



Guide to Register a New Organization to CJC Grants Management System

***This user guide is for organizations not currently registered with the Delaware CJC Grants Management System. ***

Before you Begin...

If your organization has never registered in the Grants Management System before, to complete the registration process, you must have some information about your organization readily. You will be required to provide this information to gain access to the CJC Grants Management System successfully, so it is recommended that you have the following information available:

- Organization's Legal Name
- EIN (Federal Tax Identification Number)
- UEI (Unique Entity Identifier)
- eSupplier ID
- Organization's 501(c)(3) designation letter, or a copy of the organization's certificate of incorporation (for non-state organizations)
- Organization's General Phone Number
- Organization's Address (including City, State, and Zip Code)
- Organization's Mission Statement

New Users – Register/Sign In Steps

Step 1: Navigate to the CJC Grants Management System Website

Navigate to the Delaware Grants Management System landing page at <http://dcjc.smartsimple.com/>

If you are accessing the Grants Management System for the first time, you will want to begin the registration process to sign up or sign in with a My Delaware account or ID.Delaware.gov account by clicking the Applicant Registration button.

Welcome to the Delaware Criminal Justice Council Grants Management System

Applicant: Existing User

If you have previously registered for this system, and are **NOT** a State of Delaware employee, please login using your my.delaware.gov login credentials:

[Applicant Login](#)

State of DE Users

If you have already been provided with access to this system on behalf of your agency, login via id.delaware.gov (this includes all @delaware.gov and @cj.state.de.us email users):

[DE Employee Login](#)

Privacy & Security

Learn more about our:

[Privacy & Security Policies](#)

Applicant: New Registration

If you are acting on behalf of an eligible organization seeking to submit a funding request, you must complete the registration process.

- For questions you may contact the Delaware Criminal Justice Council at 302-577-5030, or by email at CJC_grant_support@delaware.gov.

Click the **Applicant Registration** button below for further information and to proceed with registration.

[Applicant Registration](#) [Ref Docs \(PENDING\)](#)

Funding Opportunities

To view a list of current and upcoming Funding Opportunities click the button below.

[View Opportunities](#)

Step 2: Clicking the “Applicant Registration” button will bring you to a page where the individual should select “My Delaware Registration” or “DE State Employee Registration”.

Individuals should select the appropriate registration type by reading through their options. Non-state employees should select “My Delaware Registration”. State of Delaware employees should select “DE State Employee Registration”

Registration: Delaware Criminal Justice Council

This page provides details for organizations to register for the CJC Grants Management System.

In general only Non-Profit / 501(c)(3) organizations, and State/Local Government Entities are eligible for CJC funding.

For further details on the types of funding available from CJC, and determine if your organization may be eligible, visit the CJC website:

[CJC Funding Types](#) (opens in a new window)

My Delaware Registration

Click here if you are NOT a State of Delaware employee, and wish to register your organization for this system.

- You will be redirected to log in via [my.delaware.gov](#) to initiate registration
- If you do not have a My Delaware account, you will be able to create one.

DE State Employee Registration

Click here if you are a State of Delaware employee, and wish to register your organization for this system.

- Use this option if your email address ends with [@delaware.gov](#) or [@cj.state.de.us](#).
- You will be redirected to log in via [id.delaware.gov](#) to log in and initiate registration.
- You must already have an ID Delaware account.

If you have previously registered, please return to the [Main Login Page](#) and click on the "Applicant Login" or "DE Employee Login" button as appropriate.

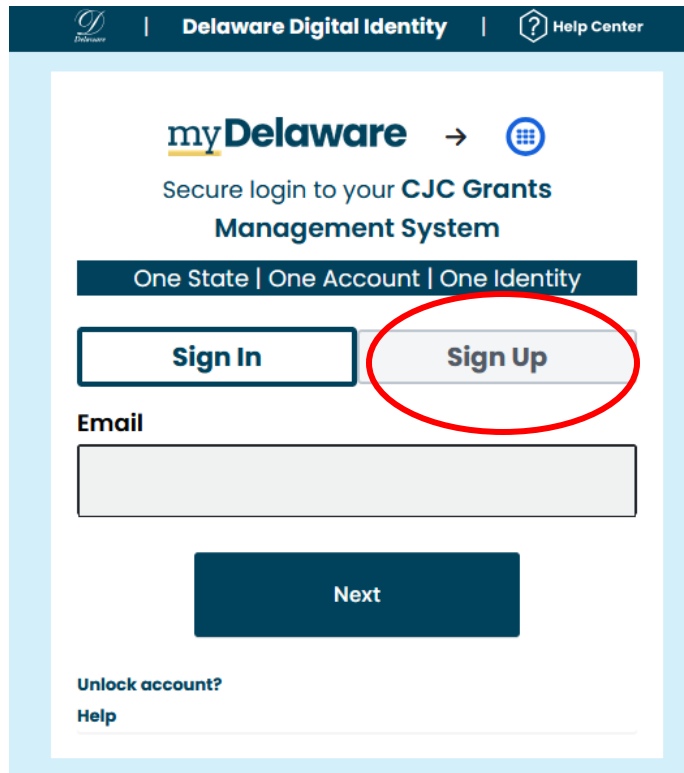
[Return to Main Login Page](#)

Step 3: Sign In or Sign Up

If you have an existing My Delaware account or an ID.Delaware.gov account with your organization's assigned email address that has been registered, you may sign in with your email and password here. Then, you may continue to **Step 4**.

The screenshot shows the login interface for the CJC Grants Management System. At the top, there is a dark blue header with the Delaware logo, "Delaware Digital Identity", and a "Help Center" link. Below the header, the "myDelaware" logo is displayed with a right-pointing arrow and a grid icon. The text "Secure login to your CJC Grants Management System" is centered, followed by a dark blue bar containing the slogan "One State | One Account | One Identity". Two buttons, "Sign In" and "Sign Up", are positioned below the slogan. The "Sign In" button is highlighted with a dark blue border. Underneath the buttons is an "Email" label and a large, empty text input field. A dark blue "Next" button is centered below the input field. At the bottom left, there are links for "Unlock account?" and "Help".

If you do not have an existing My Delaware account associated with your organization's assigned email, you can create one by clicking the "Sign Up" button, then you may continue to **Step 4A**.



Step 4A: Sign Up for a My Delaware Account

If you do not have an existing or accessible My Delaware account, click the "Sign Up" button. Enter your email address, password, and other information for your new account. When completed, click the blue "Sign Up" button towards the bottom of the screen to submit the form and register your My Delaware account.

Middle Name Optional

Legal Last Name

Street Address

City

Zip Code

State

Country

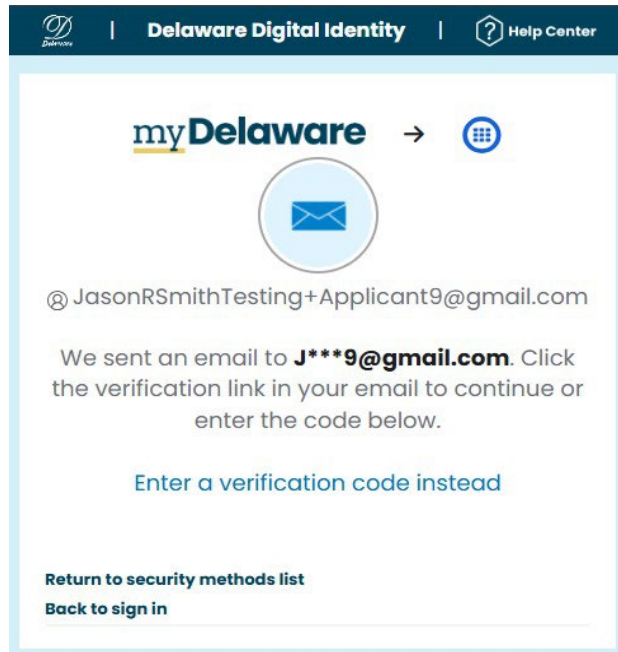
Account Purpose

Sign Up

[Already have an account?](#)

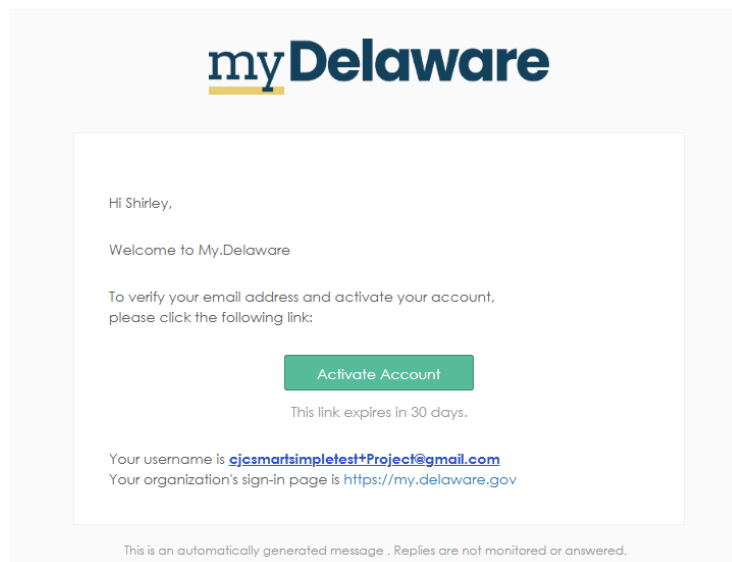
Step 4B: Receive Auto-Email and Activate Your My Delaware Account.

You will receive an activation email sent to the email address associated with the My Delaware account information you just provided.



Step 4C: Click the "Activate Account" Button

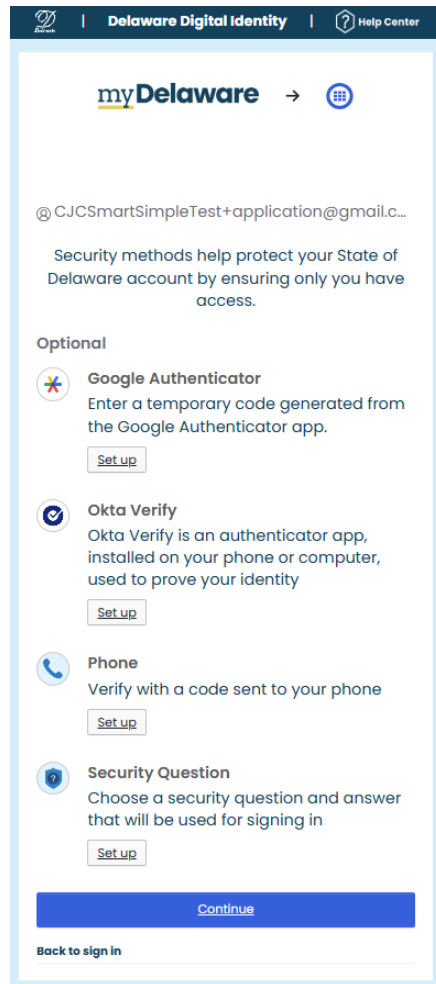
Navigate to your email account, open the My Delaware Account Activation email, and click the green "Activate Account" button in the automated email to activate your new My Delaware account.



Step 4D: Secure access and set multifactor authentication methods.

Clicking the green "Activate Account" button in the automated email will cause your computer to navigate to the My Delaware platform, asking you to set up at least one more authentication factor. My Delaware supports multiple authentication methods, including using an authenticator app (Okta Verify), sending a text message to your phone, or creating a security question. While you can set this up later, within several days after the initial registration, My Delaware will eventually require you to set up one of these methods upon sign-in.

You can click the gray “Set up” button under whichever option(s) you prefer or click the blue “Continue” button towards the bottom of the prompt to set this up during a future sign-in. Using the phone option is likely the most convenient option for most users. Follow the on-screen instructions if you click any of the gray “Set up” buttons.



Step 5: Land at the Grants Management System Registration Verification

After signing in with your existing My Delaware or ID Delaware account or through the My Delaware account that you may have just created by either completing enrollment in a multifactor authentication method or choosing to set up later from Step 4D, you will automatically be navigated to the Grants Management System Registration Quiz screen.

Here is where you begin the registration process for your organization for access to the Grants Management System. Follow the on-screen instructions and select the Organization Type that best describes your organization.



Edit Registration Verification



Instructions - Organization Registration

In order to help determine if your organization may be eligible for funding, please answer the questions below. Then click the **Submit** button.

* Organization Type

Please select the category that best describes your organization.

- Non-Profit / 501(c)(3)
- Government Entity - State or Local
- Other Organization Type

Submit

Depending upon your selection, you will be asked an additional question.

- If you select "Non-Profit/501(c)3", you will be asked "Is your organization an incorporated non-profit (or under the umbrella of a parent organization which is also an incorporated non-profit?"
- If you select, "Government Entity – State or Local", you will be asked "Is your organization a State or Local government in the state of Delaware"
- If you select "Other Organization Type", you will be asked "Were you invited to apply by CJC?"

You will then be prompted to answer if your organization is registered with SAM.gov.

Once you have made your selection, and if your organization's eligibility is confirmed, you should be able to click the blue "Submit" button at the bottom of the screen to be taken to the next screen.

If you selected "**Non-Profit/501(c)3**" for your Organization Type, you will then be prompted to an Organization Search linked to the IRS Pub78 database, which includes all non-revoked non-profits that are required to report to the IRS. Enter your organization's EIN or organization name, and click the blue "Search" button. If your organization appears in the Organization Results, select the organization's row to proceed and finalize the registration.

Organization Search



Please enter either your organization's EIN, or organization name, and click the **Search** button.

- This search accesses the IRS Pub78 database which includes all non-revoked non-profits that are required to report to the IRS. It does not include organizations that are not required to report to the IRS.
- If your organization is a non-revoked nonprofit, but you are unable to find it, click the "Organization Registration" menu item at the top, select **Start Again** and use the "Other Organization Type" Registration option.

EIN

Name

Address

City

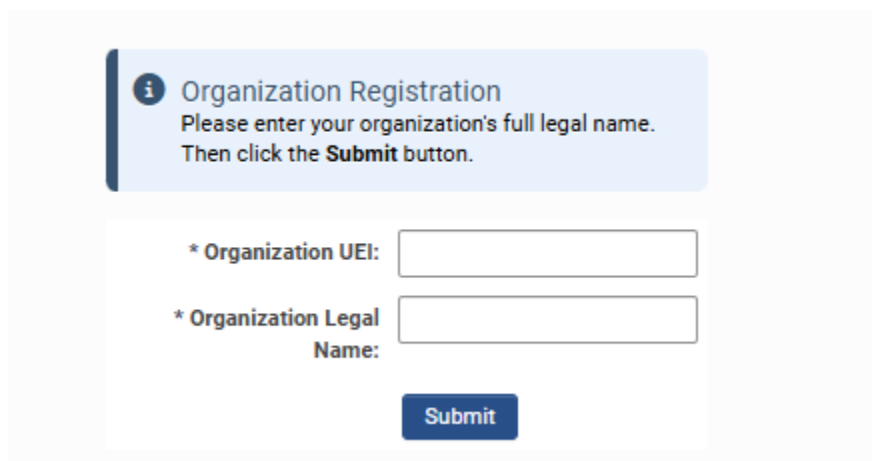
State

Search

Follow the on-screen instructions to finish the completion of the Organization Information form. **To continue, you must input the organization UEI and Phone Number.** You may also add your organization’s acronym, or what the organization is “doing business as” or “also known as” and the website and generic email address to the registration if you wish. Once complete, hit the blue “Submit” button at the bottom of the form to continue.

The screenshot shows a web form titled "Organization Information" with a "Search IRS Database" button in the top right. Below the title is an "Instructions" box with the following text: "Please review all fields below. Click the Submit button when complete. Some information is read only, as it has been populated based on the information held by the IRS. If you selected the wrong organization, please click the 'Search IRS Database' button above." The form contains several input fields: * EIN (882921386), * UEI, * Organization Legal Name (HUMANE ANIMAL PARTNERS INC), Acronym, Doing Business As, * Address (701 A ST), Address Line 2, * City (WILMINGTON), * State (Delaware), * ZIP+4 Code (19801-5331), * Phone, Web Site, and Organization's General Email Address. Below these fields is a "Contact Information" section with an * Email field (cjcsmartsimpletest+TEST@gmail.com). At the bottom, there is a "protected by reCAPTCHA" logo and a blue "Submit" button.

If you selected “**Government Entity -State or Local**” *or* “**Other Organization Type**”, you will be prompted to an Organization Registration screen that will require you to enter your organization’s full Legal name and UEI. Once finished, click the blue “Submit” button.



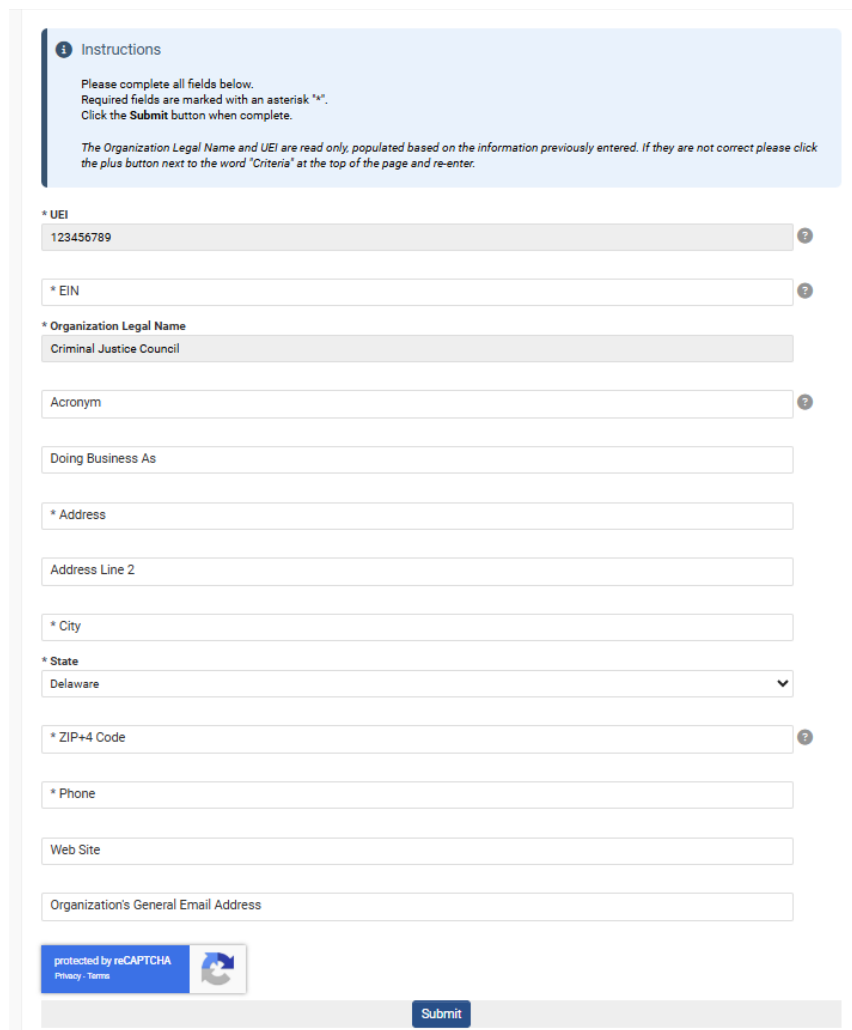
Organization Registration
Please enter your organization's full legal name.
Then click the **Submit** button.

* Organization UEI:

* Organization Legal Name:

Submit

Follow the on-screen instructions to finish the completion of the Organization Information form. **To continue, you must input the Address and Phone Number.** You may also add your organization's acronym, or what the organization is "doing business as" or "also known as" and the website and generic email address to the registration if you wish. Once complete, hit the blue "Submit" button at the bottom of the form to continue.



Instructions
Please complete all fields below.
Required fields are marked with an asterisk "*".
Click the **Submit** button when complete.

The Organization Legal Name and UEI are read only, populated based on the information previously entered. If they are not correct please click the plus button next to the word "Criteria" at the top of the page and re-enter.

* UEI
123456789

* EIN

* Organization Legal Name
Criminal Justice Council

Acronym

Doing Business As

* Address

Address Line 2

* City

* State
Delaware

* ZIP+4 Code

* Phone

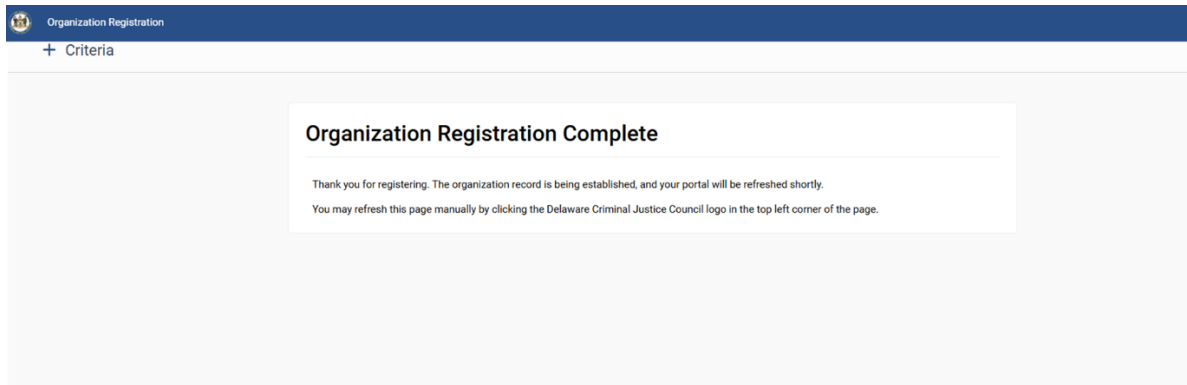
Web Site

Organization's General Email Address

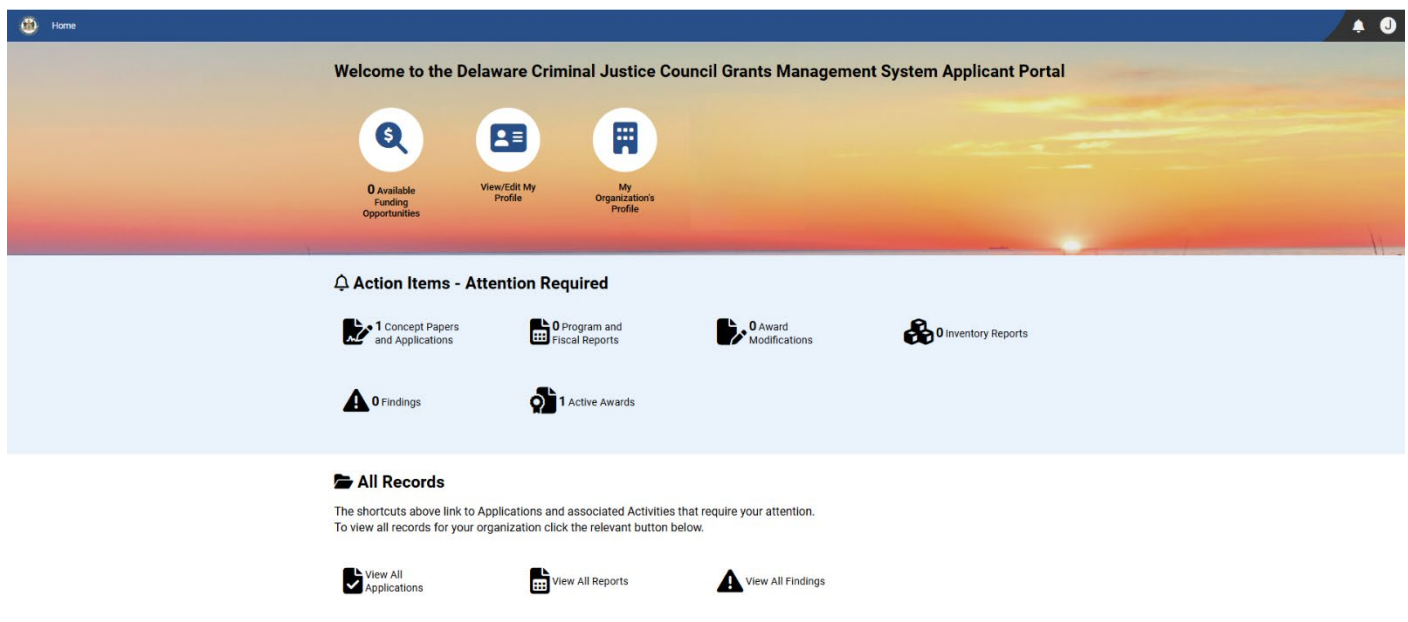
protected by reCAPTCHA
Privacy - Terms

Submit

Once you have completed the form's required fields and clicked the blue "Submit" button, the system should advise you that the organization registration is complete. If your browser does not automatically refresh, click the Delaware CJC seal at the tip left corner of the page or manually hit your browser's refresh button.



If you are prompted to sign in again after refreshing, you will sign in with you newly established My Delaware or ID.Delaware.gov credentials, you should now find yourself at the Home screen in the CJC Grants Management System.



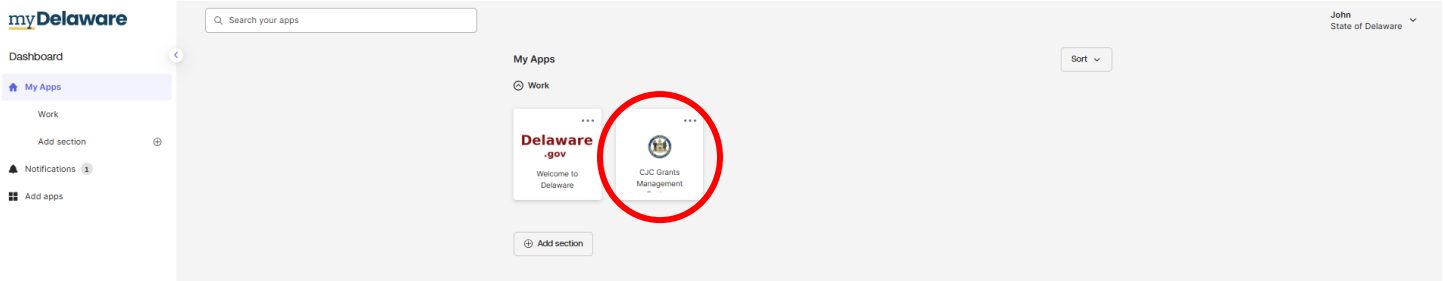
Your account is now fully registered in the system, and you can now review current funding opportunities, update your organization's profile, and update your individual profile. Please see the CJC website to open or print the relevant user guide(s) to help you through the process of inviting contacts to your organization, how to apply for a grant, completing reports, and other helpful tips.

Returning Users – Sign in Steps

Option 1 and Step 1: Log in to My.Delaware.gov or ID.Delaware.gov

Step 2: Click the CJC Grants Management System logo.

When you are ready to access the system, click the CJC Grants Management System tile.



Step 3: Arrive at the Delaware CJC Grants Management System landing page.

After successfully signing into the Grants Management System for the first time; for return visits once you arrive at this screen, you can access the system by clicking the blue “Applicant Login” for non-state employees/users or “DE Employee Login” for State of Delaware employees.

A screenshot of the Delaware CJC Grants Management System landing page. The page has a dark blue header with the state seal and the text 'Welcome to the Delaware Criminal Justice Council Grants Management System'. Below the header, there are two main columns. The left column is for existing users and has two login options: 'Applicant Login' and 'DE Employee Login', both circled in red with arrows pointing to them. The right column is for new registrations and has a 'Applicant Registration' button circled in red with an arrow pointing to it. There are also buttons for 'Ref Docs (PENDING)' and 'View Opportunities'.

Step 4: Arrive at the Home page for the CJC Grants Management System

Upon entering your credentials, you will be automatically redirected to the Grants Management System home screen.

Option 2 and Step 1: Navigate directly to the CJC Grants Management System landing page.

<http://dcjc.smartsimple.com/>

After successfully signing into the Grants Management System for the first time; for return visits once you arrive at this screen, you can access the system by clicking the blue "Applicant Login" for non-state employees/users or "DE Employee Login" for State of Delaware employees.

Step 2: Arrive at the Home page for the CJC Grants Management System

Upon entering your credentials, you will be automatically redirected to the Grants Management System home screen.



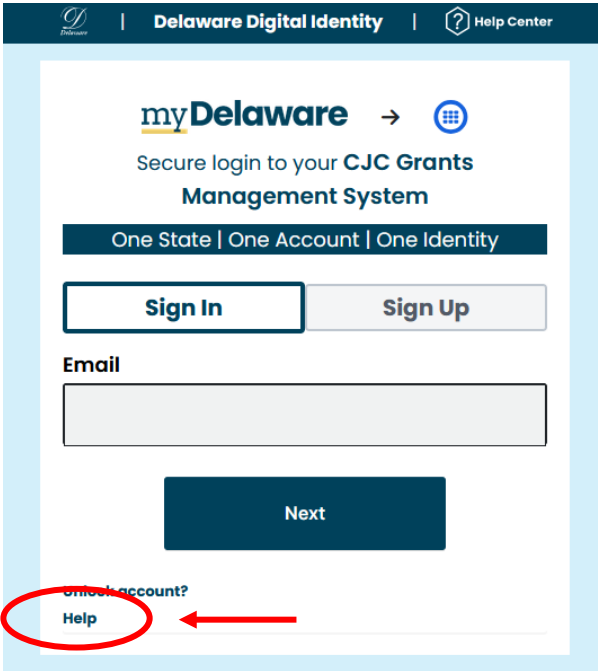
Self Service Options

Forgot Password

Step 1: Navigate to the My.Delaware Website.

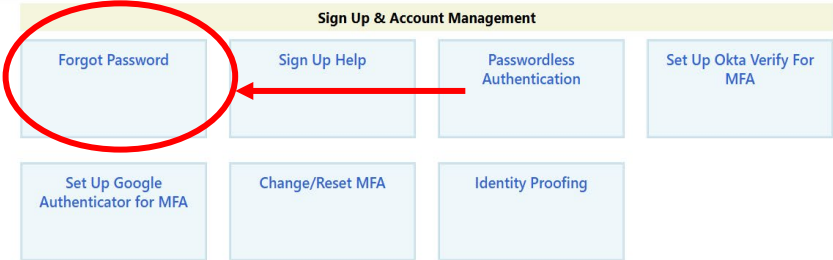
<https://my.delaware.gov/>

Step 2: Click the "Help" Link.



Step 3: Access the Sign Up & Account Management Menu

- Selecting the "Forgot Password" tile will open a guide by the Department of Technology and Information (DTI) "Hot to RESET PASSWORD or UNLOCK ACCOUNT"
- Follow the instructions to reset your password.



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