



Guide to Complete Invited New Contact Registration to an Organization



This user guide is for contacts who have received a system-generated invitation email to complete their registration for access to the Delaware Controller General's Office (CGO) Grants Management System.

Other registered users of the organization or CGO Staff may send invitations to register for an organization.

Step 1: Navigate to the Grants Management System landing page.

Navigate to the Delaware CGO's Grants Management System landing page at <https://legisgrants.smartsimple.com> or click the link in your invitation email.

The Grants Management System requires a "My.Delaware.gov" account for access. To begin registration, sign up or sign in with a My Delaware account by clicking the blue "Applicant Registration" button.

Welcome to the Delaware Controller General's Office Grants Management System

Applicant: Existing User

If you have previously registered for this system, please login using your My.Delaware.gov login credentials:

[Applicant Login](#)

CGO Staff

Delaware Controller General's Office staff login only:

[Staff Login](#)

Privacy & Security

Learn more about our:

[Privacy & Security Policies](#)

Applicant: New Registration

The General Assembly provides two grant funding opportunities each fiscal year: [Grant-In-Aid \(GIA\)](#) and the [Community Reinvestment Fund \(CRF\)](#). GIA funding is for eligible non-profit organizations that provide activities, programs, or services to the citizens of Delaware. CRF funding is a capital grant program for county and local governments and non-profit 501(c)(3) organizations that can be used to support community redevelopment, revitalization, and investment capital projects within Delaware communities. If you are acting on behalf of an eligible organization seeking to submit a GIA or CRF request, you must complete the registration process.

For questions you may contact the Delaware Controller General's Office at 302-744-4200, or by email at GIA_Support@Delaware.gov.

The Grants Management System requires a "My.Delaware.gov" account for access. You may begin the registration process here to sign up or sign in with a My Delaware account:

[Applicant Registration](#) [Reference Documents](#)

Clicking the blue "Applicant Registration" button will generate a pop-up message advising that you are being redirected to log in via My.Delaware.gov to initiate registration. You can create one if you do not have a My Delaware account.

legisgrants.smartsimple.com says

You will now 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.

[OK](#) [Cancel](#)

Click the blue "OK" button to continue.

Step 2: Sign In or Sign Up.

If you have an existing My Delaware account with the email address that has been registered, you may sign in with your email and password here. Then click the blue “Sign in” button. Then, you may continue to **Step 3**.



My Delaware is your Delaware Digital Identity.

Use your **My Delaware** account across many State of Delaware websites.

- [Forgot Password?](#)
- [Registration Help](#)
- [General Application Help](#)

my.delaware.gov
One State | One Account | One Identity

Sign In

Email

Password

Sign in

[Forgot password?](#)
[Unlock account?](#)

Don't have an account? **Sign up**

If you do not have an existing My Delaware account, you can create one by clicking the green “Sign up” button. Then, you may continue to **Step 2A**.



My Delaware is your Delaware Digital Identity.

Use your **My Delaware** account across many State of Delaware websites.

- [Forgot Password?](#)
- [Registration Help](#)
- [General Application Help](#)

my.delaware.gov
One State | One Account | One Identity

Sign In

Email

Password

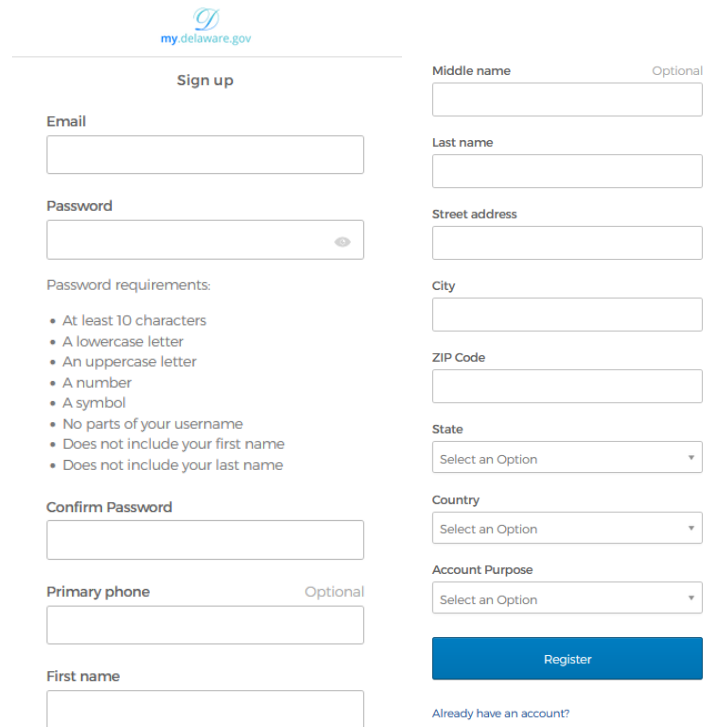
Sign in

[Forgot password?](#)
[Unlock account?](#)

Don't have an account? **Sign up**

Step 2A: Sign Up for a My Delaware Account.

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



The form is titled "Sign up" and is part of the my.delaware.gov portal. It contains several input fields and a list of password requirements. The fields are arranged in two columns. The left column includes Email, Password, Confirm Password, Primary phone (Optional), and First name. The right column includes Middle name (Optional), Last name, Street address, City, ZIP Code, State (dropdown), Country (dropdown), and Account Purpose (dropdown). A blue "Register" button is located at the bottom right. Below the button is a link "Already have an account?".

my.delaware.gov

Sign up

Email

Password

Password requirements:

- At least 10 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name

Confirm Password

Primary phone Optional

First name

Middle name Optional

Last name

Street address

City

ZIP Code

State

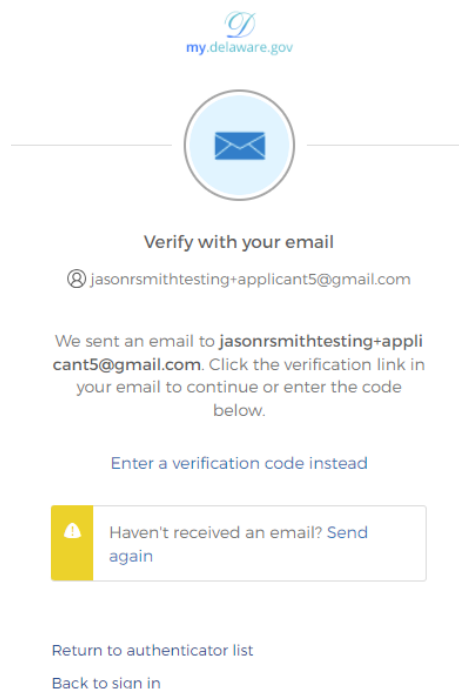
Country

Account Purpose

Register

Already have an account?

Once you click the blue “Register” button, an activation email will be sent to the email address associated with the My Delaware account information you provided.



The screen shows the "Verify with your email" step. It features a large blue envelope icon in a circle. Below the icon, the email address "jasonrsmithtesting+applicant5@gmail.com" is displayed. A message states: "We sent an email to jasonrsmithtesting+applicant5@gmail.com. Click the verification link in your email to continue or enter the code below." There is a link "Enter a verification code instead". At the bottom, there is a yellow button with a bell icon and the text "Haven't received an email? Send again". At the very bottom, there are two links: "Return to authenticator list" and "Back to sign in".

my.delaware.gov

Verify with your email

@ jasonrsmithtesting+applicant5@gmail.com

We sent an email to jasonrsmithtesting+applicant5@gmail.com. Click the verification link in your email to continue or enter the code below.

[Enter a verification code instead](#)

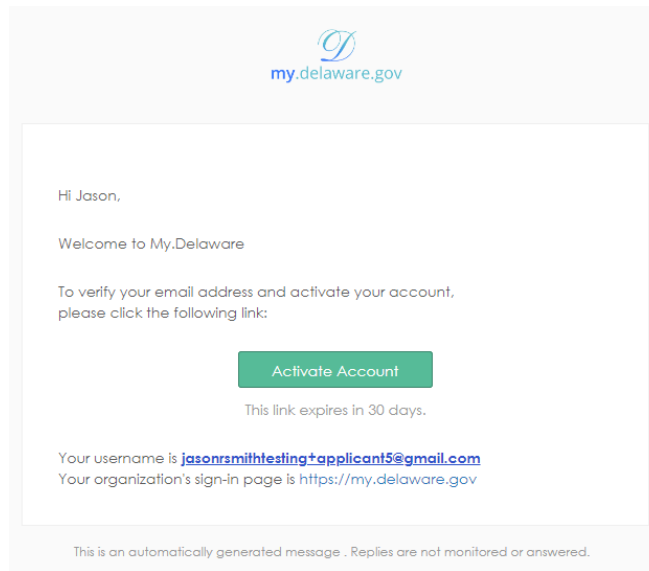
Haven't received an email? [Send again](#)

[Return to authenticator list](#)

[Back to sign in](#)

Step 2B: Click the “Activate Account” Button.

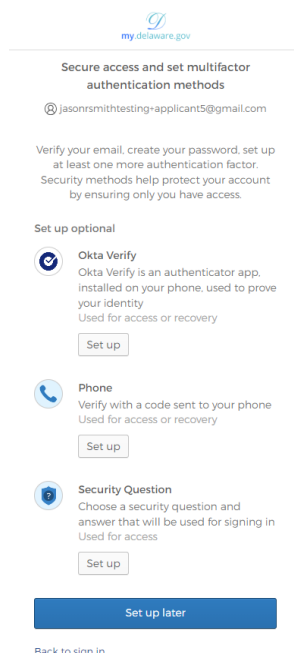
Navigate to your email account, open the My Delaware Account Activation email, and click the green “Activate Account” button in the automated email to activate your new My Delaware account.



Step 2C: 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 “Set up later” 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 3: Arrive at the Home page for the CGO Grants Management System.

After signing in with your existing My Delaware account or through the My Delaware account that you may have just created by completing enrollment in a multifactor authentication method or choosing to set up later from Step 2C, you should be automatically navigated to the Grants Management System home screen.

If you are prompted to sign in again after refreshing, sign in with your newly established My Delaware credentials. You should now find yourself on the Home screen in the Delaware Controller General's Office Grants Management System.

Your account is now fully registered in the system, and you can now review any scheduled funding opportunities or begin applying for open funding opportunities on behalf of your organization. Please see the GIA or CRF websites (<https://gia.delaware.gov> or <https://crf.delaware.gov>) to open or print the relevant user guide(s) to help you through the application process for the funding opportunity that you wish to apply for.

The screenshot shows the home page of the Delaware Controller General's Office Grants Management System. At the top, there is a navigation bar with a home icon, a lock icon, and a notification bell icon. Below the navigation bar, a welcome message states: "Welcome to the Delaware Controller General's Office Grants Management System". A note indicates that funding opportunities for the organization (Jason's Test Org) have been invited to apply to, or are open call. A table titled "FUNDING OPPORTUNITIES (2)" lists two opportunities: "GIA General Application for Fiscal Year 2025" and "GIA Veterans Application for Fiscal Year 2025". Both opportunities have a submission deadline of 12/01/2023 11:59 PM and are marked as "Open for Applications". Below the table, there is a section for "Applications" with tabs for "ATTENTION REQUIRED (0)", "UNDER REVIEW (0)", "APPROVED/ACTIVE (0)", and "CLOSED/HISTORICAL". A search bar and a "0 of 0" indicator are present. The bottom of the page shows a table with columns for Application ID, Funding Opportunity, Organization, Primary Contact, Amount Requested, and Status, with a "No Results Found" message.

If you did not arrive at the CGO Grants Management Screen Home page, try navigating again to the CGO Grants Management System landing page at <https://legisgrants.smartsimple.com> and clicking the blue "Applicant Login" button and sign in with your newly established credentials to arrive at the Home page.

The screenshot shows the landing page of the Delaware Controller General's Office Grants Management System. The page has a dark blue header with the Delaware state seal and the text "Welcome to the Delaware Controller General's Office Grants Management System". The main content area is divided into two columns. The left column is titled "Applicant: Existing User" and contains a login section with the text "If you have previously registered for this system, please login using your My.Delaware.gov login credentials:" and a blue button labeled "Applicant Login" which is circled in red with a red arrow pointing to it. Below this is a section for "CGO Staff" with the text "Delaware Controller General's Office staff login only:" and a blue button labeled "Staff Login". At the bottom of the left column is a section for "Privacy & Security" with the text "Learn more about our:" and a blue button labeled "Privacy & Security Policies". The right column is titled "Applicant: New Registration" and contains a paragraph of text about the General Assembly's grant funding opportunities. Below this is a paragraph of text about the Delaware Controller General's Office contact information. At the bottom of the right column are two blue buttons: "Applicant Registration" and "Reference Documents".