



FY 2024

OPI Access, Applications, And Information for District Clerk

Action	Location	Contact
New user access		
Complete & submit the OPI School Finance Access form.	School Finance Access Request Form This form is used to request access the MAEFAIRS, Pupil Transportation, County, & School Contacts (Clerk only) applications	Amanda Zigan (406) 444-3096
E-Grants <ul style="list-style-type: none"> ➤ Clerks must have the current Authorized Rep (AR) listed in School Contacts before a “New User” account can be requested on the E-Grants Welcome Page, or a modification can be requested for a user’s current account/roles within the E-Grants system. ➤ Follow steps in the Security User Guide found in the Training Section on the E-Grants Welcome Page. ➤ Contact egrants@mt.gov with questions about transfers or problems. 	Welcome to E-Grants Login Page OPI Webpage: E-Grants	Egrants@mt.gov (406) 444-3680
School Finance Applications		
School Contacts <ul style="list-style-type: none"> ➤ Contacts listed on Budget & TFS forms: Chair, District Superintendent & Clerk ➤ AR (Authorized Representative) listed in E-Grants. ➤ Principals 	School Contacts Instructions OPI Secure Portal Access Request Form	Amanda Zigan (406) 444-3096 CentralUpdates@mt.gov
MAEFAIRS <ul style="list-style-type: none"> ➤ TFS ➤ Budget ➤ Comp. Expenditure ➤ Tuition ➤ Dist. Enrollment 	OPI Secure Portal Access Request Form	Amanda Zigan (406) 444-3096
Pupil Transportation <ul style="list-style-type: none"> ➤ Bus ➤ Individual Contract 	OPI Secure Portal Access Request Form	Donell Rosenthal (406) 461-9316 Amanda Zigan (406) 444-3096

Please allow OPI personnel one full business day to respond to any voicemails or emails sent