

Emergency Assistance to Nonpublic Schools (EANS) New Legal Entity Process

Go to the **E-Grants Logon Page**. <https://egrants.opi.mt.gov/opigmsweb/logon.aspx>

E-Grants System

Montana Office of Public Instruction
Welcome to the E-Grants Management System

ANNOUNCEMENTS

Updated Tab strip
If you find the tab strip is not rendering correctly you will need to clear the cache in your browser. For Edge select the ... settings option. Select Settings. Select privacy, search and services. Choose Clear browsing data. Clear all available options. | For Chrome select the ... settings option. Select Settings. Select privacy and security. Choose Clear browsing data.

Security Notice
Authorized representatives (ARs) Please use "Manage User Accounts" on your menu list to keep your district/organization's user accounts up to date. Remove any users who are no longer with your district/organization.

E-GRANTS TIPS
- Refer to "How to Access Grants in the E-Grants System" in the TRAINING section for guidance on how to view and create applications, program reports and intents to apply.
- Refer to the "E-Grants Security User Guide" in the TRAINING section for guidance on new user accounts, removal of users, and role modifications to existing accounts. Descriptions of the available roles are under ACCOUNT INFORMATION below.
- Existing users that need to change a name or email address should send an email to egrants@mt.gov providing the new name and/or email address. Changes will be completed by OPI E-Grants staff as soon as possible.

LOGON

Username/Email ?

Password Forgot Password

LOGON

New User | Public Access

INFORMATION **TRAINING** **UPCOMING**

Click the **New User** link in the LOGON section under the Password textbox.

LOGON

Username/Email ?

Password Forgot Password

LOGON

New User | Public Access

UPCOMING

Click the **Add New Legal Entity** button. (Do not enter anything in the textbox.)

NEW USER

It may take up to 48 hours to complete the setup of New Users / New Vendors.

INSTRUCTIONS:

1. In the box below, type the name of the Legal Entity (LE), then click **Search**.
2. Select LE from list and choose **LE Detail**.
3. If no result appears, click the **Add New Legal Entity** button.
4. Repeat numbers 1 and 2 until all desired LEs are selected.

SEARCH

ADD NEW LEGAL CLOSE

The New Legal Entity Request Form will display.

The screenshot shows a web form titled "NEW LEGAL ENTITY REQUEST" with a maroon header. Below the header is a text prompt: "Please contact (406) 444-3693 with any questions." The form is divided into two columns of input fields. The left column contains: "Legal Entity (LE) Name", "Address" (with sub-fields for "Street", "City", "State", and "Zip"), "County No.", "Phone", and "Website". The right column contains: "Authorized Rep First Name", "Authorized Rep Last Name", "Authorized Rep Email", and "Role" (with a dropdown menu showing "Authorized Rep"). At the bottom, there is a note: "Please note that the Authorized Representative account will be created upon approval of this request." and two buttons: "SUBMIT TO OPI" and "CANCEL".

The fields on the left should be completed for the new vendor (organization name, address, street address, city, state, zip code, phone number, and website). The county number is not required.

The fields on the right should be completed for the Authorized Representative of the district/school/organization (first name, last name, email, and role) along with designating the authorized representative role.

This screenshot shows the same "NEW LEGAL ENTITY REQUEST" form, but with sample data entered into the fields. The left column contains: "Legal Entity (LE) Name" (My School), "Address" (123 My Street, Any Town, MT, 59000), "County No." (empty), "Phone" ((123) 456-7890), and "Website" (N/A). The right column contains: "Authorized Rep First Name" (Jeanne), "Authorized Rep Last Name" (Doe), "Authorized Rep Email" (Jeanne.Doe@myemail.com), and "Role" (Authorized Rep). The "SUBMIT TO OPI" button is highlighted with a yellow arrow pointing to it from the left.

When the new vendor request is correctly completed click the **Submit to OPI** button. Once the user has clicked Submit, a verification pop-up will appear informing the user that their request has been submitted. The Authorized Representative will receive an email when the OPI Security Officer has accepted the request.