



System Access Portal for Forestry Grants Registration User Guide

Prepare

Please review this guide to determine what information you need to gather in advance to streamline the registration process. Grants may be awarded to civic groups, communities, local government, non-profit organizations, neighborhood associations, public educational institutions, state agencies, tribal organizations and volunteer groups. You will need:

- Contact information for the organization and an individual who is authorized to conduct business of behalf of the organization.
- The organization's Federal Tax ID Number.
- The organization's Unique Entity Identifier (UEI), if applying to receive federally-sourced funds.

Get Started

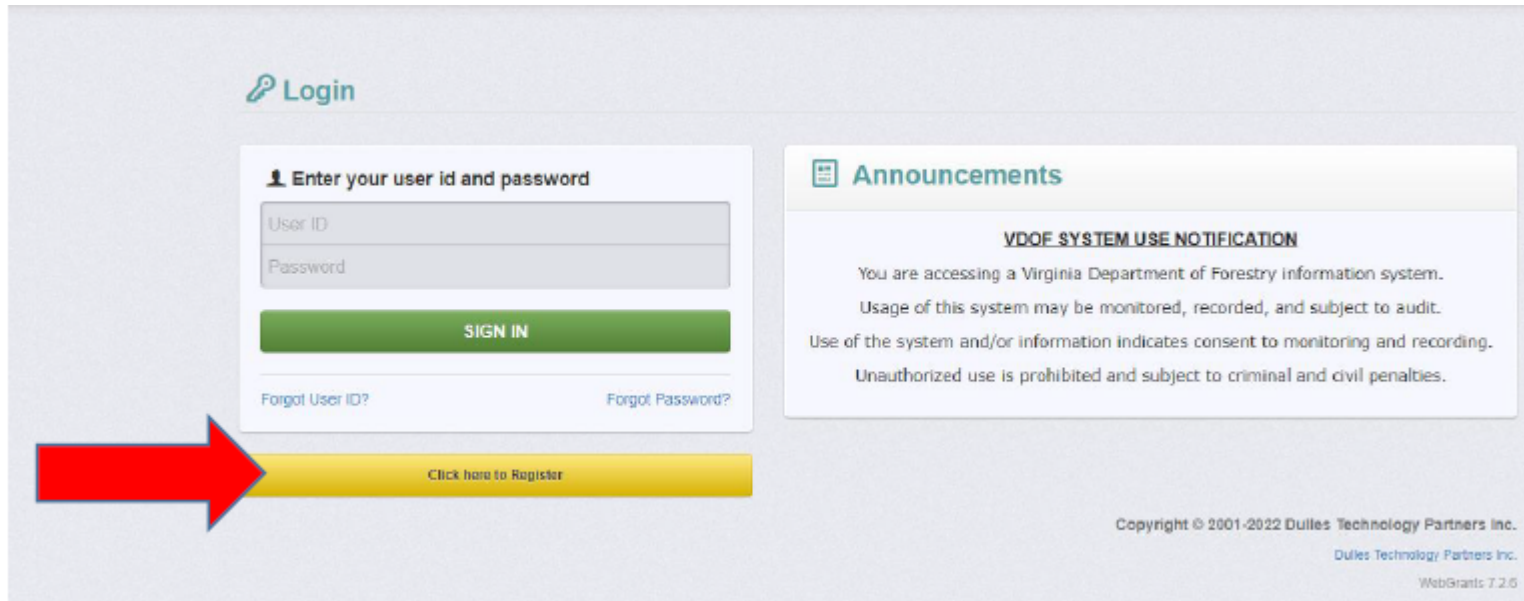
- 1) Navigate to the Virginia Department of Forestry (DOF) System Access Portal for Forestry Grants and click the **Click here to Register** button. <https://vaforestry.webgrantscloud.com/index.do>

WARNING

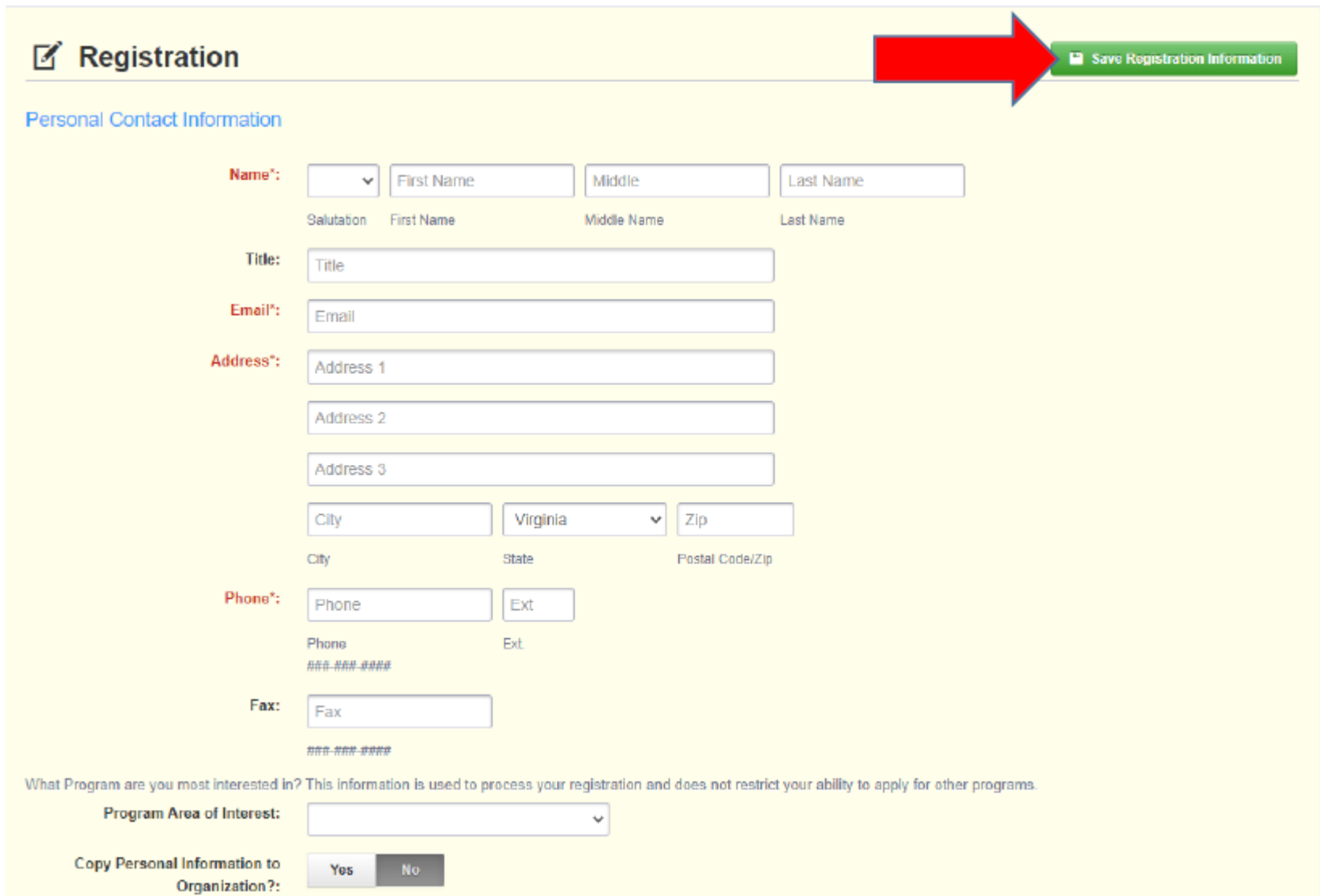
System Access Portal for Forestry Grants has a preset 10-minute timeout function. Users will receive a reminder as shown below; use the SAVE function to avoid loss of data.

vaforestry.webgrantscloud.com says
Your session is about to expire.
If you do not save your changes in the next few minutes they will be lost

OK



- 2) Each registrant should complete the mandatory fields marked in red. Click on the green **Save Registration Information** button. DOF staff will complete the Internal Use Only fields once the organization submits their request for registration.



The image shows a web form titled "Registration" with a pencil icon. A large red arrow points from the right side of the form towards a green button labeled "Save Registration Information". The form is divided into sections: "Personal Contact Information", "Name*", "Title:", "Email*", "Address*", "City", "State", "Zip", "Phone*", "Ext", "Fax:", "What Program are you most interested in?", "Program Area of Interest:", and "Copy Personal Information to Organization?".

Registration

Save Registration Information

Personal Contact Information

Name*: [Salutation] [First Name] [Middle] [Last Name]
Salutation First Name Middle Name Last Name

Title: [Title]

Email*: [Email]

Address*: [Address 1]
[Address 2]
[Address 3]

[City] [Virginia] [Zip]
City State Postal Code/Zip

Phone*: [Phone] [Ext]
Phone Ext
####

Fax: [Fax]
####

What Program are you most interested in? This information is used to process your registration and does not restrict your ability to apply for other programs.

Program Area of Interest: []

Copy Personal Information to Organization?: [Yes] [No]

Step 2, continued

Organization Name*:

Organization Type*:

Federal ID Number (FEIN)*:

Organization Website:

Unique Entity Identifier (UEI):

Physical Address*:

City State Postal Code/Zip

County

Mailing Address*:

City State Postal Code/Zip

Phone*:


###-###-#### Ext.

Fax:

###-###-####

Captcha*:

I'm not a robot



reCAPTCHA
Privacy - Terms



 Save Registration Information

- 3) Once DOF approves the registration, the primary contact will receive an email notification to return to the website to establish a password and sign in (<https://vaforestry.webgrantscloud.com/index.do>.)
- 4) Once logged in, select **Funding Opportunities** from the gray menu box on the left to see the current list of DOF grant opportunities.

The screenshot shows the 'Work Assignment' web application interface. The left sidebar menu is visible, with 'Funding Opportunities' highlighted by a red arrow. The main content area displays several sections:

- Approaching Deadlines - Next 30 Days:** A table showing documents with due dates. One entry is visible:

Due Date	Document	ID	Status	Title	Program Area	Funding Opportunity
10/05/2022	Site Visit	1112-01	Editing	BaseLine Organization	Water Quality Initiative	1005-Legger Best Management Practices (BMP) - 2022
- Negotiations - Due Within 30 Days:** A section with a table that currently shows 'No data available in table'.
- Recent Correspondence - Within the Last 30 Days:** A section with a table that currently shows 'No data available in table'.
- My Site Visits - Inbox:** A section with a table for site visits assigned to the user.