

Grants Management System (GMS) Registration Form

Grantee User Rights
Full access, but no signing authority

Signatory User Rights
Full access with signing authority – only 1 per agency

In order to complete grant applications in GMS, your agency must register users by completing this form. Please only check the Signatory User Rights box if you are an individual with signing authority for a grantee agency. Please complete each field prior to submitting. If you're unsure what to put in a particular field, please mention that in the body of the email upon submittal.

Please allow 3-5 business days for your registration request to be processed.

Registration Information (Required fields in red):

Agency Legal Name:

DBA on file:

EIN (Tax ID#):

NYS SFS Vendor ID:

NYS SFS Vendor IDs are found in the NYS SFS Vendor Portal. Agencies can register for SFS Vendor Portal Access by following the steps on the [SFS Grants Management Page](#).

Employee Name:

Job Title:

Agency Address:

Address 2 (optional):

City:

State:

Zip Code:

Email:

Phone:

Extension:

List identifying GMS contracts by Contract #, Project ID #, or DCJS # to ensure users are linked to all pertinent agency information. (Ex: Contract # C123456; Project ID # AB26-1234-D00; DCJS # AB26123456)

If you are replacing a prior user, please enter the names of the individuals whose access should be disabled:

NOTE: If DCJS does not have an IRS form W-9 (Request for Taxpayer Identification Number and Certification) on file for your agency you must also complete and submit. Download the form at: [DCJS Applicant and Grantee Resources](#). Scanned signatures are acceptable. Submit the IRS W-9 form via email attachment to funding@dcjs.ny.gov

Indicate here that the IRS W-9 has been completed and emailed:

Signatory Attestation: GMS Attestation letters must be submitted to the DCJS GMS Help Desk if any company or individual is acting on behalf of an applicant/grantee. Please see our website for more information: [DCJS Applicant and Grantee Resources](#)

Please email completed form(s) to funding@dcjs.ny.gov for processing.