



Grant Recipient Portal Quick Start Guide

User Guide

This guide explains how to set up your Digital ID, link it to your organisation, request access to the Grant Recipient Portal (Portal) and log in for the first time.

Portal access required: Administrator, Editor, or View Only.

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Before You Start

The Grant Recipient Portal (Portal) uses the Australian Government Digital ID System to verify users. Digital ID is a safe, secure, and convenient way to prove who you are online.

To discuss alternate methods to manage your grant offline, please email the [GRP Helpdesk](#).

Before you can access the Portal, you must:

1. Set up a Digital ID (myID).
2. Link your Digital ID to your organisation through Relationship Authorisation Manager (RAM).
3. Request access to the Grant Recipient Portal.
4. Sign in using myID.

Set Up Your Digital ID

myID is the Australian Government's Digital ID app.

To set up myID:

1. Download the myID app from the Apple App Store or Google Play Store.
2. Follow the instructions in the app to create your Digital ID.
3. Use your personal email address when setting up myID.

Do not use a shared mailbox or work email address.

More information about setting up **myID** is available on the [myID website](#).

Link Your Digital ID to Your Organisation

Relationship Authorisation Manager (RAM) allows you to act online on behalf of your organisation.

If you are the Principal Authority

Usually the CEO, Director or business owner.

You need to:

1. Link your Digital ID to your organisation's ABN in RAM.
2. Authorise other staff who need access to government online services.

If you are another staff member

You must be authorised by:

- The Principal Authority, or
- An Authorisation Administrator.

Once authorised, you will receive an email from RAM with instructions to complete the link to your organisation.

More information about accepting an authorisation request can be found on the [RAM website](#).

Request Access to the Portal

The first person given access should generally be the organisation's **Administrator**.

The Administrator can:

- Manage Portal access
- Create additional users
- Maintain organisation contacts

To request Administrator access:

1. Complete the [Grant Recipient Portal Access Form](#).
2. Submit the form to the Portal Helpdesk.

Your organisation only needs one Administrator, although additional Administrators can be created if required.

Important: Every user must still have:

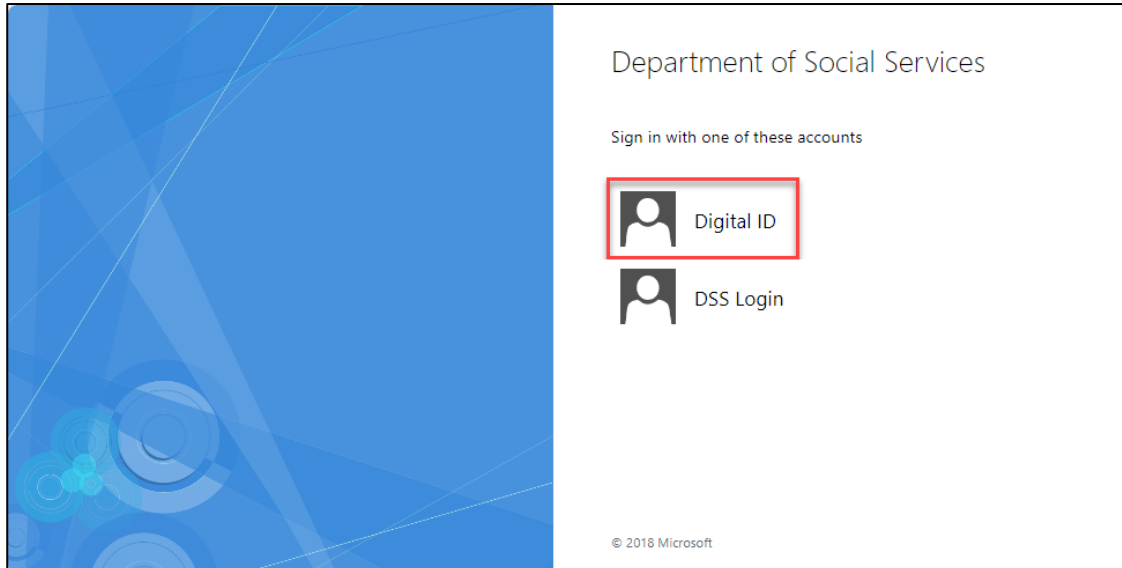
- Their own Digital ID, and
- Authorisation to act on behalf of your organisation through RAM.

Login to the Portal

When you have:

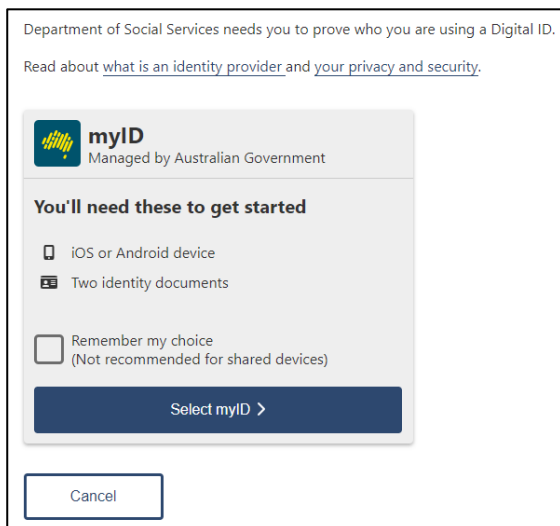
- Set up your Digital ID,
- Been linked to the organisation in RAM, and
- Been given Portal access,

go to the Grant Recipient Portal and select **Digital ID**.



Select **myID** as your Digital ID provider.

You can also select **Remember my choice** if you want the Portal to automatically use myID next time.



Enter the email address linked to your myID account.

Select **Get code**.

You can select **Remember me** to make future logins quicker.

Australian Government

myID

< Back

Log in with myID

myID email

☐ Remember me

Get code

Don't have a myID? [Set one up](#)

Create a myID to prove who you are and log in to online services.

Download on the App Store

GET IT ON Google Play

Visit [myID](#) to find out more.

A four-digit code will be displayed on screen.
You will need this code in the next step.

Australian Government

myID

< Back

Log in with myID

1. Open the myID app on your phone.
2. Accept or enter the code.

9 7 1 4

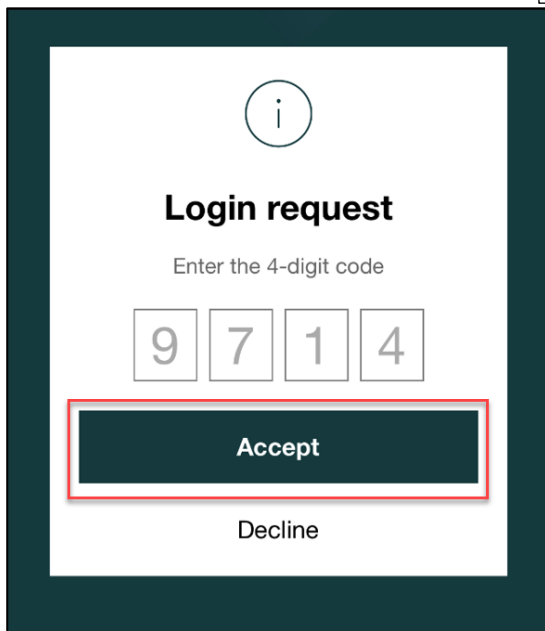
Didn't get a code? Ensure you have entered the email associated with your myID.

3. Come back and log in.

Visit [myID](#) to find out more.

On your mobile device:

1. Open the myID app.
2. Enter the four-digit code.
3. Select **Accept**.

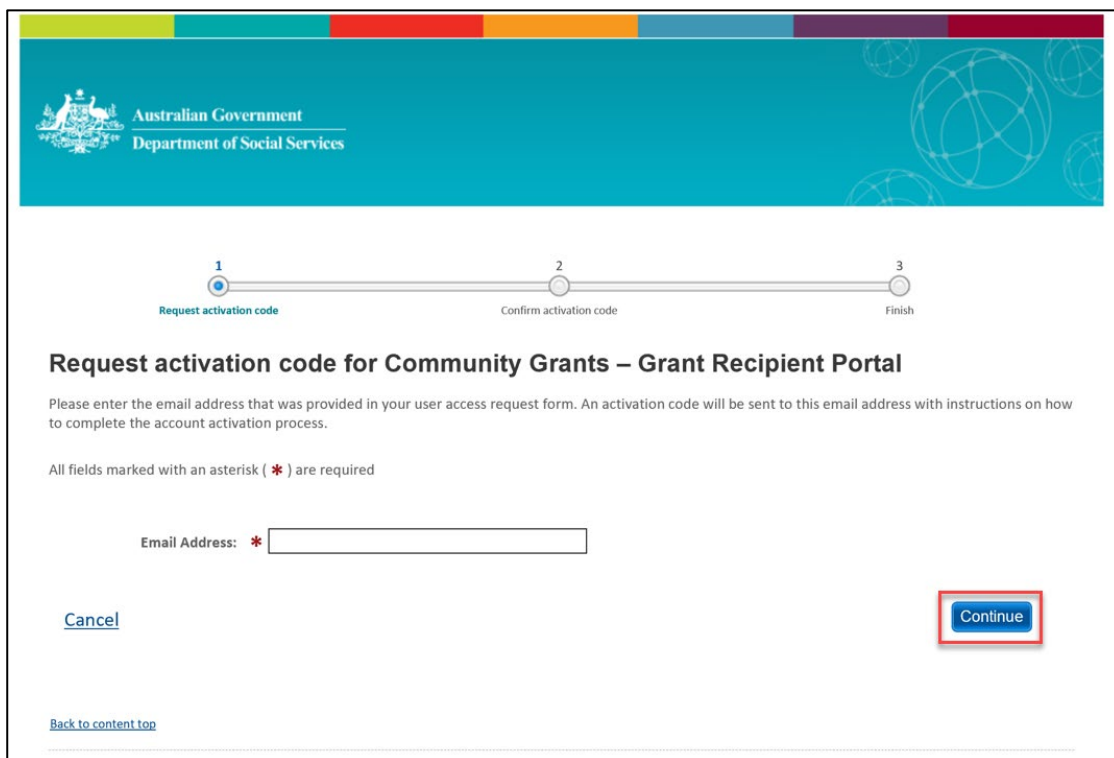


A login request screen with a dark teal background. At the top center is a white circle containing a lowercase 'i'. Below it, the text 'Login request' is displayed in bold. Underneath, it says 'Enter the 4-digit code'. There are four white boxes, each containing a digit: '9', '7', '1', and '4'. Below these boxes is a dark teal button with the word 'Accept' in white, which is highlighted with a red rectangular border. At the bottom, the word 'Decline' is written in a smaller font.

The first time you sign in, you must activate your Portal account.

1. Enter the email address used in your Portal access request.
2. Select **Continue**.

An activation code will be sent to your email address.



A screenshot of the 'Request activation code for Community Grants – Grant Recipient Portal' page. The header features the Australian Government logo and the text 'Australian Government' and 'Department of Social Services'. Below the header is a progress bar with three steps: '1 Request activation code' (active), '2 Confirm activation code', and '3 Finish'. The main heading is 'Request activation code for Community Grants – Grant Recipient Portal'. Below this, a paragraph states: 'Please enter the email address that was provided in your user access request form. An activation code will be sent to this email address with instructions on how to complete the account activation process.' A note says 'All fields marked with an asterisk (*) are required'. There is a label 'Email Address: *' followed by a text input field. At the bottom left is a 'Cancel' link, and at the bottom right is a blue 'Continue' button with a red rectangular border. A 'Back to content top' link is at the bottom left.

Open the activation email.

Copy the eight-digit activation code.

Enter the code into the Portal.

Select **Confirm**.

Australian Government
Department of Social Services

Activation code successfully sent to your email address. Please enter your activation code and press Confirm to proceed.

1 Request activation code 2 Confirm activation code 3 Finish

Confirm activation code for Community Grants – Grant Recipient Portal

Please enter the Activation Code sent to the email address below.

All fields marked with an asterisk (*) are required

Email Address: joe.bloggs@mail.com

Activation Code: *

[Cancel](#) [Confirm](#) [Resend activation Code](#)

After your activation code is accepted:

1. Select **Continue**.
2. Read the terms and conditions.
3. Select **I Agree**.

You will then be logged into the Grant Recipient Portal.

Australian Government Community Grants Hub

Welcome to the Grant Recipient Portal

You are now entering the Grant Recipient Portal (GRP). Data contained on this system may be subject to the Privacy Act 1988. Any unauthorised use or disclosure of data contained on this system may be a breach of the Privacy Act 1988. Giving false or misleading information is a serious offence.

The Grant Recipient Portal is part of the Australian Government grants payment system known as GPS, which is maintained by the Department of Social Services (DSS).

It is a criminal offence for unauthorised persons or devices to connect to this system. Usage of this system is monitored. Evidence of suspected misuse may be used in a court of law. By continuing, you are representing yourself as an authorised user of the Grant Recipient Portal.

[Exit application](#) [I Agree](#)

Need help?

For assistance with **Digital ID**, please see the resources available on the Digital ID and myID websites.

[Digital ID | Digital ID System](#)

[Home | myID](#)

Phone: 1300 287 539 (Select Option 2, then option 1 for myID)

Operating Hours: Monday to Friday 8.00am – 6.00pm (AEST/AEDT)

For assistance with **Relationship Authorisation Manager**, please visit the RAM website.

[Help | Relationship Authorisation Manager](#)

For further assistance with the **Grant Recipient Portal**, please contact the Community Grants Hub at GRP.Helpdesk@communitygrants.gov.au.