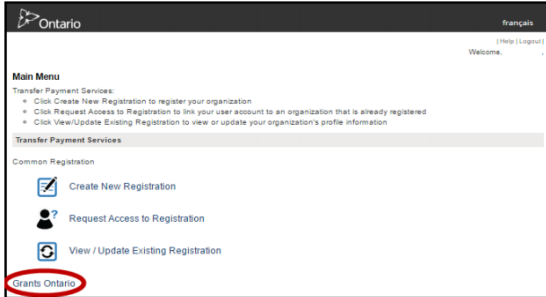


# How to Access Grants Ontario from the Transfer Payment Common Registration System

1. Log in to the Transfer Payment Common Registration System. The Main Menu appears.



2. Click on “Grants Ontario”.
3. Your next step depends on the scenario:

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



- (1) Click “Grants”. Grants Ontario opens.

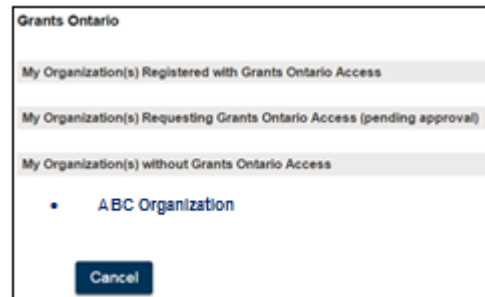
- ❑ **Scenario B:** If your organization was migrated and your organization registered through requesting access, then “Grants” appears below “My Organization(s) Registered with Grants Ontario Access” and your organization name appears below “My Organization(s) without Grants Ontario Access”.



- (1) Click your organization name.
- (2) Select the access type. (See \* below).
- (3) Click **Enrol**. The Help Desk approves the enrollment.

- (4) You will receive a confirmation email from Grants Ontario System within 5 business days.
- (5) Click **Log out**.
- (6) Click **ONE-key portal**. The My Services window appears.
- (7) Click **Transfer Payment Account/Grants Ontario**.
- (8) Click **Grants Ontario** in the Main Menu. Your Organization name now appears below “My Organization with Grants Ontario Access”.
- (9) Click the organization name. Grants Ontario opens.

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



- (1) Click the organization name.
- (2) Select your access type. (See \* below).
- (3) Click **Enrol**. The Help Desk approves the enrollment.
- (4) You will receive a confirmation email from Grants Ontario System within 5 business days.
- (5) Click **Log Out**.
- (6) Click **ONE-key portal**. The My Services window appears.
- (7) Click **Transfer Payment Account/Grants Ontario**.
- (8) Click **Grants Ontario** in the Main Menu. Your Organization name now appears below “My Organization with Grants Ontario Access”.
- (9) Click the organization name. Grants Ontario opens.

### \*Access Types

#### Standard:

- Normal stakeholder access “rights”
- User can access their organization record and grants history and apply for grants

#### ASP Single/Multiple Site

- Apply to only After School Programs.