

Grants Management Access Authorization

The new Grant Management System requires a User ID and Password for access in the system. Complete Section 1 for a User ID and Password only, which will allow you to view, but not submit any information connected to a Grant. If you are going to perform work within the Grants System (i.e. submit an application, submit a claim, or make changes to an agreement), you must complete Section 1 and 2 for a PIN. No more than three (3) PIN's will be issued per agency. A separate form will be required for each User ID and PIN issuance. Fax 919-733-0604 or email the form to the GHSP Security Coordinator at GHSPSecurity@ncdot.gov.

Section 1 - User ID Information

First Name: * _____ Last Name: * _____
Agency: * _____
Agency Address: * _____
Title: * _____
Telephone: * _____ Ext: _____ Fax: _____
Email: * _____
Secure 8 digit number: * _____

If you forget your password, you will need this 8 digit # to retrieve your information. It is suggested to use the last 4 digits of your SSN & birthday (MMDD). After your application has received security clearance, you will be emailed your personal User ID and temporary password to access the system. You must create a new password prior to logging into the Grants System for the first time

Section 2 - PIN Request Information

Final approval of Application, Claims for Reimbursement and Change Request forms will require the use of a PIN. A PIN represents an electronic signature and is unique to a specific person. In order for GHSP to issue a PIN, you must be an active employee of the department and the person responsible for the role. The following roles require the use of a PIN, please check which application you will be responsible for pinning (signing).

- Submit Final Application
- Create/Submit Claims for Reimbursement
- Create/Submit Change Request

Choose a PIN with a minimum of 4 characters. PIN Number: _____

I certify information above is accurate and I am the authorized person to perform the duties listed.

Print Name: * _____

Signature: _____

Agency Head Signature: _____

**As agency head, I understand that allowing someone to request a pin permits them to sign documents for this agency.*