



# Using ezFedGrants – Your User Profile

## Job Aid



### Before You Begin

This document describes how to open and modify your ezFedGrants user profile.

#### You Will Need

- An eAuthentication/Login.gov Verified Identity account
- The Grants Administrative Officer, Grants Processor, or Signatory Official role in the ezFedGrants External Portal

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#### Data Note

The screenshots provided with these instructions are a representative sample for the purpose of training, which contain sample data and may not depict the entire screen.

In addition, these instructions focus on the **minimum system requirements** for the above-described procedure(s). You may need to complete additional fields or provide additional information not specifically described in this document.



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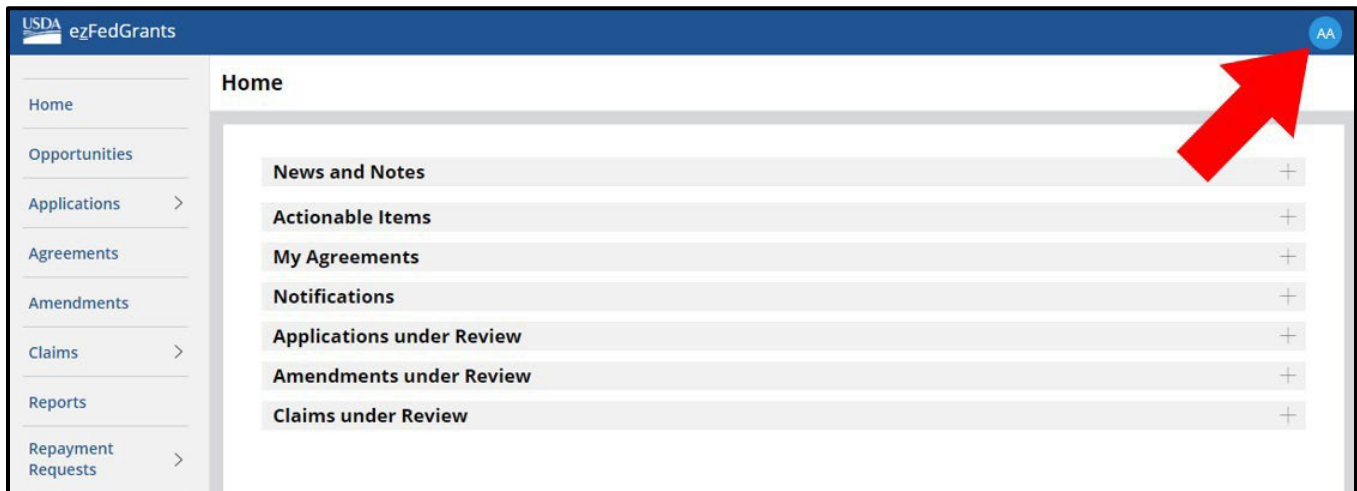
### Getting Started

Launch the ezFedGrants External Portal from the [OCFO ezFedGrants website](#) and log in with your Login.gov verified identity account.

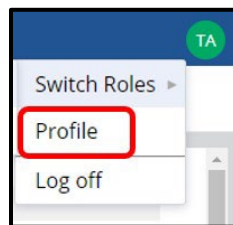
For questions regarding ezFedGrants access, including logging-in and eAuthentication, please review the [eAuthentication/Login.gov FAQs](#).

### Open Your Profile

1. Click your initials in the upper-right corner of the **Home** screen to display the **User Name** menu.



2. Click the **Profile** option on the **User Name** menu to open the **Profile** screen.





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- The **Profile** screen contains several sections of details about yourself and the organizations you are affiliated with. While some of this information is pulled from your eAuthentication profile or the records of the organization(s) that you are affiliated with, the contact details can be edited directly through ezFedGrants, as explained in the remainder of this document.

TEST GAO

Profile

Update Profile

Close

Full Name	Portal ID	Role Assignment	
TEST GAO	TESTGAO	GrantorImpls.GrantAdministrativeOfficer	

General Details

CRM Business Partner ID	Title	First Name	Last Name
1800001608	Ms.	TEST	GAO
Telephone	Email Address		
(123) 456-2222	test@gmail.com		

Contact Details

Street	House Number	City	State
First Main St	1000	Milton	Massachusetts
Zip	Country	Academic Title	Occupation
12345	United States	Master of Business Administration	tester
Fax	Website	Communication Method	Language
N/A	N/A	E-Mail	N/A

Organization Details

GRANTOR UNIVERSITY Name 2.



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#### Edit Your Profile

1. Name, phone, and email cannot be edited through the Update Profile screen, this information is provided by eAuth. Any changes to those fields need to be updated via eAuth. After eAuth has been updated and the user signs back into ezFedGrants the fields will update. (A mouseover of the fields indicates that updates to those fields need to go through eAuth)

**Edit Operator Profile**

**General Details**

CRM Business Partner ID: 1800001772

Title: Mr. ▾

First Name: [Field with tooltip: Changes to this field need to be completed via EAUTH]

Last Name: Off UR

Telephone: (111) 555-0987

Email Address: developer@sampledata.net

**Contact Details**

Street: Totally Real St NE

House Number: 8080

City: Washington

State: Idaho ▾

Zip: 54321

Country: United States ▾

Academic Title: Bachelor of Arts ▾

Occupation: System Developer

Fax: [Field]

Website: [Field]

Communication Method: [Field]

Language: [Field]

2. The users can **update** the contact details via the **Profile** screen.

**Profile**

Full Name: TEST GAO

Portal ID: TESTGAO

Role Assignment: Grantor/Impls:GrantAdministrativeOfficer

**General Details**

CRM Business Partner ID: 1800001608

Title: Ms.

First Name: TEST

Last Name: GAO

Telephone: (123) 456-2222

Email Address: test@gmail.com

**Contact Details**

Street: First Main St

House Number: 1000

City: Milton

State: Massachusetts

Zip: 12345

Country: United States

Academic Title: Master of Business Administration

Occupation: tester

Fax: N/A

Website: N/A

Communication Method: E-Mail

Language: N/A

**Update Profile** **Close**



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- Click the **Submit** button to save your changes, exit the **Edit Operator Profile** screen, and see the updated details on the **Profile** screen.

TEST GAO

Edit Operator Profile

General Details

CRM Business Partner ID  
1800001608

Telephone  
(123) 456-2222

Title  
Ms. ▾

Email Address  
test@gmail.com

First Name  
TEST

Last Name  
GAO

Contact Details

Street  
First Main St

House Number  
1000

City  
Milton

State  
Massachusetts ▾

Zip  
12345

Country  
United States ▾

Academic Title  
Master of Business Administration ▾

Occupation  
tester

Fax

Website

Communication Method  
E-Mail ▾

Language

Cancel

Submit



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#### Join Additional Organizations

Through the **Profile** screen, you can submit role assignment requests for additional organizations after you have access to ezFedGrants. Getting access for additional organizations will not impact your existing organizational affiliations.

Furthermore, you cannot remove/de-link yourself from an organization. If you are no longer affiliated with an organization, contact a user with the Grants Administrative Officer (GAO) role in that organization to be removed/de-linked.

1. Scroll down to the **Organization Details** section of the **Profile** screen and click the **Join Additional Organization** button.

**Note:** This button is only available on the **Profile** screen; it is not available on the **Edit Operator Profile** screen.

**Organization Details**

RUTGERS THE STATE UNIV OF NEW JERSE SCIENCE DEPT2 RESOURCE FOUNDATION SCHOOL OF AGRICULTURE

CRM Organization ID	DUNS	DUNS+4	CAGE
1100000234	0012345	N/A	N/A
Street Address	City	State	Postal Code
34 RUTGERS PLAZA	NEW BRUNSWICK	NJ	08901-8559
Phone			
N/A			

[+ Join Additional Organization](#)

2. The **Join Additional Organization** popup window will appear. On this popup window, click the **Add Organization** button to search for and select an organization. This is similar to when you selected an organization for your initial ezFedGrants Role Assignment Request.

If you have the Grants Administrative Officer (GAO) role, you must also identify an agency who will approve your access request in the event you choose an organization that does not yet have any ezFedGrants users.

**Join Another Organization**

**Select Organization(s)**

Click Find Organization to search for an organization you want to join. After selecting an organization, it will appear below. You must select at least one organization to submit your access request. Organizations must be registered on SAM.gov and have a record in the ezFedGrants System to be available for selection here. If your organization has not previously registered on SAM.gov, please complete the registration process at <https://sam.gov>. If your organization is registered on SAM.gov but does not appear here, please use the Contact USDA link on the left to contact the ezFedGrants Help Desk. Please include your organization's DUNS Number and CAGE code (if known) in your message.

If you are affiliated with multiple organizations, click Find Organization again to add more organizations.

Please provide Point of Contact (POC) details for each organization. A POC is someone from the organization who can verify your affiliation with that organization, if necessary.

Click Remove to remove an organization you do not want to join.

\* Agency

[+ Add Organization](#)

[Cancel](#) [Submit](#)

3. After selecting an organization, complete the **Point of Contact (POC) Details** fields.
4. Click the **Add Organization** button again to add another organization. You can submit multiple access requests at once. You must complete the POC Details fields for each organization, even if each organization has the same POC.
5. If you selected an incorrect organization, click the **Remove** button to remove the erroneous selection.
6. Click the **Submit** button to submit your request(s). Access must be approved for each organization separately. You may receive a notification email or message when your requests are approved, or you can check the **Profile** screen to see your active organizational affiliations.



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7. **Pending Role Assignment requests** can be seen on the profile page under the **join additional organization** button.

**Profile** Update Profile Close

RUTGERS THE STATE UNIVERSITY OF NEW JERSEY DEPT 12 RESOURCE FOUNDATION SCHOOL OF AGRICULTURE

CRM Organization ID 1100000234	UEI TESTCRMUE001	EFT 0002	CAGE N/A
Street Address	City NEW BRUNSWICK	State NJ	Postal Code 08901-8559
Phone (000) 000-0000	ASAP ID 0876511	DUNS 0012345	DUNS+4 2055

[+ Join Additional Organization](#)

Below is a list of cases pending approval (per organization). Please click on the Case ID link to **review** or **edit** the request.

Review/Edit	Role	Organization	Create Date	Approver
<a href="#">RA-13952</a>	Grant Administrative Officer	RUTGERS THE STATE UNIVERSITY OF NEW	8/2/23	Agency: APHIS

8. If you need to review your pending role assignment request, view approver's contact information or withdraw the request, click on the case ID link.

[+ Join Additional Organization](#)

Below is a list of cases pending approval (per organization). Please click on the Case ID link to **review** or **edit** the request.

Review/Edit	Role	Organization	Create Date	Approver
<a href="#">RA-13952</a>	Grant Administrative Officer	RUTGERS THE STATE UNIVERSITY OF NEW	8/2/23	Agency: APHIS

[Review Request](#)  
[View Approvers](#)  
[Withdraw Request](#)



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### Update Organization Data

1. If your organization data has changed (name, address, etc.) and the data has been updated in [SAM.gov](https://sam.gov), click on the refresh button across from the organization name to update your profile organization data. *This only updates your profile, other users in your organization will also need to refresh the data on their profile.*

Profile

TEST GAO

Update Profile Close

Street Address	City	State	Postal Code
	College Station	TX	77843
Phone	ASAP ID	DUNS	DUNS+4
N/A	N/A	619003127	N/A

RUTGERS THE STATE UNIV OF NEW J SCIENCE DEPT2 RESOURCE FOUNDATION SCHOOL OF AGRICULTURE

CRM Organization ID	UEI	EFT	CAGE
1100000234	TESTCRMUE001	0002	N/A
Street Address	City	State	Postal Code
	NEW BRUNSWICK	NJ	08901-8559
Phone	ASAP ID	DUNS	DUNS+4
(000) 000-0000	0876511	0012345	2055

Join Additional Organization

### Update Role to Grants Administrative Officer (GAO)

Changing roles is generally done by the organization GAO using **Manage Permissions**. If the GAO has left the organization and there are no other active GAO's, application processors and signatory officials can request their role be changed to GAO from the appropriate agency.

1. The request is initiated by clicking on the **icon to the right of role information**. This button is only available to application processors and signatory officials. It only displays if the user belongs to one organization. Users belonging to one more than organization will need to contact the help desk for assistance.

Profile

sig off1001

Update Profile Close

Full Name	Portal ID	Role Assignment
sig off1001	sigoff1001	GrantorImpls:SignatoryOfficial

Click for eligibility to Change Role to GAO

General Details

CRM Business Partner ID	Title	First Name	Last Name
1800001036	Mr.	sig	off1001
Telephone	Email Address		
(515) 664-9786	nrcsp01@gmail.com		

Contact Details

Street	House Number	City	State
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2. Clicking on the **button** verifies if there are any active GAO's. If there are no active GAO's you will be asked to fill out the following form. Clicking **submit** creates a request to the agency to have your role assignment changed to GAO.

**Profile** [Update Profile] [Close]

Full Name Portal ID Role Assignment

**Update Role To GAO** [X]

Please select an Agency and click the Route to Agency check box to send a request to the Agency to update your role to Grants Administrative Officer (GAO).

☒ Route Request to Agency

\* Agency [v]

\* Supervisory Point of Contact (POC) \* School/Dept/Div/Prog. \* POC Email \* POC Phone

[Cancel] [Submit]

Street House Number City State  
Totally Real Str NE 8080 Washington Idaho

3. If you have a role assignment request open to another organization or there is a GAO that has signed in within the last two weeks, the system will not create the request and you will receive the below message.

**Profile** [Update Profile]

**Update Role To GAO**

You currently have open Role Assignment request(s) until these are completed or withdrawn you will be unable to change your Role Assignment.

You are not eligible to bypass your organizations GAO (Grants Administrative Officer) approval for a role change since at least one of your organization signed in within the last two weeks.

Please use the list below to contact one of your organization GAO(s) to update your role using Manage Permissions (this can be found on the left navigation menu if you have the GAO role).

Please contact the USDA help desk if all GAO(s) have left your organization.

Name	E-Mail	Phone	Last Signon
Test ARS2	celiacarson@gmail.com	(123) 456-7890	04/06/2021 03:47 PM
Test ARS	celia.carson@gmail.com	(202) 720-9999	12/07/2022 12:22 PM
ARS ARS-ST-GL-App	TEST2@GMAIL.COM	(999) 999-9999	07/26/2023 01:58 PM
app pro1001	developer@sampledata.net	(111) 555-0987	07/19/2023 03:03 PM
Fresh Opp	FreshOpp@test.com	(123) 123-1234	07/20/2023 03:59 PM



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### Comments

#### Job Aids

- [Role Assignment Job Aid](#)
- [Using ezFedGrants – The Basics Job Aid](#)
- [ezFedGrants External Portal User Roles Quick Reference](#)

#### ezFedGrants Hyperlinks

- [ezFedGrants Home page](#)
- [ezFedGrants FAQs general](#)

#### Need Help?

Contact the ezFedGrants Help Desk at [ezFedGrants-cfo@usda.gov](mailto:ezFedGrants-cfo@usda.gov).

### Version Control

Name	Date	Changes Made
Abael Solomon	July 2024	Updated hyperlinks
Takia Glover	Mar. 2024	Updated Screenshots and hyperlinks; removed log-in screenshots, modified table of contents
Abael Solomon	Dec. 2023	Updated Screenshots
Kandice Whitaker	Apr. 2022	Updated OCFO email link
Abael Solomon	Jan. 2022	Removed Level 2 reference and updated OCFO website link
April Murphy	Sept. 2019	Initial document created