



Grants Ontario Quick Reference Guide: Accessing Grants Ontario from the Transfer Payment Common Registration System

The Grants Ontario System (GOS) is an internet-based application that is accessed via the Transfer Payment Common Registration (TPCR) system. If you are not registered in TPCR, see the [Quick Reference – Transfer Payment Common Registration System](#). Please note that you must have an existing ONE-key ID or Go Secure and password to proceed with the steps outlined below.

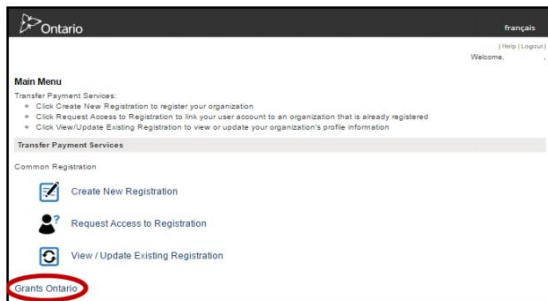
Accessing Grants Ontario from the Transfer Payment Common Registration System

1. Log in to ONE-key or Go Secure.

In ONE-key, under “My Services”, click on “Transfer Payment Account”.

For Go Secure, use the link on the Grants Ontario webpage to log in to access the TPCR system directly.

2. The TPCR Main Menu appears. Click on “Grants Ontario”.



3. Identify the applicable scenario and follow the corresponding steps:

- ❑ **Scenario A:** If your organization is an existing Grants Ontario user and was migrated to the new system, “Grants” appears below “My Organization(s) Registered with Grants Ontario Access”



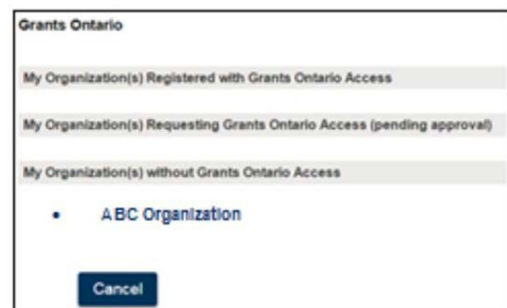
- (1) The webpage will automatically redirect you to Grants Ontario, if not, click “Grants”. Grants Ontario opens.

- ❑ **Scenario B:** If your organization was migrated and your organization registered through requesting access, “Grants” appears below “My Organization(s) Registered with Grants Ontario Access” and your organization name appears below “My Organization(s) without Grants Ontario Access”.



- (1) Click your organization name.
- (2) Select access type: Standard Access.
- (3) Click **Enrol**. Once the enrollment is processed, you will receive a confirmation email.
- (4) Click Log Out. Follow steps 1 and 2. Your Grants Ontario home page appears.

- ❑ **Scenario C:** If your organization is new, your organization name appears below “My Organization(s) without Grants Ontario Access”.



- (1) Click your organization name.
- (2) Select access type: *Standard Access*.
- (3) Click **Enrol**. Once the enrollment is processed, you will receive a confirmation email.
- (4) Click Log Out. Follow steps 1 and 2. Your Grants Ontario home page appears.

