Illinois Department of Public Health
Getting Started in EGrAMS: An Introductory Guide for Applicants

Please access the EGrAMS website here: https://idphgrants.com/.

**Step 1** Validate Workstation:
Select Validate Workstation from the menu bar.
Click the Validate button.
All three criteria should appear as below, if not, resolve before proceeding.

**Step 2** Register your Agency:
Select Register your Agency from the menu bar.
Select 'Grantee' from the Agency Class lookup.
Complete the screen as identified below.
Complete all required fields mark with asterisks.

**Step 3** Create User Profile:
Once your Agency is registered, select Create User Profile from the menu bar.
Complete the screen as identified below.
Be sure to select your Role Code as 'Grantee' and locate your Parent Agency.
Complete all required fields mark with asterisks.

**Step 4** Login:
Users will receive an email notification once their User Profile has been approved and activated.
Please note that passwords are case-sensitive.

*Your Agency may already be registered. Check here! If not, complete the Register your Agency page as shown below.*

*Select job title from lookup*
*Select your Parent Agency from lookup as registered in Step 2.*

*Click 'Show Security' to reveal the Security Questions for your User Profile. At least one security question is required.*

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