Registering with G5

1. Go to www.g5.gov.

2. Click the 'Not registered Sign up >' link.

3. Complete the form and click 'Continue'. Note: It's important that you enter a valid email address that you can access. G5 will be sending you a link to the email address you provide in order to activate your account. Also, you will want to enter your first and last name as they appear on the grant award document. For example, do not register as Cathy if the grant award document lists you as Catherine. Also, you will want to avoid adding an extra space after your first or last name.

4. Review the terms listed in orange font. If you agree, check the 'Agree' radio button and click 'Submit'.

5. Once you have successfully requested an account, you will see the message 'An account activation notification will be sent to your email address.' You will need to access the email account you listed on your registration form and use the link provided in the email sent by G5. Note: If you do not see the email in your inbox, you should check your spam folder.

6. Shortly after you register, you will see an email message similar to the one pictured below. You will want to copy the link from the email address and paste it into a browser. The link will take you to G5. Note: Depending on your email provider, sometimes the links are reformatted. This will cause the link to fail when you directly click on the link. If this occurs, copy and paste the complete link into a browser.

7. Read the user agreement and if you agree, check the 'Agree' radio button. Then click 'Submit'.

8. Read the G5 User ID and Password Memorandum and then click 'Continue'.

9. Enter a password according to the guidelines outlined and a security question and answer. Then click 'Continue'.

10. On the summary screen, click 'Activate'.

11. Once you have successfully activated your account, you will need to log in to request project director access. To do so, login to www.g5.gov.

12. G5 will direct you to your profile. Select 'Others' under Available Types and click 'Continue'.

13. Indicate that you are a project or state director and enter the grantee DUNS as it appears on your Grant Award Document. Then click 'Continue'.

14. Click 'Submit' and the message on the 'Confirmation' tab will indicate if your profile was successfully updated.