# Obtaining an Institution ID for the Electronic Grants Management System (EGMS) Access

To access the Electronic Grants Management System (EGMS) to receive grant funding, a grantee must have an Institution ID in the Institution Management System application at the Oregon Department of Education (ODE). To obtain an EGMS Only Institution ID, complete the following steps:

1. Ensure you do not already have an Institution ID for your institution. Use the [Institution Lookup](#) tool to search for variations of the institutions name and toggle the OPEN drop down menu to ALL to search for institutions that may have been closed in our database. If you have an OPEN Institution ID, skip to step 3.

2. Complete an [Institution Request Form](#) to obtain a new ID or reopen a currently closed ID. Complete only the following for an EGMS Only request (Page 1, Institution Classification, and sections A, C, E, F, K, N, and O). Section E does require the DUNS to be filled out; find information about DUNS on page 10 of the Institution Form. Section N must be a physical signature, and Section O should be used to provide the name of the grant you are receiving. Send the completed form to [ode.institutions-request@state.or.us](mailto:ode.institutions-request@state.or.us).

3. Complete a W9 Form, EGMS Access Request Form, and ACH Direct Deposit Form. Find the W9 and EGMS Access Request Form on the [EGrant Management System (EGMS) Webpage](#). Find the ACH Direct Deposit Enrollment Form on the [Department of Administrative Serivces (DAS) Webpage](#). The W9 Form and EGMS Access Form can be sent electronically to [ode.egms@state.or.us](mailto:ode.egms@state.or.us). Please mail in the Direct Deposit form to:
   
   Department of Administrative Services
   EGS FBS SFMS / ACH Coordinator
   155 Cottage Street NE U60
   Salem, OR 97301-3963

4. EGMS Only requests require approval from an internal committee, the Institution Database Advisory Committee, which meets biweekly. Depending on when your request is received, the standard wait time to receive an ID is 1-3 weeks.

5. For questions about the Institution Database and the process of obtaining an Institution ID, e-mail [ode.institutions-request@state.or.us](mailto:ode.institutions-request@state.or.us).  For questions about EGMS, e-mail [ode.egms@state.or.us](mailto:ode.egms@state.or.us).

# Process Checklist

- ☐ Search for a possible Institution ID Match on the [Institution Lookup](#).

- ☐ If no ID is found or the ID is closed, complete an [Institution Request Form](#) with sections:

  - ☐ A: Institution Identifiers

  - ☐ C: Demographic Information

  - ☐ E: Federal Identification Numbers and DUNS Number

  - ☐ F: Institution Administrator Information

  - ☐ K: Electronic Grants Management System (EGMS)

  - ☐ N: Physical Signature

  - ☐ O: Grant being received

- ☐ E-mail the Institution Request Form to [ode.institutions-request@state.or.us](mailto:ode.institutions-request@state.or.us)

- ☐ Complete the [W9 Form and EGMS Access Form](#)

- ☐ E-mail the W9 Form and EGMS Access Form to [ode.egms@state.or.us](mailto:ode.egms@state.or.us)

- ☐ Complete the [ACH Direct Deposit Enrollment Form](#)

- ☐ Mail the ACH Direct Deposit From to:

Department of Administrative Services
EGS FBS SFMS / ACH Coordinator
155 Cottage Street NE U60
Salem, OR 97301-3963