**This user guide is for contacts who have received a system-generated invitation email to complete their registration for access to the Delaware Controller General's Office (CGO) Grants Management System.**

Other registered users of the organization or CGO Staff may send invitations to register for an organization.

Step 1: Navigate to the Grants Management System landing page.

Navigate to the Delaware CGO's Grants Management System landing page at https://legisgrants.smartsimple.com or click the link in your invitation email.

The Grants Management System requires a "My.Delaware.gov" account for access. To begin registration, sign up or sign in with a My Delaware account by clicking the blue "Applicant Registration" button.
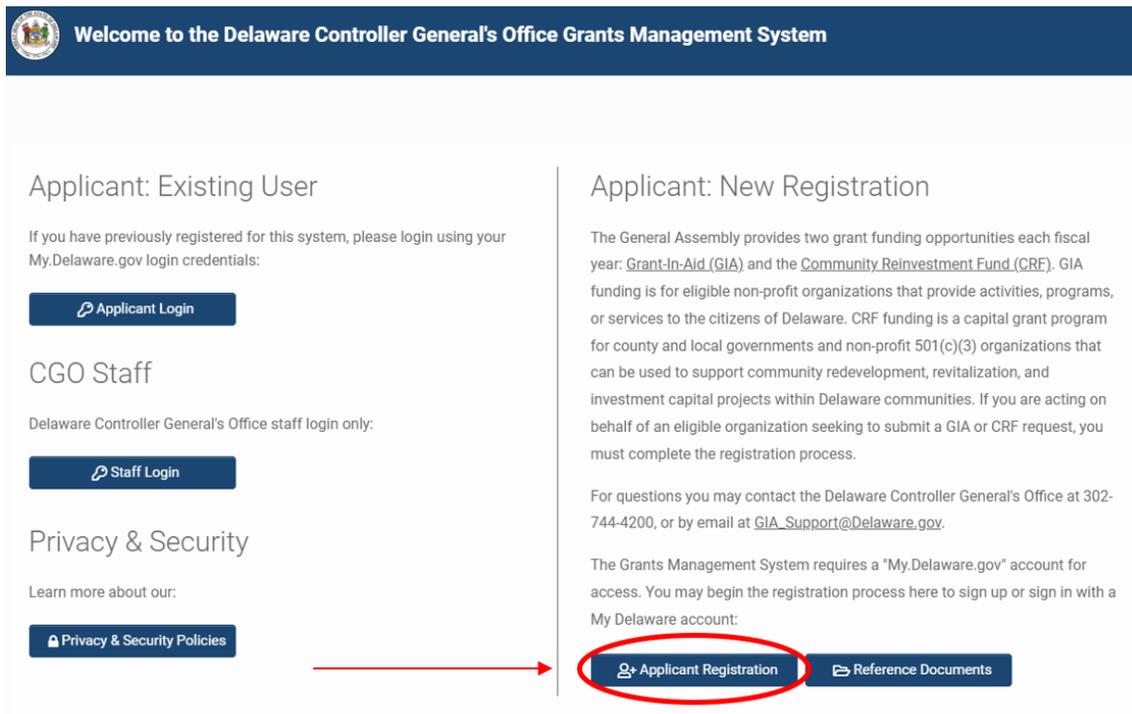

Clicking the blue "Applicant Registration" button will generate a pop-up message advising that you are being redirected to log in via My.Delaware.gov to initiate registration. You can create one if you do not have a My Delaware account.
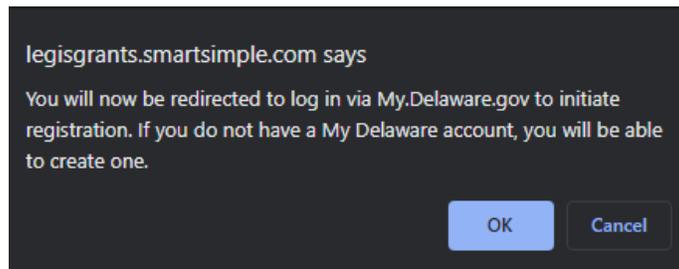

Click the blue "OK" button to continue.

Step 2: Sign In or Sign Up.

If you have an existing My Delaware account with the email address that has been registered, you may sign in with your email and password here. Then click the blue "Sign in" button. Then, you may continue to **Step 3**.
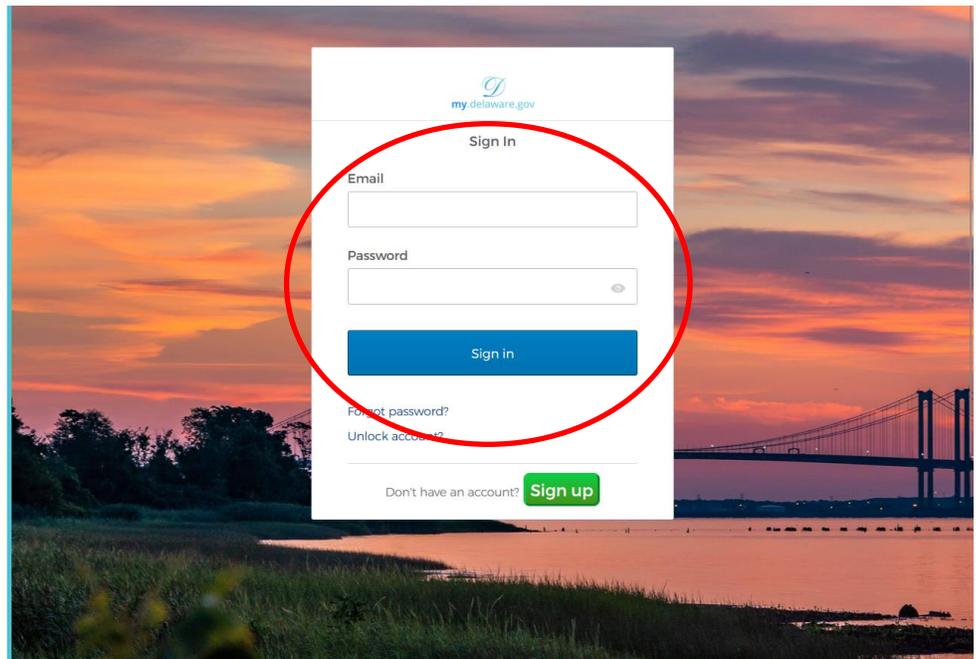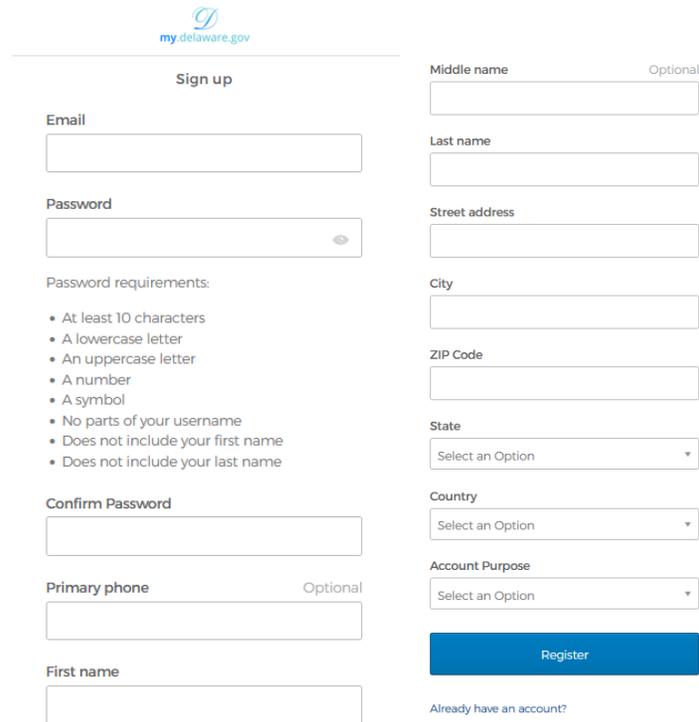

If you do not have an existing My Delaware account, you can create one by clicking the green "Sign up" button. Then, you may continue to **Step 2A**.
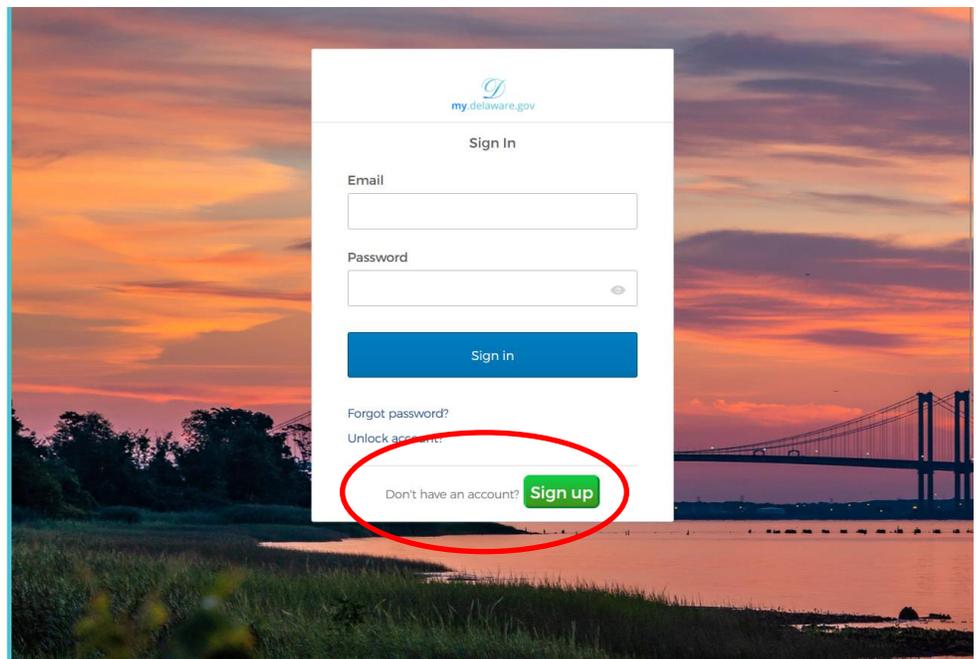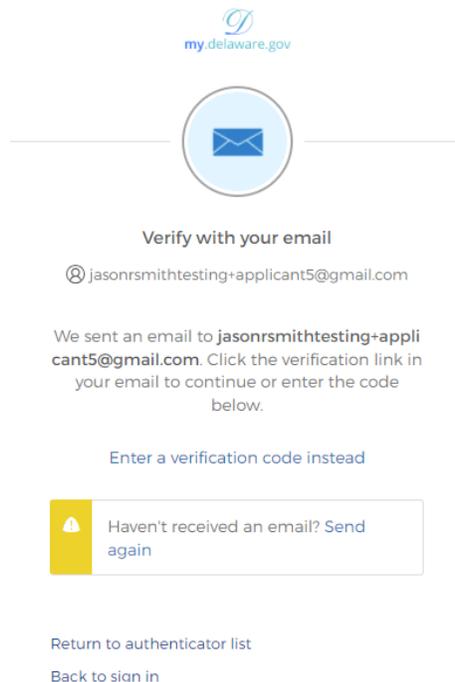
Step 2A: Sign Up for a My Delaware Account.

If you do not have an existing or accessible My Delaware account, click the green "Sign up" button. Enter your email address, password, and other personal information for your new account. When completed, click the blue "Register" button towards the bottom of the screen to submit the form and register your My Delaware account.

Once you click the blue "Register" button, an activation email will be sent to the email address associated with the My Delaware account information you provided.

**Step 2B: Click the "Activate Account" Button.**

Navigate to your email account, open the My Delaware Account Activation email, and click the green "Activate Account" button in the automated email to activate your new My Delaware account.
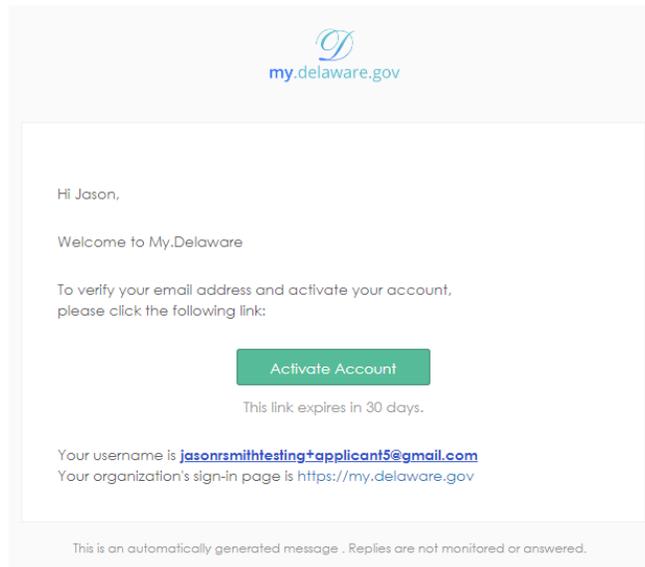
Step 2C: Secure access and set multifactor authentication methods.

Clicking the green "Activate Account" button in the automated email will cause your computer to navigate to the My Delaware platform, asking you to set up at least one more authentication factor. My Delaware supports multiple authentication methods, including using an authenticator app (Okta Verify), sending a text message to your phone, or creating a security question. While you can set this up later, within several days after the initial registration, My Delaware will eventually require you to set up one of these methods upon sign-in.

You can click the gray "Set up" button under whichever option(s) you prefer or click the blue "Set up later" button towards the bottom of the prompt to set this up during a future sign-in. Using the phone option is likely the most convenient option for most users. Follow the on-screen instructions if you click any of the gray "Set up" buttons.

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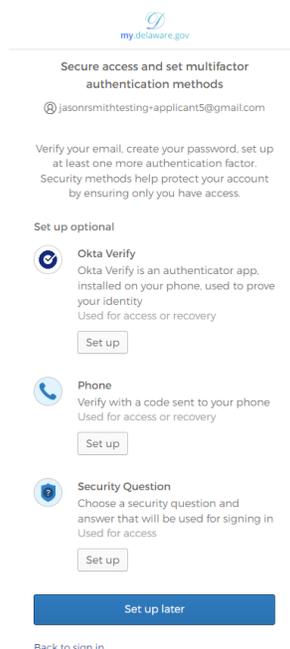
Step 3: Arrive at the Home page for the CGO Grants Management System.

After signing in with your existing My Delaware account or through the My Delaware account that you may have just created by completing enrollment in a multifactor authentication method or choosing to set up later from Step 2C, you should be automatically navigated to the Grants Management System home screen.

If you are prompted to sign in again after refreshing, sign in with your newly established My Delaware credentials. You should now find yourself on the Home screen in the Delaware Controller General's Office Grants Management System.

Your account is now fully registered in the system, and you can now review any scheduled funding opportunities or begin applying for open funding opportunities on behalf of your organization. Please see the GIA or CRF websites (https://gia.delaware.gov or https://crf.delaware.gov) to open or print the relevant user guide(s) to help you through the application process for the funding opportunity that you wish to apply for.
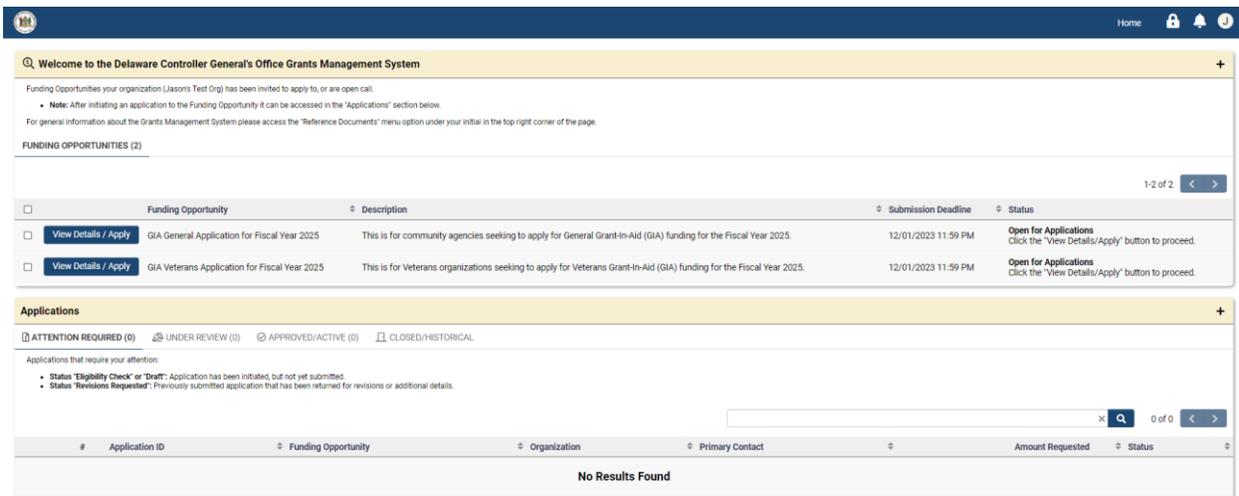
If you did not arrive at the CGO Grants Management Screen Home page, try navigating again to the CGO Grants Management System landing page at https://legisgrants.smartsimple.com and clicking the blue "Applicant Login" button and sign in with your newly established credentials to arrive at the Home page.

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Last Updated: July 25, 2024