

Direct Grants Program – Online Registration

(this is an extract from the Direct Grants Referrer Guidelines v3)

3.1 Registering

Applications are made online through Grant Toolbox. Referrers must be able to receive emails from the Grant Toolbox email donotreply@granttoolbox.com.au through their work email address.

Before you can create your first application you will need to

1. Access Grant Toolbox via a web link

https://wyatt.granttoolbox.com.au/s_Login.jsp

2.1 Register your organisation for the Direct Grants Program (if your organisation hasn't been registered by another referrer in your organisation)

- ⇒ Click on the **Register a new organisation or add a new user** button
- ⇒ Select **Direct Grants – Register a new organisation**
- ⇒ Type in your organisation's ABN then follow the prompts to register your organisation and yourself as a new user
- ⇒ Your request will be sent to Wyatt and you will receive an email once approved
- ⇒ If your organisation has already been registered as a new organisation for the Direct Grants Program by another user within your organisation the system will advise you and you will be directed to step 2.2.

Or

2.2 Register yourself as a new user for the Direct Grants Program (if your organisation has already been registered by another referrer in your organisation)

- ⇒ Click on Register a new organisation or add a new user button
- ⇒ Select **Direct Grants – Register a new user for an organisation that is already registered**
- ⇒ Follow the prompts to register as a new user
- ⇒ Your request will be sent to Wyatt and you will receive an email once approved
- ⇒ Note that we have removed the distinction between accredited and non-accredited referrers.

3. Activate your account

- ⇒ Your registration may take up to 2 business days to approve
- ⇒ Once approved you will receive an email with instructions to activate your account and set up your password with your temporary login details and instructions for setting up your permanent login
- ⇒ The email will come from donotreply@granttoolbox.com.au
- ⇒ You should ensure you are able to receive notifications from this address by managing your email settings (add to Safe Sender) or setting permissions via your IT provider.

Note that we have removed the distinction between accredited and non-accredited referrers.

Once you are registered with Grant Toolbox as a user for the Direct Grants Program you will be able to create and submit your Direct Grant applications.

3.2 Troubleshooting Registration

If you have through the registration process and have not received a registration confirmation with login details within 2 business days, please check your junk or spam folder or contact your IT provider to check if the email has been blocked.

All correspondence about your registration, system access and grant applications are sent via the Grant Toolbox system from the email address donotreply@granttoolbox.com.au. All communications regarding your grants will come from this email address so it is important that there is no barrier to you receiving these messages. If these emails are getting blocked or undelivered, please check Spam/Junk or ask your IT Provider to contact Grant Toolbox helpdesk to troubleshoot.

If you are having difficulties registering your organisation or yourself, please contact Wyatt on 8224 0074. If we are unable to assist we will ask you to lodge a ticket via the Grant Toolbox [support website](#)

3.3 Registering a new Direct Grant referrer from your organisation

Any referrer who is registered for the Direct Grants Program in Grant Toolbox can register another user from within their organisation. You will need to do this if you want to include that person as an alternate contact on a grant application.

- Click on **Organisation** on the top right of screen
- Click the button **Add Contact for the Direct Grants Program**
- Enter the new referrer details into the displayed fields
- Click the **Submit** button.

The new user will receive a login email from Grant Toolbox.