



## Registering with OGMS

### LOGGING INTO OGMS

Sign into OGMS <https://ogms.dcjs.virginia.gov>

- On the **Login** Page
- Click on **Click here to Register**

**Login**

Enter your user id and password

User ID

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**SIGN IN**

[Forgot User ID?](#) [Forgot Password?](#)

[Click here to Register](#)

**Announcements**

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

**Registration** [Save Registration Information](#)

**Personal Contact Information**

Name:

Salutation First Name Middle Name Last Name

Title:

Email\*:

Address\*:

Address 2

Address 3

City  Montana  Zip

City State/Province Postal Code/Zip

Phone\*:

Phone Ext.

Fax\*:

\*\*\* \*\*

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



**Organization Information**

Are you Affiliated with an Organization?:  Yes  No

Name\*:

Organization Type\*:

Tax Id:

Organization Website\*:

Address\*:

City:  Montana  Zip:   
City State/Province Postal Code/Zip

Phone\*:   Ext.:   
###-###-#### Ext.

Fax\*:   
###-###-####

Organization Email:

Attachment Field:

DUNS#:

When complete, click **Save Registration Information** at the top or bottom of the page.

You will receive a 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.

After your registration is approved, you will receive an email notification with a link to log into WebGrants - Dulles Technology using your confirmed credentials.

You may now return to the **log in screen**.



You will receive an email alert similar to this message.

**From:** send.mail@dullestech.com <send.mail@dullestech.com>  
**Sent:** Saturday, March 28, 2020 10:28 AM  
**To:** john.smith@dullestech.com  
**Subject:** WebGrants – Dulles Technology - New User Registration

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

Dear John Smith,

Thank you for registering with WebGrants - Dulles Technology.

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 WebGrants system at the following location:  
<http://www.dullestech.com>

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

#### Email with assigned User ID

**From:** send.mail@dullestech.com <send.mail@dullestech.com>  
**Sent:** Saturday, March 28, 2020 10:31 AM  
**To:** john.smith@dullestech.com  
**Subject:** WebGrants - Dulles Technology - Approved Registration

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

Dear John Smith,

Your new registration with WebGrants - Dulles Technology has been Approved.

Your user id is below:  
User id: jsmith1

Your temporary password will be sent in a separate email.

You may now log into the WebGrants system at the following location:  
<http://www.dullestech.com/>

#### Email with temporary password

**From:** send.mail@dullestech.com <send.mail@dullestech.com>  
**Sent:** Saturday, March 28, 2020 10:31 AM  
**To:** john.smith@dullestech.com  
**Subject:** WebGrants - Dulles Technology - Approved Registration

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

Dear John Smith,

Your registration has been Approved. Your password is below:  
Password: bybdlck

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"

You may now log into the WebGrants system at the following location:  
<http://www.dullestech.com/>

Once both emails are received you may log into OGMS.

For technical assistance contact [ogmssupport@dcjs.virginia.gov](mailto:ogmssupport@dcjs.virginia.gov)