

# How to Register for Access to the Montana Grants & Loans System



The Incumbent Worker Training program uses the Montana Grants & Loans System to facilitate grant application and management. It is a secure system and requires authorized access to submit applications.

## Registering is easy!

1. Please go to <https://funding.mt.gov>
2. Click on “Register Here”

A screenshot of the Montana Grants & Loans System login page. The page has a light gray background. At the top right, there is a link for 'System Compatibility'. On the left side, there is a 'Log In' link with a key icon. The main content area is divided into two columns. The left column is titled 'Login' and contains a 'User ID' field, a 'Password' field, a 'Login' button, a 'Forgot Password?' link, and a 'New to WebGrants - State of Montana?' section with a 'Register Here' link. The right column is titled 'Announcements' and contains text about 'Impaired Driving Mini Grants' and a 'Vision Zero' logo with the text 'zero deaths, zero serious injuries'. A red arrow points from the 'Register Here' link in the left column to the first step in the list on the left side of the slide.



### 3. Fill out the Personal Information.

This is your information.

Required fields are marked with a red asterisk.

### 4. Select “Department of Labor & Industry”

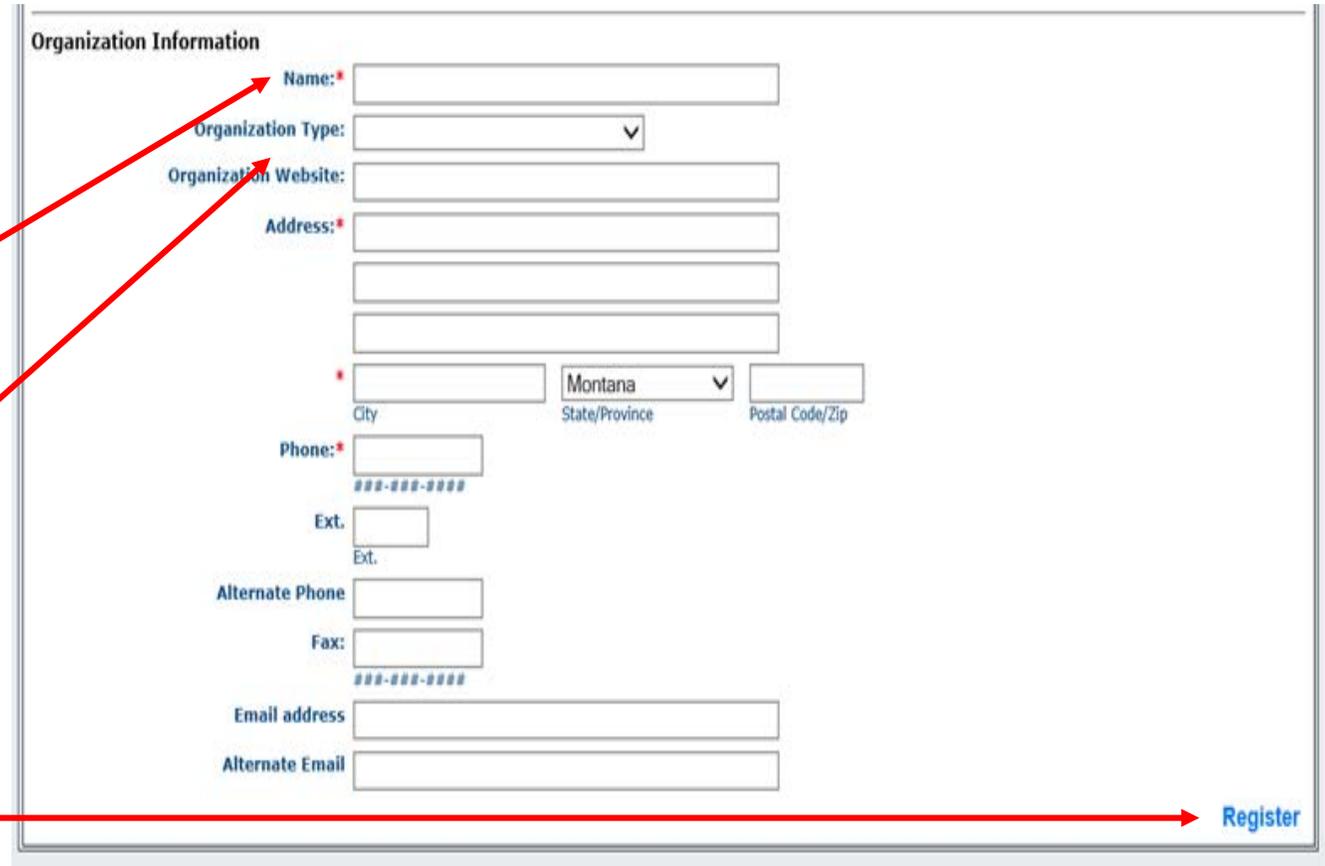
The screenshot shows a web form titled "Register" with a "Register" button in the top right corner. The form is divided into two main sections: "Personal Information" and "Organization Information".  
**Personal Information Section:**  
- **Name:** A dropdown menu for "Salutation", followed by text input fields for "First Name", "Middle Name", and "Last Name".  
- **Email:** A text input field.  
- **Confirm Email:** A text input field.  
- **Alternate Email:** A text input field.  
- **Address:** Two stacked text input fields.  
- **City:** A text input field.  
- **State/Province:** A dropdown menu currently showing "Montana".  
- **Postal Code/Zip:** A text input field.  
- **Phone:** Two text input fields for the main phone number, with a "Phone" label and a "###-###-####" placeholder.  
- **Ext.:** A text input field for the extension.  
- **Alternate Phone:** A text input field.  
- **Fax:** A text input field with a "###-###-####" placeholder.  
- **What Agency's Grant Programs are you most interested in?:** A dropdown menu with a blue highlight on the selected option.  
**Organization Information Section:**  
- **Name:** A text input field.

5. Fill out the Organizational Information.

Put your business name in the **Name** field.

The **Organization Type** is either “**For Profit – Privately Held**” or “**Non-Profit Organization**”

6. Click **Register!**



The screenshot shows a registration form titled "Organization Information". The form contains the following fields and controls:

- Name:** A text input field with a red arrow pointing to it.
- Organization Type:** A dropdown menu with a red arrow pointing to it.
- Organization Website:** A text input field.
- Address:** Three stacked text input fields.
- City:** A text input field.
- State/Province:** A dropdown menu currently showing "Montana".
- Postal Code/Zip:** A text input field.
- Phone:** A text input field with a red asterisk and a placeholder "###-###-####".
- Ext.:** A text input field with a red asterisk and a placeholder "###-###-####".
- Alternate Phone:** A text input field.
- Fax:** A text input field with a red asterisk and a placeholder "###-###-####".
- Email address:** A text input field.
- Alternate Email:** A text input field.
- Register:** A blue button at the bottom right with a red arrow pointing to it.

You will get a confirmation email after clicking **Register**.

It will take a few days to validate your information and set you up in the system. When you are set up, you will receive two emails:

- Your User ID
- Your Password



## Suggestions:

- Add [fundingmt@webgrantsmail.com](mailto:fundingmt@webgrantsmail.com) to your email contact list so emails from the system do not get flagged as spam.
- Once you get your password, log in and change your Password to something you remember.