



How to Register for a New Account in OGMS

Registering with OGMS

Using your internet browser navigate to <https://ogms.dcjs.virginia.gov>

- Click on the yellow *Click here to Register* button.

- On the *Registration* page, enter the *Personal Contact Information* requested.

All required fields are shown with a **Red Asterisk ***.



Organization Information

Applicants for all DCJS grant funding opportunities are required to have a Unique Entity Identifier (UEI) for their organization. A UEI is a 12-character alphanumeric code assigned through SAM.gov.

Entities applying for DCJS grants that include federal funds must have both a UEI and an active registration in the System for Award Management (SAM).

- On the *Registration* page, enter the *Organization Information* requested.

Organization Information

IMPORTANT: Check YES that you are affiliated with an Organization and enter the details for the Organization you represent which intends to apply for grant funds. Your profile will be linked to that Organization so you can conduct business on its behalf within this grant system.

Are you Affiliated with an Organization?:

Federal ID Number*:

Organization Name*:

Organization Type*:

Unique Entity Identifier (UEI)*:

SAM Validation:

SAM Expiration Date:

SAM Status:

SAM Exclusion Flag:

SAM Type:

Private Expiration Date:

Organization Website: For example: <http://www.dca.virginia.gov>

Address*:

City: State/Province: Zip: +4:

City: State/Province: Postal Code/Zip: Zip +4:

Phone*: Ext:

888-888-8888 Ext:

Fax:

888-888-8888

Faith Based Organization*:

FIP8 Code (Only Required for Local Government):

Captcha*: ☐ I'm not a robot 

- When complete, click the green *Save User Registration* at the top or bottom of the page.
- You will receive an on-screen confirmation of your registration with the message that an alert notification has been sent to your email address.



Thank you for registering.

A confirmation notice has been sent to your email address.

If you don't see the confirmation email within a few minutes, please check your spam or junk folder and mark the message as "Not spam." After your registration is approved, you will receive an email notification with a link to log into WebGrants - Virginia Department of Criminal Justice Services using your confirmed credentials.

You may now return to the [log in screen](#).

- You will also receive an email alert like this message.

**** Do Not Respond to This Email ****

Dear Jane Doe,

Thank you for registering with the DCJS On-line Grant Management System (OGMS).

Your registration is currently under review, if approved, you will receive a confirmation email with your user id and password.

Registration review may take several business days.

Thank you for your patience.

You may now log into the DCJS OGMS system at the following location:

<https://ogms.dcs.virginia.gov>

For questions contact ogmssupport@dcs.virginia.gov with your program area in the subject line.

[Reply](#) [Forward](#)

- After your registration is approved, you will receive two separate email notifications with your assigned User ID and temporary password like the alerts below. Each email provides the URL for logging into OGMS.

Email With User ID

**** Do Not Respond to This Email ****

Dear Jane Doe,

Your new registration with the DCJS On-line Grant Management System (OGMS) has been Approved. To retain an active account, you must sign in once every 90 days or the account will automatically be disabled.

Your user id is below:

User id: jdoe1

Your temporary password will be sent in a separate email.

You may now log into the DCJS OGMS system at the following location:

<https://ogms.dcs.virginia.gov>

For questions contact ogmssupport@dcs.virginia.gov with your program area in the subject line.

[Reply](#) [Forward](#)

Email With Password

**** Do Not Respond to This Email ****

Dear Jane Doe,

Your registration has been Approved. Your password is below:

Password: kkgmny

You should have received a separate email message with your User ID.

After you login for the first time, please reset your password by selecting "My Profile" then "Reset Password". To retain an active account, you must sign in once every 90 days or the account will automatically be disabled.

You may now log into the DCJS OGMS system at the following location:

<https://ogms.dcs.virginia.gov>

For questions contact ogmssupport@dcs.virginia.gov with your program area in the subject line.

[Reply](#) [Forward](#)

- Once both emails are received you may log into OGMS.

If you do not see the emails, please check your junk or spam folder and ensure that

VAgrrantsDCJS@mail.webgrantscloud.com has been added as a trusted sender so you can receive up-to-date messages from OGMS.

For technical assistance contact ogmssupport@dcs.virginia.gov