

FY2028 CDBG

ED Grants Organization Registration Guide

A step-by-step guide to registering your organization in ED Grants.

12 STEPS

Register → Agreements → Organization Info → Representatives → Board → Submit → Credentials

BEFORE YOU BEGIN

Make sure you have your organization's:

- EIN
- Unique Entity ID (UEI)
- Representative information
- Board of Directors information
- Request for proposal: types of interest
- Organization information and address

Google Chrome is recommended for ED Grants.

Register

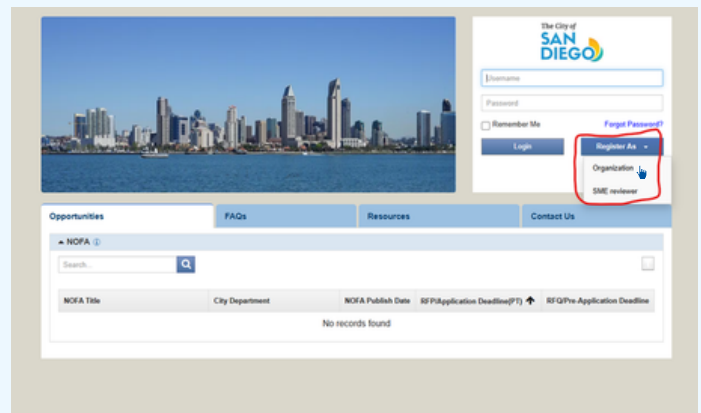
Step 1

Start Your Registration

Go to:

<https://edgrants-int.my.site.com/ApplicantLogin4?username=null>

Select **"Register As,"** then choose **"Organization"** from the dropdown.



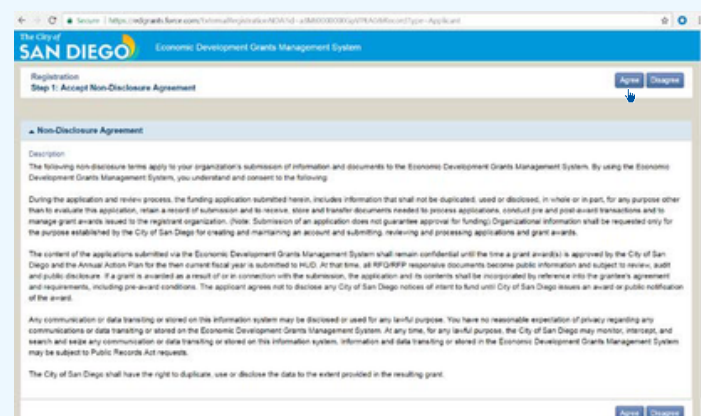
Agreements

Step 2

Accept the Non-Disclosure Agreement

Read the **Non-Disclosure Agreement** and select **"Agree"** to continue.

IMPORTANT: Selecting **"Disagree"** will return you to the login page and **prevent** you from registering your organization.



Step 3

Accept the Conflict of Interest Language

Read the **Conflict of Interest** language and the Pledge of Confidentiality language. Select **"Agree"** to continue.

IMPORTANT: Selecting **"Disagree"** will return you to the login page and **prevent** you from registering your organization.

Organization Information

Complete the organization and representative sections carefully. Information entered here may be used in future City agreements.

Step 4

Enter Basic Organization Information

Complete the required fields about your organization, including:

- EIN Number
- Unique Entity ID (UEI)
- Organization Name
- RFP Types Interested In

When finished, select **"Next."**

TIP: Use the help text icons for additional guidance and clarification.

Step 5

Complete Organization Details

Complete the required fields in the following sections:

- Organization Information
- Organization Address
- Organization Head Information

Use the help text icons for guidance.

When finished, select **"Save."**

IMPORTANT: Ensure all info is accurate as it will be used for future agreements with the City if granted CDBG funding.

Step 6

Add Your Representatives

Enter your organization's **Primary** and **Secondary Representatives**. **Only the Primary can:**

- Legally and contractually bind your organization
- Certify submissions to the City of San Diego
- Sign agreements
- Certify and submit required documents and responses

Complete all the fields and use the help text icons for guidance. When finished, select **"Save."**

IMPORTANT: Each organization must have both a Primary and Secondary Representative, and **each** representative must have a **distinct email address**.

Board of Directors

You can add board members one at a time and save each profile as you go.

Step 7

Add a Board Member

Select the **"Add"** button to open a page where you can enter the profile of one board member.

When finished, select **"Save."**

Step 8

Complete the Board Member Profile

Complete the required fields for the board member. Use the help text icons for guidance and clarification. When finished, select **"Save."**

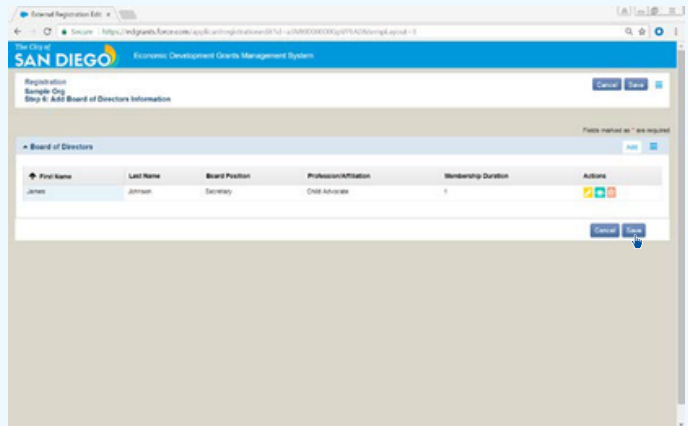
Step 9

Repeat for Each Board Member

Repeat **Steps 7–8** for each board member until all members have been entered.

DON'T SKIP THIS SECTION

Although the system lets you skip the Board of Directors tab during registration, we don't recommend it. If you skip this section, you will be asked to provide the information later.



IMPORTANT: Failure to complete the **Board of Directors** tab will **prevent** your organization from **submitting RFQ responses or project proposals**.

Review, Submit & Activate Your Login

Finish the board section, submit your registration, and watch for the credential setup email.

Step 10

Review or Edit Board Member Profiles

To edit a board member profile you've already entered:

- Select the **"Board of Directors"** tab.
- Locate the board member in the **"Actions"** column.
- Select the appropriate icon.

Action Icons

- Trash Can

Deletes the entire existing profile.

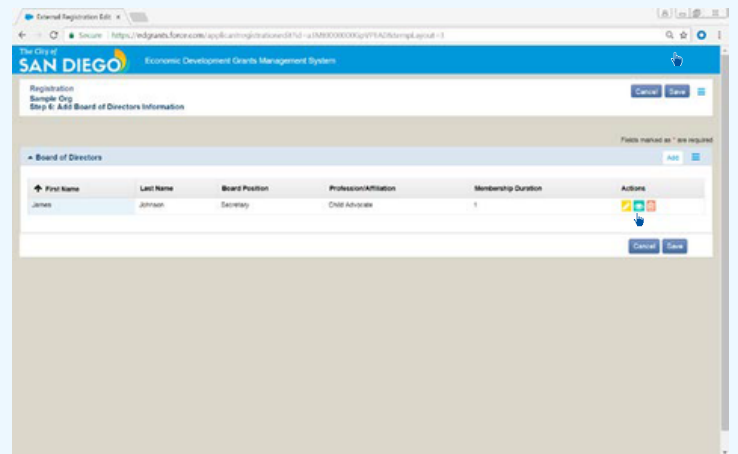
- Pencil

Opens the profile for editing. Select "Save" to preserve changes.

- Eyeball

Opens the profile for viewing only.

Select **"Save"** when finished.



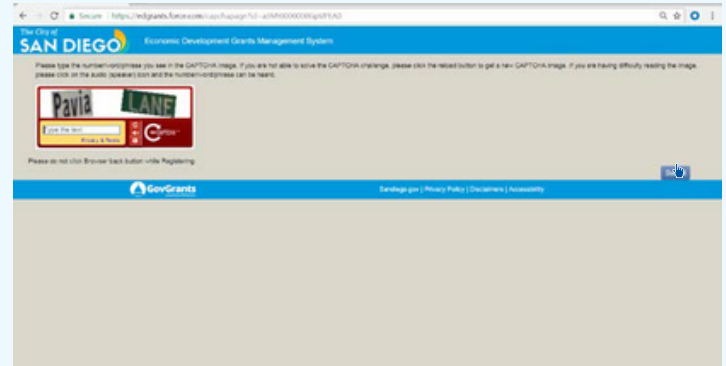
Step 11

Complete the CAPTCHA & Submit

Complete the CAPTCHA challenge by entering the number, word, or phrase shown in the image. If you are having trouble, select the reload button to receive a new CAPTCHA.

Select the audio button to hear the number, word, or phrase.

When finished, select **"Submit."**



What Happens After You Submit?

Step 12

1. City Review

City staff will review your registration and either approve or reject it.

2. Check Your Email

If your registration is approved, the **Primary Representative and Secondary Representative(s)** will receive an email from ED Grants.

3. Set Up Your Login

The email will provide instructions for setting up your **username** and **password** according to the specified criteria.

24-Hour Deadline

Login credentials **must** be set up **within 24 hours** of receiving the ED Grants email.

If more than 24 hours pass, the credential setup link will **expire**.

The representative will then need to contact City staff to have the setup link reset.

NEED HELP? Contact ED Grants Support at CDBG@sandiego.gov.

You can also visit the **"Resources"** tab in ED Grants for additional support.