmental Service Agreement (ISA) if your organization receives a grant from MOVA, a process that occurs off of eGrants and via DocuSign. Before filling out this section, ensure that your designated authorized signatory is aware and available for this responsibility.

Once the authorized signatory is informed and on board, download the Contractor Authorized Signatory Listing (CASL) form by clicking the link in the section:

Authorized Signatory

Contractor Authorized Signatory Listing (CASL) Form

The CASL is a Commonwealth form which identifies the individual(s) authorized to sign contracts for the organization. Agencies may authorize multiple signatories for the organization. The authorized signatory on application must be identified on this form. State agencies are also required to submit this form. The form is to be signed and completed by an authorized individual (i.e., President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel). Notarization is not required but MOVA has the right to request additional proof such as requiring the documents to be notarized.

There are three types of electronic signatures that will be accepted on this form: 1) Traditional "wet signature" (ink on paper); 2) Electronic signature that is either: a. hand drawn using a mouse or finger if working from a touch screen device; or b. An upload picture of the signatory's hand drawn signature; 3) Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign. Typed text of a name not generated by a digital tool, computer generated cursive, or an electronic symbol are not acceptable forms of electronic signature.

1a. Authorized Signatory Name (First and Last) *	1b. Authorized Signatory Title *	1c. Authorized Signatory Email Address *	1d. Authorized Signatory Upload *
			Browse Drag Files Here

Fill out the form in its entirety, reupload the form in 1d in this section, and fill out fields 1a through 1c with the authorized signatory's information. It is required that the information input into eGrants matches the information input into the CASL. Finally, save the page to finish this section.

Adding New Users

Once the organization and first user are registered and approved by MOVA, there are two ways to add additional users to the system. The first way is to have them register and have MOVA approve them, as outlined in the Registration section above. All users who are approved by MOVA will be assigned the Agency Administrator role in the system and have access to everything for the organization. This process also takes longer than the second option: a current user adds the new user to the system.

Agency Administrators can add any type of user to the system, but other types of users have more restrictions on both who they can add and what they can access. More information about the different user roles can be found below in the User Roles section.

To add a new user, navigate to your Person Information and then click into the Organization Members tab from the lefthand panel:

Home Searches Reports Izzi Smith

Organization Members

Instructions:

- Use the available search criteria to filter the members table.
- To add a new member, click the Add New button and follow the instructions.
- You can limit system access by setting the Active/Inactive dates.

Members Search

Name Role Active

Members

Person Name	Role Name	Active Date	Inactive Date	Last Modified By	Last Modified By Date
Smith, Izzi	Agency Administrator	08/14/25		Remich, Ashlee	08/14/25

Click the green + button in the Members Search panel and select Add New User to Organization from the dropdown. Fill out the information in the Add Person popup and save.

Add Person

Instructions:

- Enter new Person information and Save.
- New Person will be added to Organization currently being viewed.

General Information

First Name Prefix

First Name is required.

Middle Name

Last Name Suffix

Last Name is required.

Title

Contact Information

Save

In the second half of the popup, you will be asked to assign the role for the new user:

Assign Roles

[View Role Descriptions](#)

Role Active Date Inactive Date **+**

Role is required.

Assign to Existing Documents?

This field is required.

Security Information

Username

The Username field is required.

Password Confirm Password

Your password must be at least 8 characters long, and must contain a capital *Password confirm is required.*

Save

Review the User Role section below to determine which role best suits the new user. There is no limit on how many of each type of user role you can have, but MOVA does recommend that each user only has one role (do not select the green + button to add multiple roles for the user).

The active date can stay the date you are filling out the form. Under the Assign to Existing Documents? dropdown, select Yes.

Create a username and temporary password for the new user. MOVA's best practice for usernames is first initial + last name so that Izzi Smith's username is "ismith." **Make sure to note down the username and temporary password because you will be responsible for sending this to the new user. Neither eGrants nor MOVA will have access to this information.**

Click save and the new user will be created. Once created, send the username and password to the new user so that they can claim and access their eGrants account, where they can change any information or settings if necessary.

User Roles

There are six user roles, which each have specific permissions and access to different parts of the eGrants system. They are as follows:

Agency Administrator

- Description: Manages all user roles and has access to change any information or complete any process in the system
- Has Access to: Everything assigned to the organization
- Does Not Have Access to: Not applicable

Application Submitter

- Description: Completes processes associated with the application such as initiating, filling out information, submitting, and completing contracting
- Has Access to: Everything associated with the application through the status of Contract Executed
- Does Not Have Access to: Anything *not* associated with the application, which begins once the contract is executed

Data Contact

- Description: Can only complete processes associated with data reporting
- Has Access to: All data processes such as Goals and Key Outcomes, Outcomes Measurement Tool (OMT), and Subgrant Award Report (SAR)
- Does Not Have Access to: Anything outside of the processes associated with data reporting listed above

Fiscal Contact

- Description: Certifies and submits financial information on behalf of the organization
- Has Access to: Expense reports, budgets, fiscal site visit forms
- Does Not Have Access to: Application processes, data forms, sub document processes

Programmatic Contact

- Description: Manages and submits all programmatic requirements of the grant

- Has Access to: All application sub document processes (Out of State Travel Request, Programmatic Change Forms, Staffing Updates Forms, Sub Contract Requests, Volunteer Waiver Requests), all data processes, programmatic site visit forms
- Does Not Have Access to: Completing application processes, budget amendments, expense reports

View Only

- Description: Can view all forms associated with the organization but cannot make any changes or complete any processes in the system
- Has Access to: Everything assigned to the organization
- Does Not Have Access to: Change anything or complete any processes

Conclusion

By using the information above, new users and organizations can be added to the eGrants system.

Resources

If additional assistance is needed, check out the resources below or email MOVAGrants@mass.gov.

- [eGrants Login Page](#)
- [MOVA's eGrants Webpage](#)