Grant Recipient Portal

Quick Start Guide

Prior to gaining access to the Grant Recipient Portal (the Portal), you must have a myGovID account that has been linked to the organisation's ABN in the Relationship Authorisation Manager (RAM) by the Principal Authority.

For more information on setting up your myGovID account and linking your business in RAM, please follow the instructions on the [Australian Taxation Office website](#) or speak to your IT Administrator.

To alleviate the need to submit multiple access request forms, it is recommended that the first person to access the Portal within an organisation be designated the Administrator. The Administrator will be able to manage user access for the organisation.

Anyone requesting Administrator access will need to complete a user access request form and submit this to the Portal Helpdesk. An organisation will need only one Administrator; however, multiple Administrators can be set up if the organisation desires. Once the Administrator account has been created, the Administrator can create additional users, outlets and activities.

If access to multiple organisations is required, the user will need to obtain a separate myGovID account and email address for each account.

Step 1 – Setting up myGovID accounts

Each user of the Portal will need to set up their own myGovID account. The app is available to download for free on any iOS 10 or later Apple device or any Android 7.0 or later device. The app can be downloaded through the Apple App Store or the Google Play Store. A basic identity is required on myGovID to access the Portal.

Step 2 – Linking your ABN to your myGovID in RAM

The Principal Authority of an organisation will be required to link their ABN in RAM. If employees need to access online services on behalf of an organisation, the Principal Authority will be able to authorise them in RAM.

More information about setting up authorisations in RAM can be found on the [RAM website.](#)

The user will be required to accept this authorisation in RAM, before they are able to access online services with their myGovID. More information about accepting an authorisation request can be found on the [RAM website.](#)

Step 3 – Gaining access to the Portal

Once your Portal user account is created, you have obtained a myGovID, and the Principal Authority has set you up in RAM, click on the Grant Recipient Portal link: https://mygrants.communitygrants.gov.au/mygrants

The Login screen will display, as shown in Figure 1. Enter in the email address of your myGovID account.
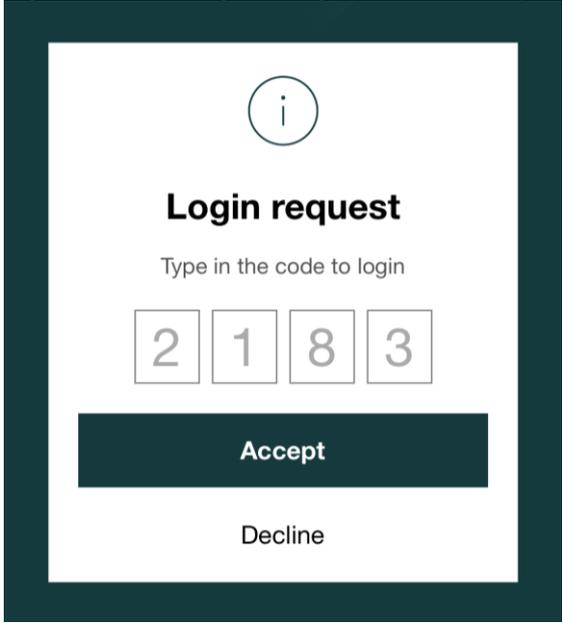
Figure 1 – Initial login page
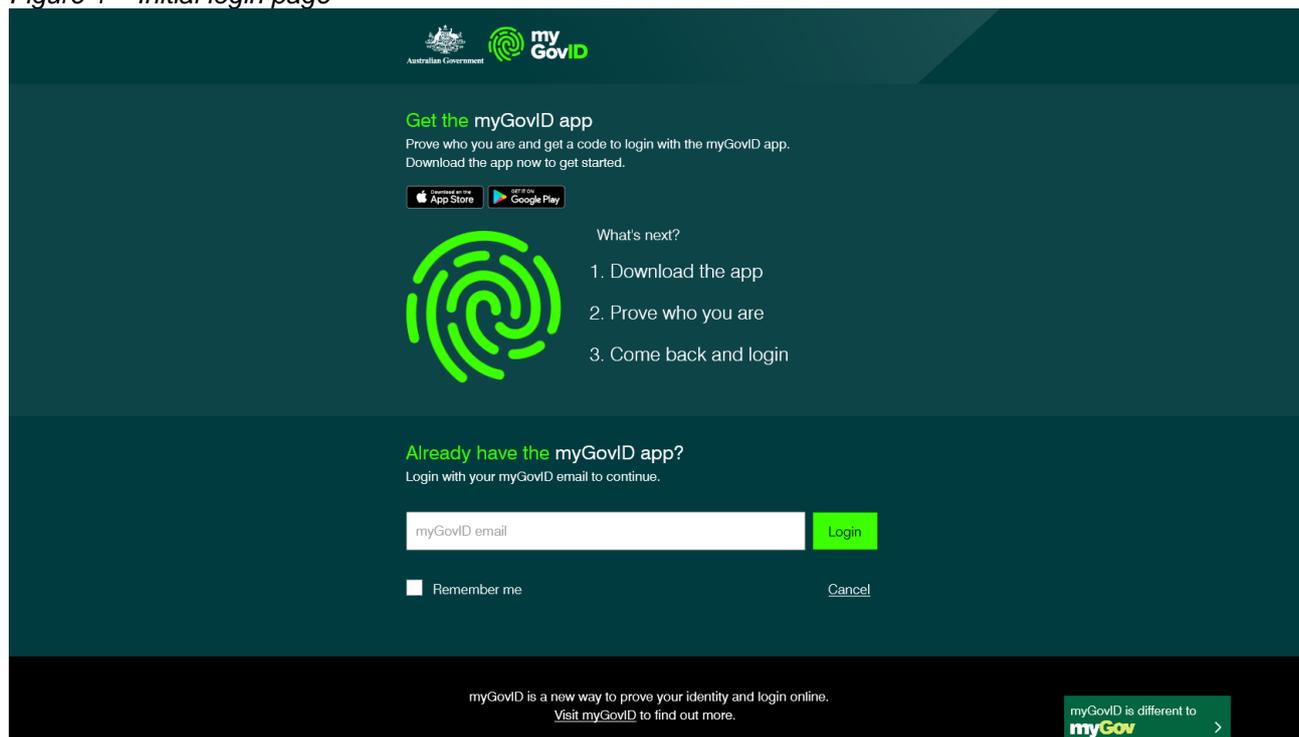
The following screen will display a four-digit code, as shown in Figure 2.

Figure 2 – Four digit code screen
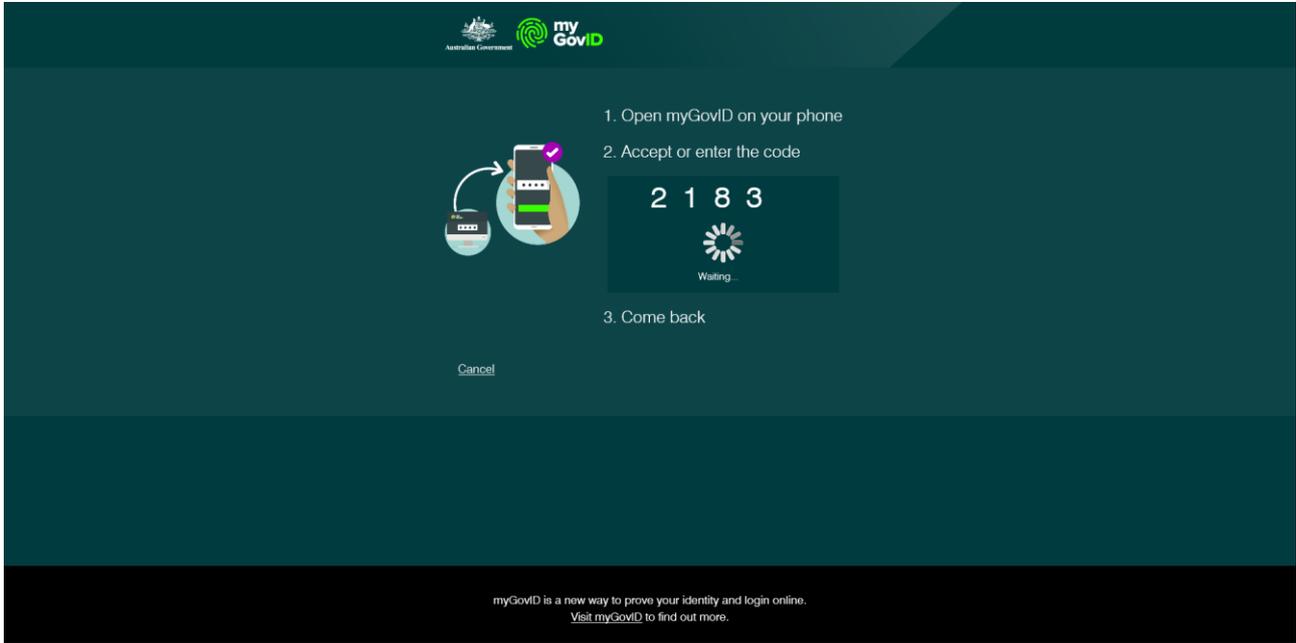
Open the myGovID app from your smartphone. You will be prompted to enter the four-digit code displayed, as shown in Figure 3.

Figure 3 – Entering four-digit code on the myGovID app.

When logging into the Portal for the first time with myGovID, you will need to complete the account activation process. The screen displayed in Figure 4 will display. Enter the email address on screen that was provided in your user access request form.

Figure 4 – Account activation

An eight digit activation code will be sent to the email address provided, and the screen shown in Figure 5 will display. Enter the activation code and select Confirm.

Figure 5 – Activation code

Step 4 – Login to the Grant Recipient Services Portal

Once an activation code has been successfully entered, you will be prompted to continue through to the Portal login page. Enter your password into the password field and select 'Continue'.

The Welcome screen will display, as shown in Figure 6. Select 'I Agree' to accept the terms and conditions and you will be logged into the Portal.

Figure 6 – Welcome screen
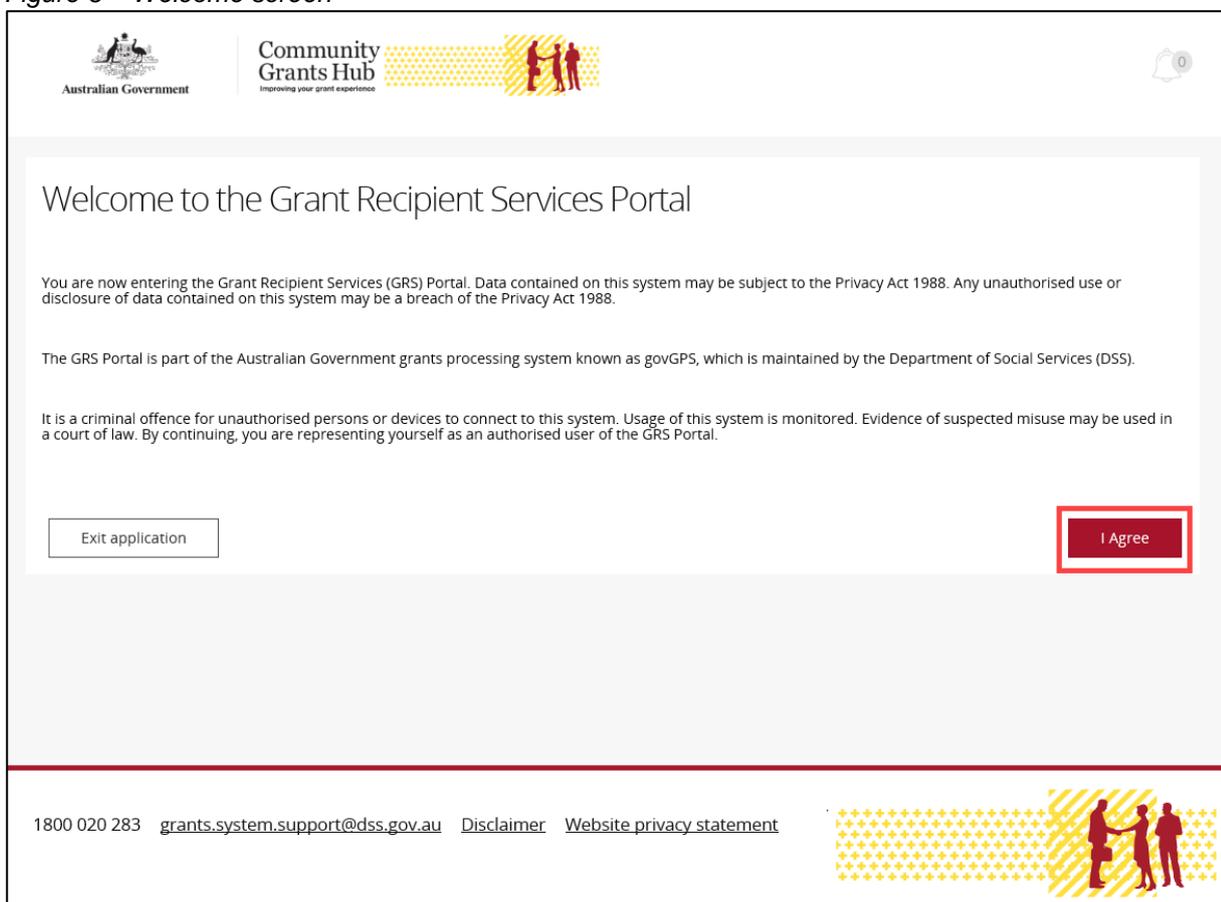
Need Help?

For further assistance with myGovID, please see the resources available on the myGovID website or contact the myGovID Helpdesk.

URL: https://www.mygovid.gov.au/need-help

Phone: 1300 287 539 (Select Option 2 for myGovID)

Operating Hours: Monday to Friday 8:00am – 6:00pm (AEST)

For further assistance with the Grant Recipient Portal, please contact the Community Grants Hub*:*

Email: GRP.helpdesk@communitygrants.gov.au

Phone: 1800 020 283 (Option 5)

Operating Hours: Monday to Friday 8:30am – 5:30pm (AEST)