



# GRANT PORTAL GUIDE

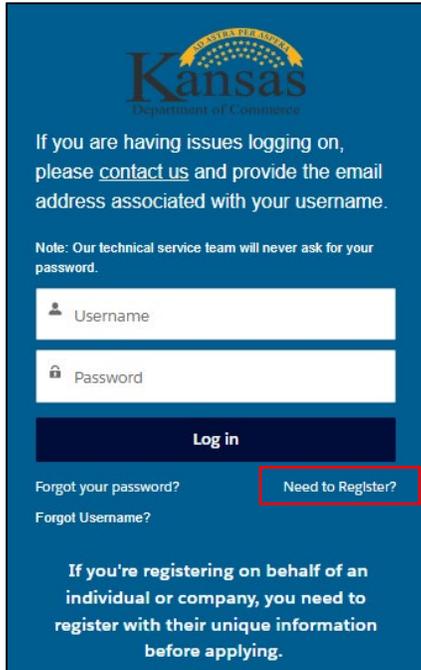
Salesforce

## Guide Includes

|  |         |
|--|---------|
| Application Portal Registration .....                        | page 1  |
| Creating a New Business Account & Linking a User Account.... | page 6  |
| Linking a User Account to an Existing Business Account.....  | page 14 |

## Section I: Application Portal Registration

1. Access the portal log-in page using this link: [Login \(site.com\)](#)
2. From the portal log-in page, click on *Need to Register?*



**Kansas**  
Department of Commerce

If you are having issues logging on, please [contact us](#) and provide the email address associated with your username.

Note: Our technical service team will never ask for your password.

Username

Password

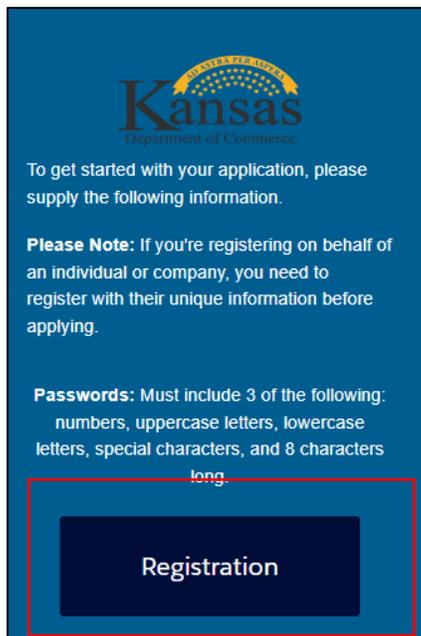
Log in

[Forgot your password?](#) [Need to Register?](#)

[Forgot Username?](#)

If you're registering on behalf of an individual or company, you need to register with their unique information before applying.

3. After reviewing information on the following screen, click on the Registration button.



**Kansas**  
Department of Commerce

To get started with your application, please supply the following information.

**Please Note:** If you're registering on behalf of an individual or company, you need to register with their unique information before applying.

**Passwords:** Must include 3 of the following: numbers, uppercase letters, lowercase letters, special characters, and 8 characters long.

Registration

4. Complete the required fields in the Create Account pop-up window then click the Next button.

The required fields are:

- a. User First and Last Name
- b. Applying on behalf of? (select business)
- c. User Email address
- d. User Phone Number
- e. County

### Create Account

**Reminder:** If you're registering on behalf of an individual or company, you need to register with their unique information before applying.

|   |   |
|---|---|
| <p>* First Name<br/><input type="text" value="Test"/></p>   | <p>* Last Name<br/><input type="text" value="Account"/></p>   |
| <p>* Applying on behalf of ?<br/><input checked="" type="radio"/> Business (or) County (or) City (or) Foundation<br/><input type="radio"/> Yourself</p> <p>• Please enter your <i>Business / Foundation / County / City Email</i> below<br/>If you are applying for <i>Business / Foundation / County / City / Foundation</i></p> | <p>Salutation<br/><input type="text" value="--None--"/></p> <p>Title<br/><input type="text"/></p> <p>* Phone<br/><input type="text" value="7851111212"/></p> <p>Mobile<br/><input type="text"/></p> |

With this selection: The *Business / Foundation / County / City / Foundation* will receive money from one of our programs.

Note: Other fields are not required but can be filled out with your business contact information.

\* Email

Company Name

Address

Street

|   |  |
|---|--|
| City<br><input type="text"/>            | State/Province<br><input type="text"/> |
| Zip/Postal Code<br><input type="text"/> | Country<br><input type="text"/>        |

\* County

5. Your user account has now been created. Click the Finish button then check your email for a link to set up your account password.

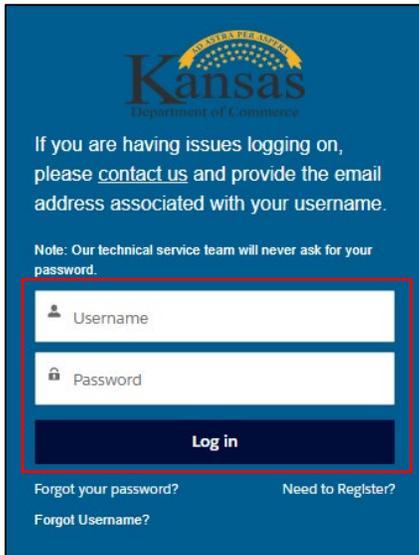
**Your Account is Created Successfully.**

We've sent an email to the Email address associated with your account.  
Please check your inbox for the information to set the Password.  
It should be from "[KDC SF NoReply noreply@sf.kdc.ks.gov](mailto:KDC_SF_NoReply_noreply@sf.kdc.ks.gov)".

For support please reach out to [KDC\\_Salesforce.Admin@ks.gov](mailto:KDC_Salesforce.Admin@ks.gov)

## Section II: Creating a New Business Account and Linking a User Account

1. Access the portal log-in page using this link: [Login \(site.com\)](#)
2. Enter your username and password then click the Log in button.



**Kansas**  
Department of Commerce

If you are having issues logging on, please [contact us](#) and provide the email address associated with your username.

Note: Our technical service team will never ask for your password.

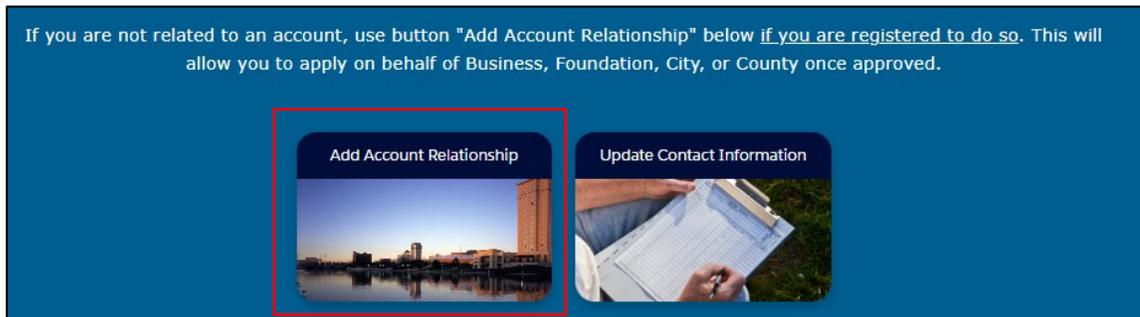
Username

Password

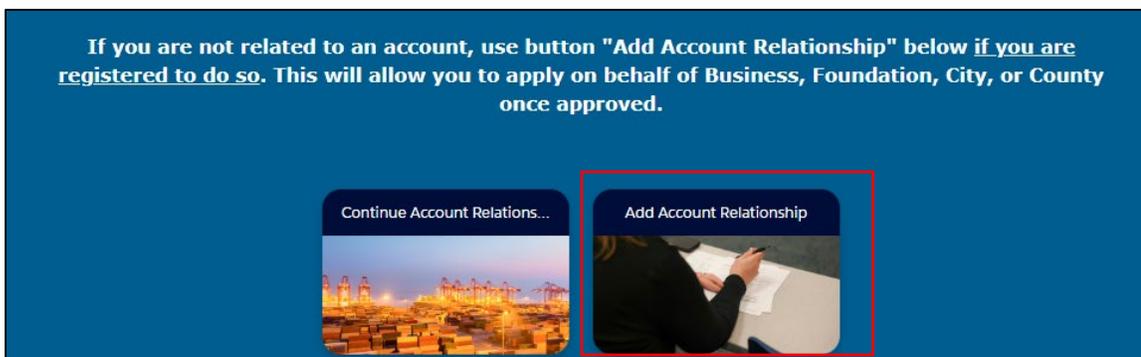
Log in

[Forgot your password?](#)      [Need to Register?](#)  
[Forgot Username?](#)

3. From the portal Home page, scroll down and click the Add Account Relationship icon.



4. Select the Add Account Relationship icon.



5. Click on the Create Account Relationship Request icon.



6. From the following screen, you will begin the search process to see if the business you wish to link your account to is already in the system. Complete the required fields and click on the next button.
  - a. Enter the account name (this should be the legal name of the business)
  - b. Choose *Business* as the Account Type
  - c. Select the Commerce Program that the business may be associated with.

This should be the legal name of the Business or Foundation.

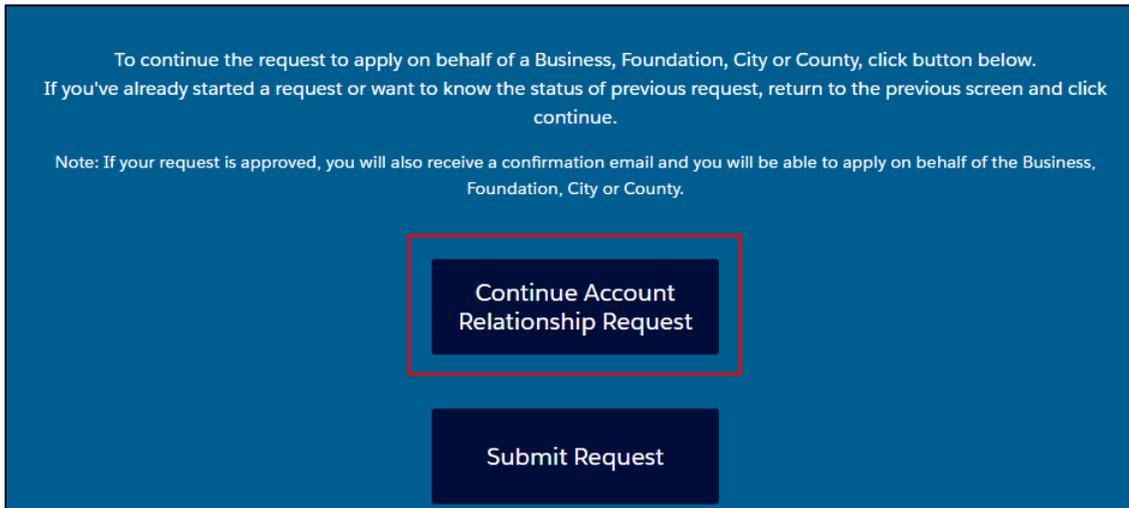
If city or county, please use format like below.  
Ex: Topeka, City of  
Ex: Shawnee County

Please make sure your contact information is updated [here](#).

|   |                            |
|---|----------------------------|
| * Account Name ⓘ<br>KOBD Demo 4                           | * Account Type<br>Business |
| * Commerce Program ⓘ<br>Broadband Accelerator Grant (BAG) |                            |

**Next**

7. In order to continue the next step in the search process, select Continue Account Relationship Request on this screen.



8. In the pop-up window, you will see the information entered on the initial search screen has auto populated. Complete the remaining required fields and click on the Search for Account button.

This should be the legal name of the Business or Foundation.

If city or county, please use format like below.  
Ex: Topeka, City of  
Ex: Shawnee County

Please make sure your contact information is updated [here](#).

|   |   |
|---|---|
| * Account Name ⓘ<br>KOBD Demo 4                   | * Account Type ⓘ<br>Business                              |
| * Your Main Role with Account? ⓘ<br>Business User | * Commerce Program ⓘ<br>Broadband Accelerator Grant (BAG) |
| * Start Date with Account? ⓘ<br>Feb 1, 2024       |   |

If you search and don't find account with above information. Fill in [below details](#) and we will see if this Account above is in the system.

|                      |                      |
|----------------------|----------------------|
| Search with FEIN ⓘ   | Search with UEI ⓘ    |
| <input type="text"/> | <input type="text"/> |

Search for Account

**TIP:** Entering the FEIN or UEI number is not required however, including one or the other of will help in the search process and guard against creation of potential duplicate accounts for the same business.

9. In the following pop-up window, select the dropdown arrow to determine if any existing business accounts which match or are similar to your business name exist in the system. If no name is listed, click the Continue button.

Based on Information you provided. Please select an Account.

Note: You can return to previous screen and adjust location information if you have more than one business or foundation location. There should be only one City or County Account.

Select Account

--None--

Previous Continue

10. You have now completed the search without finding an existing business account and will need to create one. On the following screen, you will see the information entered previously has auto populated here. You will need to fill out the remainder of the required fields.

- (a) In the first section of this screen, you will need to complete the fields titled *Your Main Role with Account*, *Start Date with Account* and *Additional Information*. Content entered in the *Additional Information* field should be such that it would help KOBD staff confirm you are employed by and authorized to create an account on the business' behalf.

You've searched and not found an Account.

Please fill out below for your request to be related to this **one account that we will create**. We will look into Account using information you provide as well as other means.

Reminder: Update Your Contact Information before you submit this section.

|  |   |
|--|---|
| * Account Name ⓘ<br>KOBD Demo 4  | * Account Type<br>Business                                |
| * Your Main Role with Account?<br>Business User                                  | * Commerce Program ⓘ<br>Broadband Accelerator Grant (BAG) |
| * Start Date with Account?<br>Feb 1, 2024  |   |
| * Additional Information? ⓘ<br>I will be applying for grants on behalf of ABC CO |   |

- (b) In the second section of the screen, you will enter an *email address* and *phone number* for another employee at the business who can serve as a reference should KOBD need to contact them to verify your identity and employment with the business.

This section below must be someone that works at the Account to help verify your information.

▼ Your Account Reference Information

\*Other Contact Reference Email: johndoe@invalid.com

\*Other Contact Reference Phone: 7851111212

- (c) In the third section of this screen, you will enter an *account email* and *phone number*. These fields should be populated by a general business email and phone number that the company uses. For instance, this may be the email and phone number published on the company website that can be used by the general public to contact the company.

Additional Account Information below. The address section is required to help us update account location.

Confirm all details are correct before you create account. You will not be able to update the created account again.

FEIN ⓘ

UEI ⓘ

\*Account Email: Not your email, email for account

\*Account Phone: Not your phone number, phone number for account

Account Fax: Not your fax number, fax number for account

**TIP:** To assist KOBD staff with verification and provide additional security against fraudulent account creation, it would be helpful to include either the FEIN and/or EUI number for the company.

(d) In the final section of this screen, you will enter the business' *billing and shipping addresses* as well as the *Kansas County* where the business is located.

▼ Billing and Shipping Address

Billing Address and Shipping Address are the Same

Address

1000 SW Jackson St, Topeka, KS 66612, USA

Search for Address...

Street

1000 Southwest Jackson Street

City State/Province

Topeka KS

Postal Code Country

66612 United States

County

Shawnee County

Kansas County?

Shawnee

**TIPS:**

If the billing and shipping addresses are the same, please check the box *“Billing Address and Shipping Address are the Same”* to avoid entering address information twice.

Use the first Address field to search and select your business address which will then auto populate the street, city, state, zip code and county fields for you.

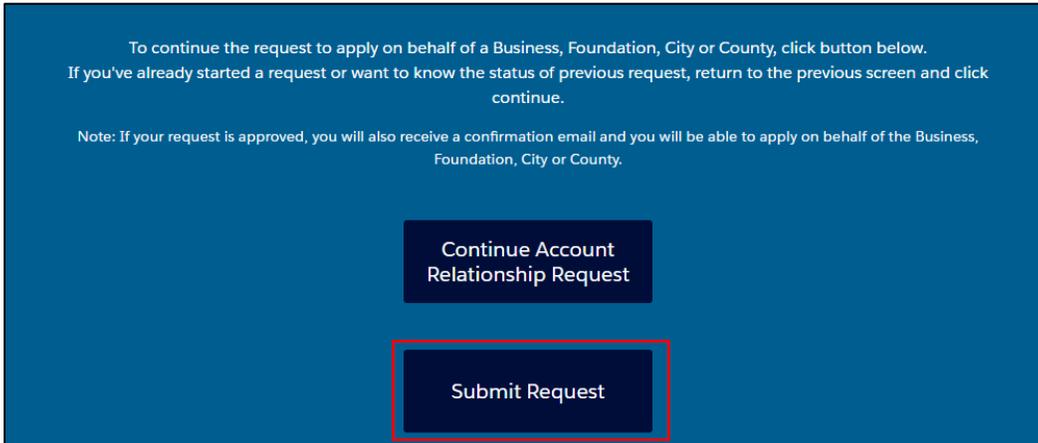
11. Confirm all information has been entered correctly and then click the Submit Section & Create Account button.

You will receive a confirmation email upon final submission and email if approved, denied, or if we need additional information.

Confirm all details are correct before you create account. You will not be able to update the created account again.

Previous Submit Section & CREATE ACCOUNT

12. From the following screen, click the Submit Request button.



13. From the pop-up window, verify that all account information is accurate and then click on the Submit Request button.

Organization/Company Name: KOBD Demo 4

Type: Business

Physical Address:  
1000 Southwest Jackson Street  
Topeka KS, 66612

Related to Commerce Program: Broadband Accelerator Grant (BAG)

Requested Account Contact Details - Note: We will use below to help verify you but will also confirm via other methods.

Your Contact Information are below:

Email: marie.e.mcneal@ks.gov  
Phone: 1252152152

Your Reference Contact Details are below:

Email: johndoe@invalid.com  
Phone: 7851111212

Submit Request

14. Congratulations! You have successfully submitted your request to create a business account and link your user account to it. You can now click the End button.

**Success, request submitted.**

**Organization/Company Name:** KOBD Demo 4

**Type:** Business

**Physical Address:**  
1000 Southwest Jackson Street  
Topeka KS, 66612

---

End

15. KOBD staff will now be notified and review your request. If approved, you will receive an email notification. If KOBD staff have questions or need additional information, they will reach out by email or phone to address those with you.

**NOTE:** As a security measure, KOBD staff must review and approve all requests.

**Requests submitted after 4:00 pm on weekdays or on weekends will be processed on the next business day.**

## Section III: Linking a User Account to an Existing Business Account

1. Access the portal log-in page using this link: [Login \(site.com\)](#)
2. Enter your username and password then click the Log in button.

**Kansas**  
Department of Commerce

If you are having issues logging on, please [contact us](#) and provide the email address associated with your username.

Note: Our technical service team will never ask for your password.

Username

Password

Log in

[Forgot your password?](#)      [Need to Register?](#)  
[Forgot Username?](#)

3. From the portal Home page, scroll down and click the Add Account Relationship icon.

If you are not related to an account, use button "Add Account Relationship" below if you are registered to do so. This will allow you to apply on behalf of Business, Foundation, City, or County once approved.

Add Account Relationship      Update Contact Information

4. Select the Add Account Relationship icon.

If you are not related to an account, use button "Add Account Relationship" below if you are registered to do so. This will allow you to apply on behalf of Business, Foundation, City, or County once approved.

Continue Account Relations...      Add Account Relationship

5. Click on the Create Account Relationship Request icon.

To start the request to apply on behalf of a Business, Foundation, City, or County, click button below.  
If you've already started a request or want to know the status of previous request, return to the previous screen, and click continue.

Note: If your request is approved, you will also receive a confirmation email and you will be able to apply on behalf of the Business, Foundation, City, or County.

**Create Account Relationship**

6. From the following screen, you will begin the search process to see if the business you wish to link your account to is already in the system. Complete the required fields and click on the next button.
  - a. Enter the account name (this should be the legal name of the business)
  - b. Choose *Business* as the Account Type
  - c. Select the Commerce Program that the business may be associated with.

This should be the legal name of the Business or Foundation.

If city or county, please use format like below.  
Ex: Topeka, City of  
Ex: Shawnee County

Please make sure your contact information is updated [here](#).

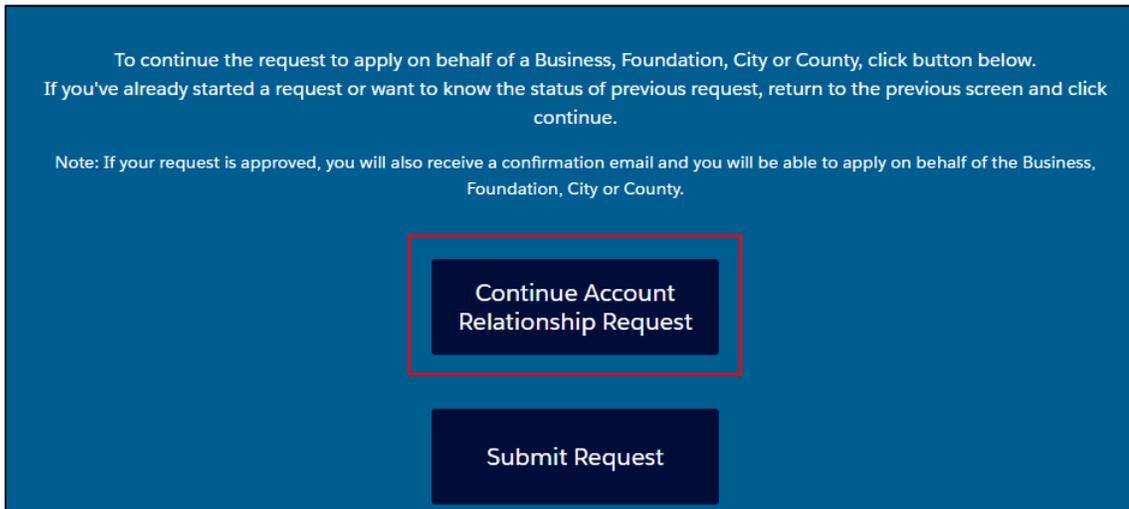
\*Account Name ⓘ

\*Account Type

\*Commerce Program ⓘ

**Next**

7. In order to continue the next step in the search process, select Continue Account Relationship Request on this screen.



8. In the pop-up window, you will see the information entered on the initial search screen has auto populated. Complete the remaining required fields and click on the Search for Account button.

This should be the legal name of the Business or Foundation.

If city or county, please use format like below.  
Ex: Topeka, City of  
Ex: Shawnee County

Please make sure your contact information is updated [here](#).

\* Account Name ⓘ  
KOB Demo 4

\* Account Type  
Business

\* Your Main Role with Account? ⓘ  
Business User

\* Commerce Program ⓘ  
Broadband Accelerator Grant (BAG)

\* Start Date with Account? ⓘ  
Feb 1, 2024

If you search and don't find account with above information. Fill in [below details](#) and we will see if this Account above is in the system.

Search with FEIN ⓘ

Search with UEI ⓘ

Search for Account

**TIP:** Entering the FEIN or UEI number is not required however, including one or the other of will help in the search process and guard against creation of potential duplicate accounts for the same business.

9. On this screen, select the business from the drop down list and then click the Continue button.

Based on Information you provided. Please select an Account.

Note: You can return to previous screen and adjust location information if you have more than one business or foundation location. There should be only one City or County Account.

Select Account

--None--

--None--

KOBD Demo

KOBD Demo 4

KOBD Demo Account

KOBD Demo Account 2

Previous

Continue

10. Review the name and address of the business selected and if accurate, select Yes from the drop down list. Click the Continue button.

**Found Account, verify if below is the correct information and location for Account?**

Return to the previous screen to select another Account. Otherwise, continue.

Organization/Company Name: KOBD Demo

Type: Business

Physical Address:  
1000 Southwest Jackson Street  
Topeka KS, 66612

\* Is This the Correct Account?

--None--

--None--

Yes

No

Previous

Continue

11. You have now completed the search, located an existing business account, and will now finish the process to link your user account to it. On the following screen, you will see that information entered previously has carried auto populated here. You will need to fill out the remainder of the required fields.

- (a) In the first section of this screen, you will need to fill in the *Additional Information* field. Content entered in this field should be such that it will help KOBD staff confirm you are employed by and authorized to work use the grant application portal on behalf of the selected business.

You've searched and not found an Account.

Please fill out below for your request to be related to this [one account that we will create](#). We will look into Account using information you provide as well as other means.

Reminder: [Update Your Contact Information](#) before you submit this section.

|  |  |
|--|--|
| * Account Name ⓘ   | * Account Type   |
| <input type="text" value="KOBD Demo 4"/>                                       | <input type="text" value="Business"/>                          |
| * Your Main Role with Account?   | * Commerce Program ⓘ   |
| <input type="text" value="Business User"/>                                     | <input type="text" value="Broadband Accelerator Grant (BAG)"/> |
| * Start Date with Account?   |  |
| <input type="text" value="Feb 1, 2024"/>                                       |  |
| * Additional Information? ⓘ  |  |
| <input type="text" value="I will be applying for grants on behalf of ABC CO"/> |  |

- (b) In the second section of the screen, you will enter an *email address* and *phone number* for another employee at the business who can serve as a reference should KOBD need to contact them to verify your identity and employment with the business.

This section below must be someone that works at the Account to help verify your information.

▼ Your Account Reference Information

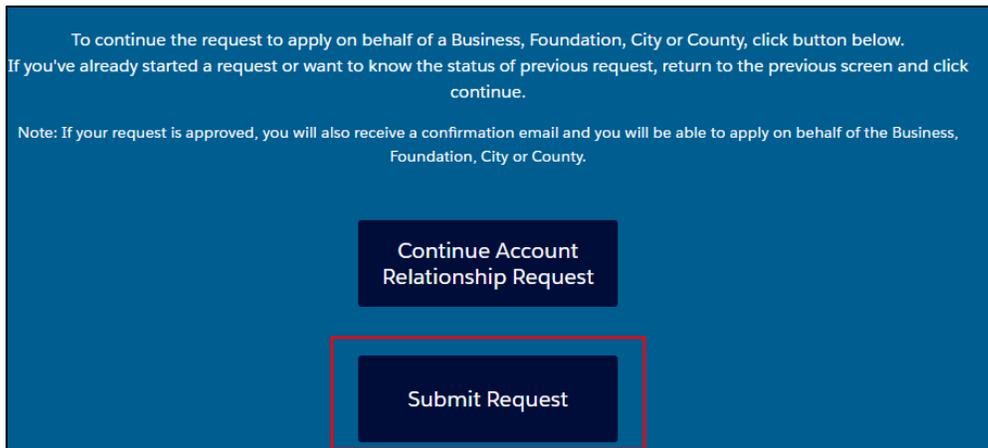
|  |   |
|--|---|
| * Other Contact Reference Email                  | * Other Contact Reference Phone         |
| <input type="text" value="johndoe@invalid.com"/> | <input type="text" value="7851111212"/> |

- (c) There are no additional required fields so when done, scroll to the bottom of the screen and click on the Submit Section button.

Kansas County

You will receive a confirmation email upon final submission and email if approved, denied, or if we need additional information.

12. On the following screen, click the Submit Request button.



13. From the pop-up window, verify that all account information is accurate and then click on the Submit Request button.

Organization/Company Name: KOBD Demo 4

Type: Business

Physical Address:  
1000 Southwest Jackson Street  
Topeka KS, 66612

Related to Commerce Program: Broadband Accelerator Grant (BAG)

Requested Account Contact Details - Note: We will use below to help verify you but will also confirm via other methods.

Your Contact Information are below:

Email: marie.e.mcneal@ks.gov  
Phone: 1252152152

Your Reference Contact Details are below:

Email: johndoe@invalid.com  
Phone: 7851111212

Submit Request

14. Congratulations! You have successfully submitted your request to create a business account and link your user account to it. You can now click the End button.

**Success, request submitted.**

**Organization/Company Name:** KOBD Demo 4

**Type:** Business

**Physical Address:**  
1000 Southwest Jackson Street  
Topeka KS, 66612

---

15. KOBD staff will now be notified and review your request. If approved, you will receive an email notification. If KOBD staff have questions or need additional information, they will reach out by email or phone to address those with you.

**NOTE:** As a security measure, KOBD staff must review and approve all requests.

**Requests submitted after 4:00 pm on weekdays or on weekends will be processed on the next business day.**