



# How to Request E-signature Access

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# How to Request E-signature Access

To learn how to request a new role request or e-signature access click any link below.

## [Request E-signature access for an existing organization](#)

- To learn how to request e-signature access for your current agency, click the link above.

## [Request E-signature access for a new organization](#)

- To learn how to request e-signature access for a new agency you are not currently associated with, click the link above.

Request E-signature  
Access for an Existing  
Organization

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# Request E-signature Access for an Existing Organization

Log into your egrants account, from the main menu click on User Management



Welcome to PCCD Egrants!

*Please select a menu tab or prompt link to continue.*

- [CLICK HERE](#) To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report (Project Management tab).
- [CLICK HERE](#) To create a new Application (or Concept Paper) in response to a Funding Announcement (Funding Announcement tab).
- [CLICK HERE](#) To view any Alerts and/or Tasks assigned to you (Work Manager tab).
- [CLICK HERE](#) To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county (User Management tab).
- [CLICK HERE](#) To Subscribe to receive an email when new granting opportunities become available.
- [CLICK HERE](#) To Unsubscribe from Email notifications when granting opportunities become available.



# Request E-signature Access for an Existing Organization

To request E-signature access for your existing agency, click the Request Signatory Access table link as shown below.

## USER ACCESS REQUEST

### Current Organization/Project Roles Access

[Join New Organization](#)


[Join New Organization As Authorized Signer](#)

To request a role modification for your existing organization, click the [Request Other Access](#) table link.

To request a role request for a new organization click the [Join New Organization](#) button.

To request signatory access for your existing organization, click the [Request Signatory Access table link](#).

To request signatory access for a new organization click the [Join New Organization as Authorized Signer](#) button.

Action	Organization	GrantID	User Role
 <a href="#">Request Other Access</a>	PA Commission On Crime & Delinquency	[All]	Agency Financial Creator, Agency Financial Reader, Agency Program Creator, Agency Program Reader, Agency Signatory, Agency User Manager

# Request E-signature Access for an Existing Organization

To request E-signature access, you MUST download and complete the Egrants Electronic Signature Access Request Form. Once completed, upload the form by clicking on Select Attachment(s). Please verify that your email address is correct, a confirmation email will be sent to verify this address. When finished click submit request.

**JOIN AGENCY**

**Organization Name:** PA Commission On Crime & Delinquency **Request Status:** New  
**Street Address 1:** 3101 North Front Street  
**Street Address 2:**  
**County:** Dauphin  
**City:** Harrisburg  
**State:** Pennsylvania  
**Zip Code:** 17108-1167

**Signatory Authorization Template:** [Egrants Agency Registration Form](#)

Signatory Authorization Document(s): \*  
Allowed file extensions are \*.pdf

● Signature Test Document.pdf Cancel

Select Attachment(s)

Egrants will send notification emails about signatures required and other important events. Please verify the email address shown below is up to date. Upon submission of your role request, the email address identified will be sent an email containing a link which must be clicked to verify the email address. **This must be completed prior to your role request being approved.**

Email Address: \*

Confirm Email Address: \*



## Requests

Requested Action	Requested Grant ID-Project	Requested Role
Add	[All]	Agency Signatory



# Request E-signature Access for an Existing Organization

Once the request is submitted you will see on the User Access Request screen that the Agency Signatory Request is showing pending.

## USER ACCESS REQUEST

### Current Organization/Project Roles Access

Join New Organization



Join New Organization As Authorized Signer

To request a role modification for your existing organization, click the [Request Other Access](#) table link.

To request a role request for a new organization click the **Join New Organization** button.

To request signatory access for your existing organization, click the [Request Signatory Access](#) table link.

To request signatory access for a new organization click the **Join New Organization as Authorized Signer** button.

Action	Organization	GrantID	User Role
 Agency Signatory request pending	PA Commission On Crime & Delinquency	[All]	Agency Financial Creator, Agency Financial Reader, Agency Program Creator, Agency Program Reader, Agency User Manager
 <a href="#">Request Other Access</a>			

# Request E-signature Access for an Existing Organization

To verify your e-mail, click on the Yes, This is my Email Address button. You will then receive a verification indicating your email has been verified. This is an operation that is done periodically. If you made a prior request and verified your email, you will not get another verification email.



Please confirm your email address

Ms. Cynthia Kuchar,

This email address was added to the PCCD Egrants system as being authorized to electronically sign contracts and other documents for Pennsylvania State Police.

To ensure you are notified when a signature is required for your organization, please confirm this email address by clicking the button or link below.

**YES, THIS IS MY EMAIL ADDRESS**



If you cannot see the button, copy and paste this link to your web browser <http://cdedcdvwbegr003.pa.lcl/UATAny/ConfirmEmail/uar/3fe57c98dd1d83126d8d6cec9deae1b9d1751046> to complete the email address verification.

This email was generated automatically; please do not respond to this message. Thank you!

This link expires on 6/5/2024 at 1:15 PM.

#### ! About this Activity

We sent this message in order to confirm your email address so you can be alerted to events requiring your attention in PCCD Egrants.

#### ? Questions or Concerns

If you have questions or security concerns about this email, just call our PCCD Egrants support helpdesk at (717) 787-5887.



# Request E-signature Access for an Existing Organization

Once the request is approved you will see on the User Access Request screen that the Agency Signatory role has been added. You will now have access to electronically sign documents for your agency.

## USER ACCESS REQUEST

### Current Organization/Project Roles Access

[Join New Organization](#)


[Join New Organization As Authorized Signer](#)

To request a role modification for your existing organization, click the [Request Other Access](#) table link.

To request a role request for a new organization click the **Join New Organization** button.

To request signatory access for your existing organization, click the [Request Signatory Access](#) table link.

To request signatory access for a new organization click the **Join New Organization as Authorized Signer** button.

Action	Organization	GrantID	User Role
 <a href="#">Request Other Access</a>	PA Commission On Crime & Delinquency	[All]	Agency Financial Creator, Agency Financial Reader, Agency Program Creator, Agency Program Reader, <b>Agency Signatory,</b> Agency User Manager

Request to be an  
Agency Signatory for  
a New Organization

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# Request to be an Agency Signatory for a New Organization

Log into your egrants account and from the main menu click on User Management



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[CLICK HERE](#) To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report (Project Management tab).

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[CLICK HERE](#) To Unsubscribe from Email notifications when granting opportunities become available.



# Request to be an Agency Signatory for a New Organization

To request to be an Agency Signatory for a new organization click Join New Organization as Authorized Signer

## USER ACCESS REQUEST

### Current Organization/Project Roles Access

Join New Organization


Join New Organization As Authorized Signer

To request a role modification for your existing organization, click the [Request Other Access](#) table link.

To request a role request for a new organization click the **Join New Organization** button.

To request signatory access for your existing organization, click the [Request Signatory Access](#) table link.

To request signatory access for a new organization click the **Join New Organization as Authorized Signer** button.

Action	Organization	GrantID	User Role
 <a href="#">Request Other Access</a>	PA Commission On Crime & Delinquency	[All]	Agency Financial Creator, Agency Financial Reader, Agency Program Creator, Agency Program Reader, Agency Signatory, Agency User Manager

# Request to be an Agency Signatory for a New Organization

Type in the Organization Name and click search. Once the organization name is populated click on it.

## JOIN ORGANIZATION SEARCH

**Search Criteria:** (A minimum of one criterion is required to perform a search. Enter more criteria as needed to further filter the search results.)

Organization Name:

Tax ID:

City:

County:

State:

Organization Name	Tax ID	Address	County	City	State
<a href="#">Pennsylvania State Police</a>	25-1671669	1800 Elmerton Avenue	Dauphin	Harrisburg	Pennsylvania

# Request to be an Agency Signatory for a New Organization

To join the new organization, you **MUST** download and complete the Egrants Electronic Signature access Request Form. Once completed, upload the form by clicking on Select Attachment(s). Please verify that your email address is correct, a confirmation email will be sent to verify this address. When finished click submit request.

**JOIN AGENCY**

**Organization Name:** Pennsylvania State Police      **Request Status:** New  
**Street Address 1:** 1800 Elmerton Avenue  
**Street Address 2:**  
**County:** Dauphin  
**City:** Harrisburg  
**State:** Pennsylvania  
**Zip Code:** 17110-9718

**Signatory Authorization Template:** [Egrants Agency Registration Form](#)  
Signatory Authorization Document(s): Allowed file extensions are \*.pdf

Egrants will send notification emails about signatures required and other important events. Please verify the email address shown below is up to date. Upon submission of your role request, the email address identified will be sent an email containing a link which must be clicked to verify the email address. **This must be completed prior to your role request being approved.**

Email Address: \*   
Confirm Email Address: \*







## Requests

Requested Action	Requested Grant ID-Project	Requested Role
Add	[All]	Agency Signatory



# Request to be an Agency Signatory for a New Organization

You will now see the Status of the request for Agency Signatory Pending Email Verification. To complete the request, you must verify the email address you provided. If you did not receive the e-mail, click on Resend Email Verification.

Action	Organization	GrantID	User Role
 <a href="#">Request Signatory Access</a>  <a href="#">Request Other Access</a>	PA Commission On Crime & Delinquency	[All]	Agency Financial Creator, Agency Financial Reader, Agency Program Creator, Agency Program Reader, Agency User Manager
 Agency Signatory request pending  <a href="#">Request Other Access</a>	Pennsylvania State Police	[All]	Agency Financial Creator

## Request History

Request History Status:

Organization	GrantID	User Role	Requested Date/Time	User Manager	Status
PA Commission On Crime & Delinquency	[All]	Agency Financial Creator, Agency Financial Reader, Agency Program Reader	12/27/2018 11:25:05 AM	Mr. Brian Swoyer, Mr. Shawn Seler, Mr. Joseph Minter, Miss Vicki Bonner	<a href="#">Completed</a>
<a href="#">Pennsylvania State Police</a>	[All]	Agency Signatory	6/4/2024 1:15:34 PM	Ms. Deborah A. Calhoun, Major Patrick Brinkley, Ms. Traci Widnick, Lt. Laura Klinger, Mr. Kenneth Zipovsky	Pending Email Verification <a href="#">Resend email verification?</a>

# Request to be an Agency Signatory for a New Organization

To verify your e-mail, click on the Yes, This is my Email Address button. You will then receive a verification indicating your email has been verified. This is an operation that is done periodically. If you made a prior request and verified your email, you will not get another verification email.



Please confirm your email address

Ms. Cynthia Kuchar,

This email address was added to the PCCD Egrants system as being authorized to electronically sign contracts and other documents for Pennsylvania State Police.

To ensure you are notified when a signature is required for your organization, please confirm this email address by clicking the button or link below.

[YES, THIS IS MY EMAIL ADDRESS](#)



If you cannot see the button, copy and paste this link to your web browser <http://cdedcdvwbegr003.pa.lcl/UATAny/ConfirmEmail/uar/3fe57c98dd1d83126d8d6cec9deae1b9d1751046> to complete the email address verification.

This email was generated automatically; please do not respond to this message. Thank you!

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#### ! About this Activity

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#### ? Questions or Concerns

If you have questions or security concerns about this email, just call our PCCD Egrants support helpdesk at (717) 787-5887.

# Request to be an Agency Signatory for a New Organization

Once PCCD has approved your request you will receive the below email.



## Agency Signatory request approved

Ms. Cynthia Kuchar,

Your Agency Signatory user access request to Pennsylvania State Police has been approved. With this role, you will be able to view and electronically sign any pending requests for your organization.

This email was generated automatically; please do not respond to this message. Thank you!

### ! About this Activity

You have received this message as your signature is required for PCCD Egrants.

### ? Questions or Concerns

If you have questions or security concerns about this email, just call our PCCD Egrants support helpdesk at (717) 787-5887.



# Request to be an Agency Signatory for a New Organization

Click into the User Management tab to access the User Access Request page. You will now see that you have Agency Signatory roles for the new organization.

## USER ACCESS REQUEST

### Current Organization/Project Roles Access

Join New Organization




Join New Organization As Authorized Signer

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To request a role request for a new organization click the **Join New Organization** button.

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 <a href="#">Request Other Access</a>	Pennsylvania State Police	[All]	Agency Financial Creator, Agency Signatory



# PCCD Quick Links

[Access Egrants](#) – Log in or create a new account.

[Egrants Signatory Request Form](#) – This form is used to authorize an individual to electronically sign a grant document within PCCD's Egrants system on behalf of an organization.

[Register your Agency in Egrants](#) - Your agency must be properly registered in Egrants if you intend to apply for a grant. Use this form to register your agency in Egrants.

[PCCD Egrants Keystone Login & Registration Walkthrough Guide](#) - An easy-to-follow guide for registering with Egrants includes both forms referenced below.

[New User Role Request Form \(PDF\)](#) - If your agency does not have a User Manager, this form is used to establish the necessary roles for your Egrants access.

[Egrants Role Request Walkthrough \(PDF\)](#) - If your agency does have a User Manager, this guide will walk you through the process of requesting roles.

[User Manager Help Guide](#)- This guide provides instruction for users having the Agency User Manager security role in Egrants and how to approve requests as well as maintaining existing security for users already established within their agency.