



## Process Guide: How to Create an Applicant Profile

### *What is an applicant profile, and why do I need one?*

The Child Care Stabilization Fund application is an online (web-based) application. In order to access the application, you must create an applicant profile to the grant management system which administers the application. To create a profile, you will enter your email address, create a password, and provide demographic information to let the system know who you are.

Once you create a system login and profile, you can begin an application. If you need to exit the application and finish it later, your login allows you to do so without losing your application progress. Creation of an applicant profile also ensures that the information you provide in your grant application is secure. *If you have any questions about how to complete an applicant profile, please reach out to [ChildCareGrants@pcgus.com](mailto:ChildCareGrants@pcgus.com).*

### *Follow the step-by-step instructions below to create your applicant profile.*

1. Select link to navigate to application portal. Link can be found at <http://kids.ri.gov/cabinet/>.
2. Select “**Sign up**” in the top righthand corner (circled) on the screen below in order to view the demographic information required.

A screenshot of the "Applicant Registration" web form. The form is titled "Applicant Registration" and includes the instruction "Fill out the required fields below to create your GrantsConnect account." Below this, there is a section for "GENERAL INFORMATION" with two input fields: "First Name" and "Last Name". The "First Name" field is highlighted with a red border and a red error message "This input is required" below it. In the top right corner of the form, there are two buttons: "Sign in" and "Sign up". The "Sign up" button is circled in red.

3. Enter demographic information as prompted on the screen. Please use your professional demographic information including email address, phone number, and the address of the program you represent.
4. Create a password.



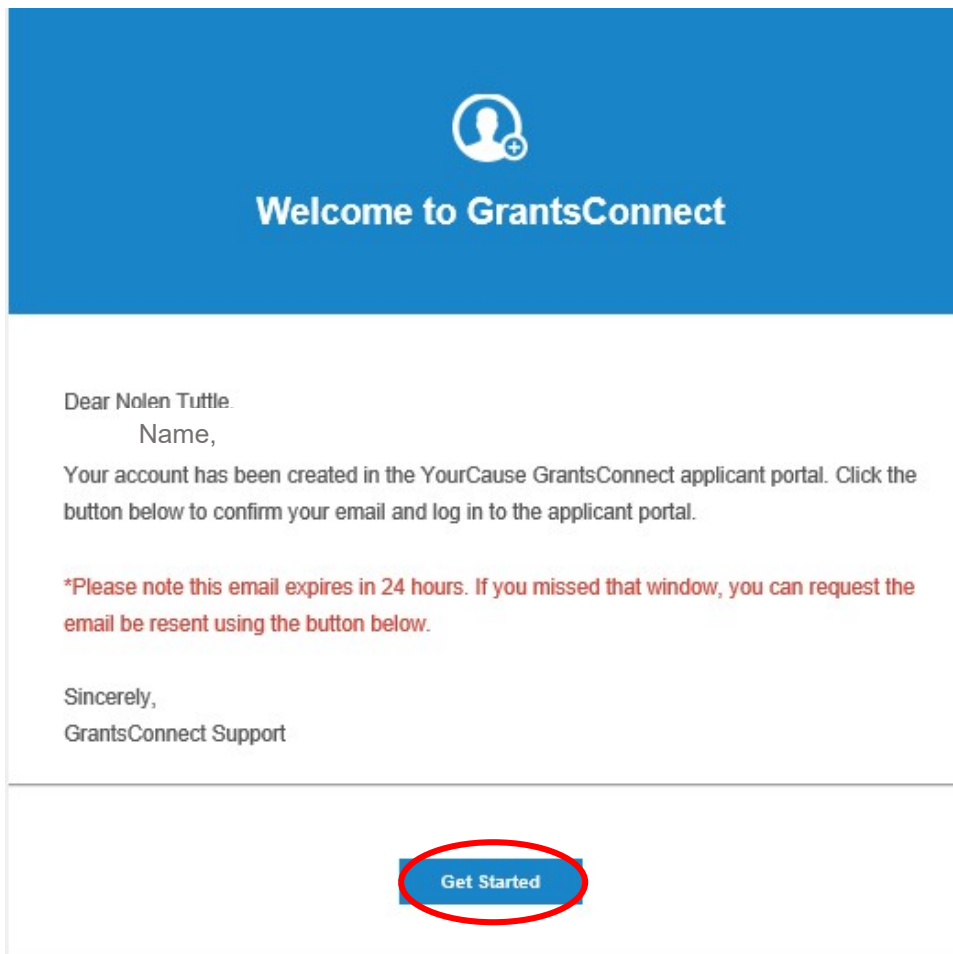
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5. Check box next to "I agree" statement.
6. Select "**Sign up**" in bottom right corner.

A screenshot of a registration form. On the left is a solid blue rectangular area. To its right is a white form area containing a checkbox labeled "I agree to the Terms of Service and Privacy Policy". In the bottom right corner of the form area is a blue button with the text "Sign Up" in white, which is circled in red. At the bottom of the page, there is a footer with "Powered by: YourCause" on the left and "Need assistance? Email Live chat" on the right.

7. After you select "**Sign up**," you will receive a "Registration Confirmation" email from YourCause LLC (pictured below). Navigate to your email inbox to view the confirmation email.





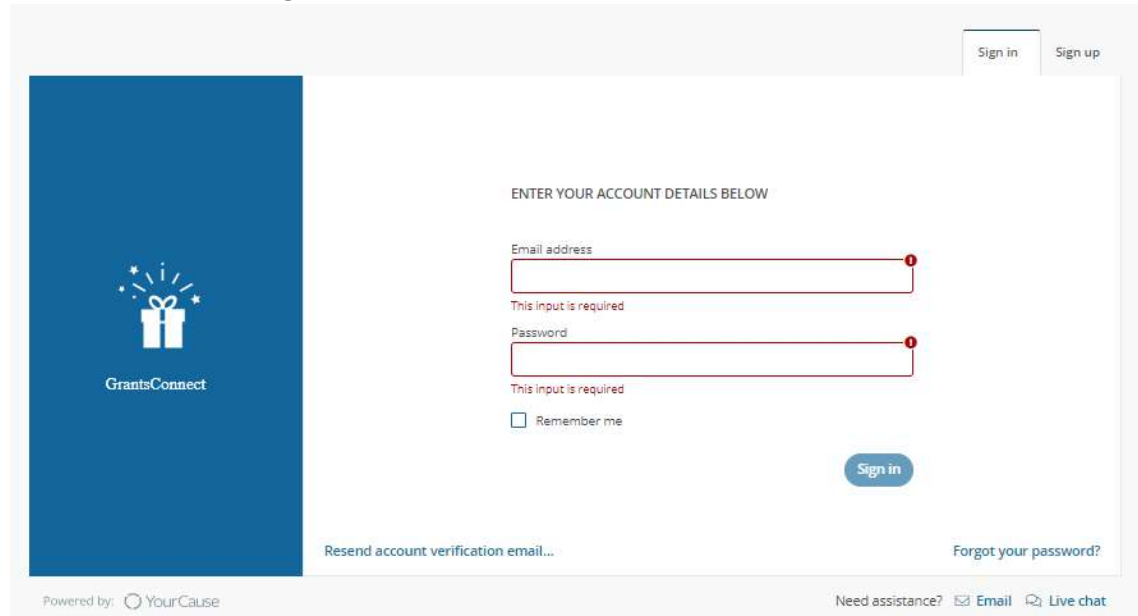
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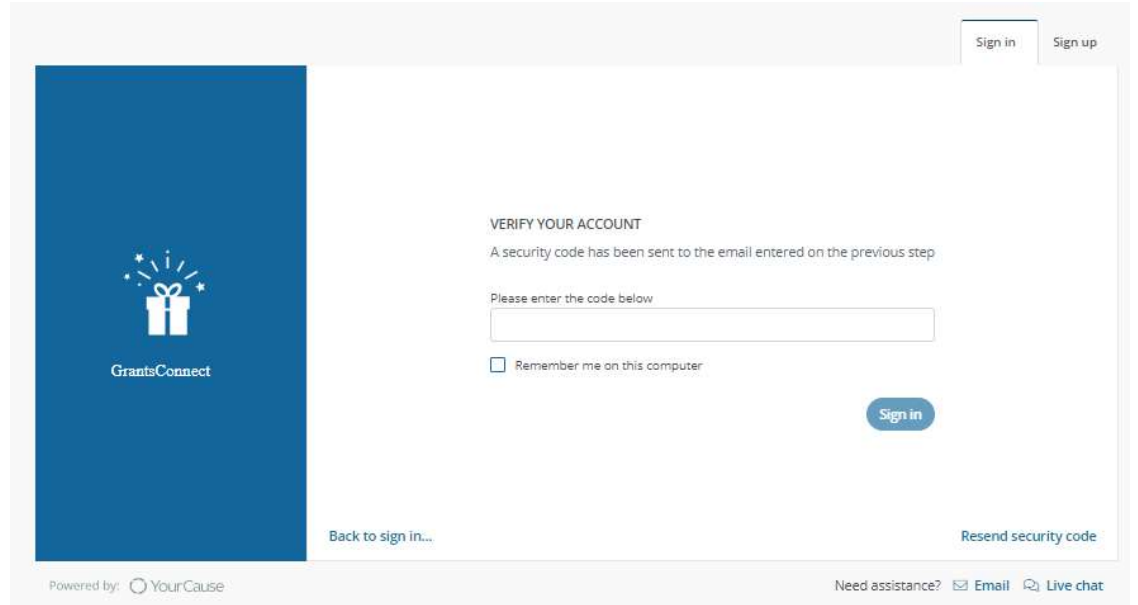
8. Within 24 hours of receipt of your registration email, select the **“Get Started”** button circled above. This verifies your email address in the grant system.

**Tip:** If 24 hours has passed before you have verified your email, you may click the **“Get Started”** button and you will receive a new verification email.

9. Navigate back to the applicant registration page pictured below. Enter your email and password. Select **“Sign in.”**

A screenshot of the GrantsConnect sign-in page. On the left is a blue sidebar with the GrantsConnect logo. The main content area is white and titled "ENTER YOUR ACCOUNT DETAILS BELOW". It contains two input fields: "Email address" and "Password", both with red error messages stating "This input is required". Below the password field is a "Remember me" checkbox. A blue "Sign in" button is positioned to the right of the password field. At the bottom left, there is a link "Resend account verification email...". At the bottom right, there is a link "Forgot your password?". The footer includes "Powered by: YourCause" and "Need assistance? Email Live chat".

10. The system will prompt you to verify your account through the screen pictured below:

A screenshot of the GrantsConnect account verification page. On the left is a blue sidebar with the GrantsConnect logo. The main content area is white and titled "VERIFY YOUR ACCOUNT". It contains the text "A security code has been sent to the email entered on the previous step" and "Please enter the code below" above a text input field. Below the input field is a "Remember me on this computer" checkbox. A blue "Sign in" button is positioned to the right of the input field. At the bottom left, there is a link "Back to sign in...". At the bottom right, there is a link "Resend security code". The footer includes "Powered by: YourCause" and "Need assistance? Email Live chat".



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11. You will receive a second “Verify Your Account” email from YourCause LLC (pictured below). This email will contain a verification code. Enter the verification code received in your “Verify Your Account” email and click **“Sign in.”**

**Tip:** If you are using a trusted computer, check the box beside “Remember me on this computer” so that next time you login, you will not be prompted to enter a verification code.

#### Verify Account

Dear Nolen Tuttle,                      Name,

We have received your sign in request.

**Verification Code:**

**125637**

Never share this code with anyone. If you are not attempting to sign in, please change your password to ensure your account is secure.

Sincerely,  
GrantsConnect Support

12. After you enter your verification code, the system will display the following screen which prompts you to begin your grant application. Select **“Start new application.”**

