

# 1. Your First Log In with Grants Network

## 1.1. My Account Information page

When you initially log into eCivis Grants Network, you will be taken to the “My Account Information” page. Here, you can change your Account Email Address, Password, User Profile Selections, and Contact Information:

**My Account Information**

Please review each item below and modify or enter any appropriate information.  
 **items are required.**

**User Account Identification**

User Name: mopsal@ecivis.com

Email \*: mopsal@ecivis.com 1

2 [Click to change password.](#)

User Role: Organization MAH

User Groups: Activity Report Approval Team, Award Acceptance Team, Award Recommendation Team, Final Award Approval Team, Grant Approval Group, Grant Office

I have reviewed and accept the terms of the [License Agreement](#).\*

**User Contact Information** 4

First Name \*: Marc Address \*: 418 N. Fair Oaks

Last Name \*: Opsal Address:

Title \*: CSSS City \*: Pasadena

State \*: CA Zip Code \*: 91103

Phone \*: 626-578-6206 Ext.:

Department \*: Community Development, Economic Development, Fire, Grants Administration Office, Health and Human Services, Housing, IT, Library, Parks and Recreation, Police/Sheriff, Public Works

**User Profile** 3

My grant related responsibilities include (check all that apply):

**Management**

Managing Grant Professionals  Coordinating Grant Activity

**Pre-Award Activities**

Defining Projects  Researching Grants

Writing Grant Applications  Preparing Budgets

Managing Grant Funded Projects  Preparing Project/Activity Reports

**Post-Award Activities**

Preparing Budgets  Managing Grant Funded Projects

Managing Financial Transactions  Preparing Project/Activity Reports

Preparing Financial Reports  Providing Single Audit Support

**Other**

Please describe your funding needs:

150 Characters Left

You can also see to which user groups you are assigned, and which departments you are assigned on this page:

### User Account Identification

User Name: mopsal@ecivis.com

Email \*: mopsal@ecivis.com

[Click to change password](#)

**1** Organization: Organization MAH

User Groups: Activity Report Approval Team, Award Acceptance Team, Award Recommendation Team, Final Award Approval Team, Grant Approval Group, Grant Office

I have reviewed and accept the terms of the [License Agreement](#) \*

### User Contact Information

First Name \*: Marc Address \*: 418 N. Fair Oaks

Last Name \*: Opsal Address:

Title \*: CSSS City \*: Pasadena

State \*: CA Zip Code \*: 91103

**2** Phone \*: 626-578-6206 Ext.:

Department \*: Community Development, Economic Development, Fire, Grants Administration Office, Health and Human Services, Housing, IT, Library, Parks and Recreation, Police/Sheriff, Public Works

After you have confirmed that information on the My Account Information page, and edited any fields you wish to edit, click the checkbox that reads "I have verified my contact information to be current and accurate." You may also check or uncheck the "I do not wish to receive promotional materials" box at this time:

**Confirm**

Please verify your account information, make any changes, and check here before saving your settings:

I have verified my contact information to be current and accurate.\*

On occasion, eCivis sends out special promotions, discounts or other information on eCivis products and services. If you do not wish to receive these items, please click below. This does not affect your daily or weekly grants notices from Grants Network.

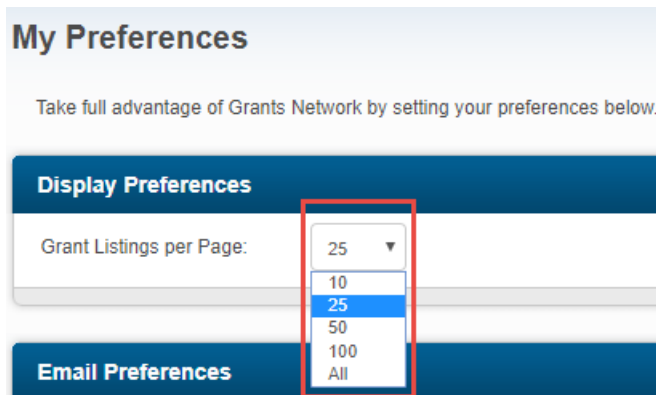
I do not wish to receive promotional materials.

[Save >](#) [Cancel >](#)

## 1.2. My Preferences Page

When you click "Save" on the My Account Information section, you will automatically be taken to the My Preference page. This page allows you to personalize the way your Grants Network account appears, and how you receive information.

The Display Preferences section determines how many grants you will see listed when you perform a Grant search in the Grants Database within Grants Network. Use the drop-down menu to make your preference selection:



**My Preferences**

Take full advantage of Grants Network by setting your preferences below.

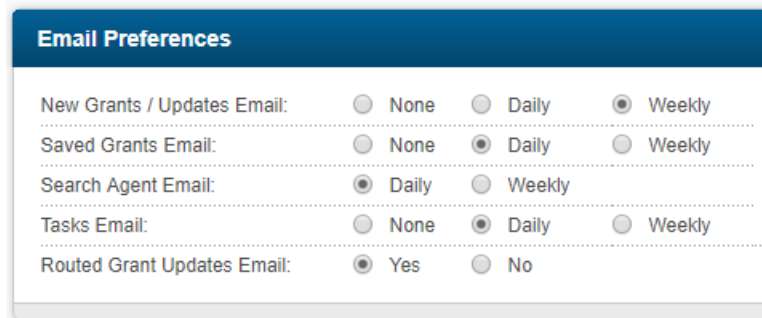
**Display Preferences**

Grant Listings per Page: 25 ▾

- 10
- 25
- 50
- 100
- All

**Email Preferences**

The Email Preferences section allows you to determine how often you wish to receive various types of email messages from your eCivis Grants Network account. Click the radio buttons beside each email type to determine if you want to receive the emails daily, weekly, or not at all:



**Email Preferences**

New Grants / Updates Email:  None  Daily  Weekly

Saved Grants Email:  None  Daily  Weekly

Search Agent Email:  Daily  Weekly

Tasks Email:  None  Daily  Weekly

Routed Grant Updates Email:  Yes  No

**New Grants / Updates Email:** This email will inform you of any new grants or grant updates that enter the eCivis Grants Database.



---

**Saved Grants Email:** This email alerts you if an update has been made to a grant you have saved (eg: a due date has changed, or the contact information has been updated)

**Search Agent Email:** This email informs you if any new grants have been added to the eCivis Grants Database that match your saved search agent filters.

**Tasks Email:** This email sends you an email if you are assigned a task in Grants Network, and/or if you have any overdue tasks that have yet to be completed.

**Routed Grant Updates Email:** This email informed you if a grant has been sent to you by another users for review. When this occurs, a review task is created for you to ensure that you see a grant that another user thinks may be relevant to the project(s) you are currently trying to fund.

Once you have selected your preferences above, click "Save." This will take you back to the eCivis Grants Network Homepage, which will be the first page you see going forward whenever you log into Grants Network.