

## How to restrict access to either the Grantee Portal or Amplifund

All users who need to access the Grantee Portal and/or the Amplifund Grant Management System must first have an Illinois.gov account. Please refer to this FAQ for assistance:

<https://www2.illinois.gov/sites/GATA/Grantee/GranteePortalFAQ/HowToAccessTheGranteePortal.pdf>

The first person to setup an organization on the Grantee Portal (the first to access a DUNS number) will automatically have access to the Grantee Portal and to the Amplifund Grant Management System. Subsequent users to that organization will need to be approved by existing users with Grantee Portal access.

The following will show how to give someone access to the Grantee Portal and/or Amplifund.

1. A new user signs into the Grantee Portal with their Illinois.gov account at <https://grants.illinois.gov/portal> and is prompted to accept the terms...

**USAGE TERMS AND CONDITIONS**  
\*\*\* UNAUTHORIZED ACCESS IS PROHIBITED \*\*\*

Further access to this system is strictly limited to users authorized by the State of Illinois conducting official State business. Users of this system shall have no expectation of privacy. By accessing this system the user consents to monitoring and recording, which may be disclosed for administrative, disciplinary, civil, or criminal actions, penalties, or prosecution. Neither the State of Illinois nor any of its employees shall be liable for any damages arising in any way out of the use of this system or any information contained herein.

2. They enter the DUNS number of the organization and submits and validates that it is the correct information...

To associate your account with a grantee record in the Illinois Grant Accountability and Transparency (GATA) system, please enter the 9 digit Dun & Bradstreet DUNS number of your organization and press the 'Submit' button.

If you do not know your DUNS number please [click here for assistance](#).

**Is this your organization?**

Test Org  
123 State Street  
Springfield, IL 62706

**DISCLAIMER**  
By clicking 'Yes' you certify that you are a legal member or representative of the organization listed.

3. At this point the waiting page appears and a person currently with access to the organization must grant access...

You are attempting to access: **Test Org**

The following people can approve access for this organization:

- **Aaron D. Doty**

after approval is granted to browse to the Grantee Portal Main Menu.

to cancel your request.

If assistance is needed, please contact your state cognizant agency:  
Department On Aging

4. This is what an existing user at the organization will see at the top of the Grantee Portal Main Menu...

The following items require action

[View](#) Aaron Doty (aaron.doty@test.org) is requesting access to this portal.

Organization: **Test Org** [Edit](#)

GATA ID: **689772**

5. Clicking the View button takes them to the user access page for the new user...

[Return to User List](#) [Delete User](#) [Cancel Edit](#) [Save Changes](#)

<b>First Name</b>	Aaron
<b>Last Name</b>	Doty
<b>Email</b>	
<b>User Name</b>	aaron.doty
<b>Last Access</b>	4/29/2021 12:02:20 PM

The above information is pulled from the Illinois.gov Public account system. Administration of your account is available at <https://www.illinois.gov/sites/accounts>. Changes to your public account information may take up to a day to sync with this page.

**Application Access**

The following items require action

To give access, check the appropriate checkboxes and click the "Save Changes" button above.

- Has access to this Grantee Portal
- Has access to the Amplifund Grant Management System

6. Check the appropriate checkbox to give access to the Portal and/or Amplifund then click the "Save Changes" button at the top.

7. At this point if the new user has Grantee Portal access, they can refresh their browser or log back into the Portal. If they only have Amplifund access, then they will see a page similar to this if they attempt to access the Portal.

You are attempting to access: **zz Test Organization #1**

The following people can approve access for this organization:

- Aaron D. Doty**

**You do not have access to the Grantee Portal but you do have access to the Amplifund Grant Management System.**

[Click here](#) to access Amplifund.

[Click here](#) to associate your account with a different DUNS number.

Your account also associated with the following organizations:

- [Test\\_Org](#)

Please note that if you give access to the Grantee Portal and not to Amplifund the new user will have full access to the Portal with the exception of granting access to Amplifund. You can change a user's access by clicking the "Manage" button on the Main Menu next to the Grantee Portal Access section.