**APPLICANT FORGOT USERNAME**

Step 1:

Go to [https://kansascommerce.my.site.com/Grants/s/](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fkansascommerce.my.site.com%2FGrants%2Fs%2F&data=05%7C02%7CNiharika.Pedakolimi%40ks.gov%7C19035c8ef60f400319e408dc33edb681%7Cdcae8101c92d480cbc43c6761ccccc5a%7C0%7C0%7C638442343261071894%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=dUu46N8bKz0EwjvjOHqEVPlqe1XGtlSwoU22i57WG%2Bw%3D&reserved=0)

(OR)

<https://kansascommerce.my.site.com/Grants/s/login-forgot-username>

**Note: If you see the Forgot Username Page, Skip Step 2.**

Step 2: While logging into the portal, if you forgot your username then click on **Forgot Username?** which is under the login button.

Graphical user interface, text, application, email

Description automatically generated

Step 3: You can see the **Get Username** box, click that then it asks you to enter your E-mail address.

Graphical user interface, application

Description automatically generated

Step 4: Enter the E-mail Address then click **Submit**. You will receive an E-mail from [noreply@sf.kdc.ks.gov](mailto:noreply@sf.kdc.ks.gov) which contains your Username.

Graphical user interface, text, application, email

Description automatically generated

Step 5: You can log into the portal using Username and Password.

**Note: In case, you forget your password, you will have the option “Forgot your Password?” in the login portal and follow the instructions (OR)**

**click on** <https://kansascommerce.my.site.com/Grants/s/login/ForgotPassword>

**PERFECT!!!!!!!!!! YOU HAVE USERNAME TO LOGIN!!!!!!**