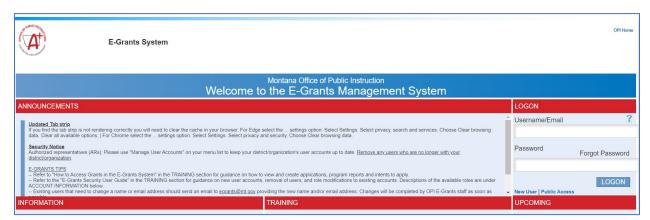
Emergency Assistance to Nonpublic Schools (EANS) New Legal Entity Process

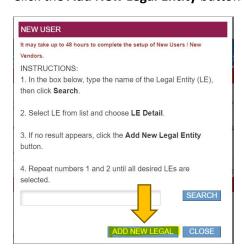
Go to the E-Grants Logon Page. https://egrants.opi.mt.gov/opigmsweb/logon.aspx



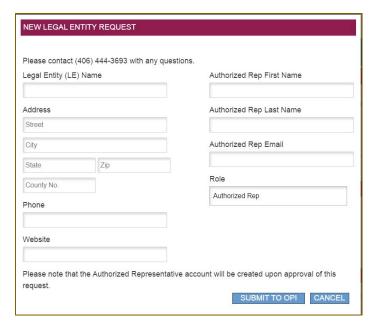
Click the New User link in the LOGON section under the Password textbox.



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

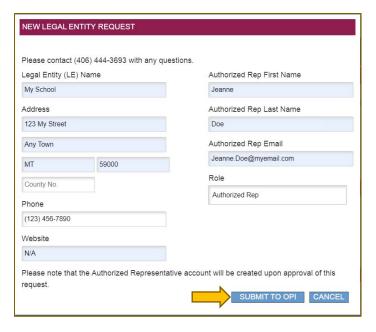


The New Legal Entity Request Form will display.



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.



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.