



Creating a new Login and Profile for OSFC EGrants Site User Guide

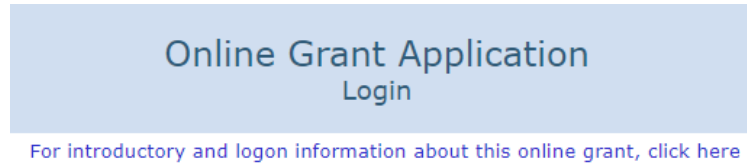
Date: 1/23/25

For instructions on linking an already existing 2024/2025 Grant Application account to your newly created profile, see Appendix A below

1. Creating a Keystone Login.

IMPORTANT – If you already have an existing Keystone Login or CWOPA account, proceed to step 2 below. If you have a Keystone Login but do not remember your password, see Appendix B before proceeding to step 2.

- a. Proceed to <https://osfcegrants.osfc.pa.gov>
- b. When you see the screen below, click on “Click Here to Create User ID”. This will bring you to the Keystone Login site.



- c. Fill in **ALL** fields on the Keystone Login site, including email, phone number, and security questions.
 - i. If you wish to use MultiFactor Authentication (MFA) (This is **NOT** necessary, only if you desire it), you can check the box marked “Enhanced Security”. There are additional password requirements as well if you utilize this function.

Contact Information: _____

Enhanced Security



If you choose enhanced security, your password will need to be reset every 60 days and follow the password rules specified in the section below.

- d. Click “Register”. This should return you to the OSFC EGrants site. If it does not, proceed to <https://www.osfcegrants.osfc.pa.gov>



- e. You will receive a verification email at the email address provided, follow the instructions in that email to verify your account before proceeding.

2. Logging in and Creating a new Profile in OSFC EGrants

- a. On the OSFC EGrants home page, enter your Keystone Login and Password. This will be one of the following:
 - i. Your newly created Keystone ID and Password
 - ii. Your already existing Keystone ID and Password
 - iii. Your CWOPA ID and Password (Commonwealth employees only)
- b. Click “Log On”
- c. Once you have logged in, you will see the screen below. Enter your information EXACTLY as you want it to be for your profile moving forward. This will be the profile associated with your grants for this year and will be used for all future years as well. Your User Name will automatically populate with your Keystone ID.

User Name:

Title: *

Salutation:

First Name: *

Middle Initial:

Last Name: *

Email: *

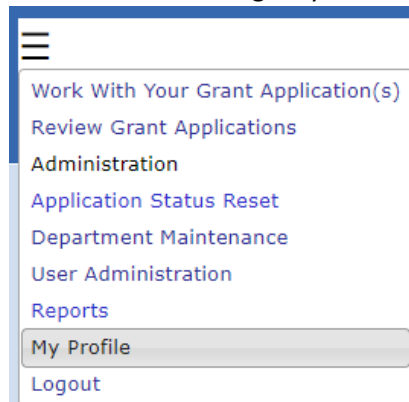
Day Phone: () - *

Evening Phone: () - *

Cell Phone: () -

Fax Phone: () -

- i. ***NOTE*** - your Profile details can be edited at any time by proceeding to the dropdown menu (three parallel lines) in the top left corner of any page on OSFC EGrants and selecting “My Profile”



- d. Click “Save”
 - i. Congratulations, your user profile is set up! Now proceed to Appendix A to link any existing Grant Application profiles for the 2024/2025 calendar year.

APPENDIX A



Adding an Existing 2024/2025 Grant Application profile to your Egrants Profile

IMPORTANT – This will only need to be done for the current grant cycle. No linking will be necessary in future years.

1. Once you have logged into OSFC EGrants and created a profile, you will see a button at the top and bottom of the page labelled “Click Here to Access the Online Grant Application”. Click this button.



2. You will currently not see any open applications listed on the next page. There will be text at the bottom of the page that says “If you are missing any applications, please Click here and select “Merge Existing User” to transfer applications from an old login.” Click the linked “Click Here” text.

If you are missing any applications, please [Click here](#) and select "Merge Existing User" to transfer applications from an old login.

3. This will bring you back to the User Profile page. Click on “Merge Existing User”



4. The “Link Existing User” window will pop up. Enter the Username and Password you used to create your initial application for the 2024/2025 Grant Cycle.
 - a. ***NOTE*** - This is NOT your Keystone ID and Password! This is the user ID and Password you used when submitting the grant application in September or October of 2024.
 - b. If you do not remember your username and password, please reach out to the OSFC Grant team for assistance.

The image shows a form titled "Link Existing User" with the Pennsylvania Office of the State Fire Commissioner logo in the top left. The form contains two input fields: "User ID" and "Password". Below these fields is a button labeled "Link User".

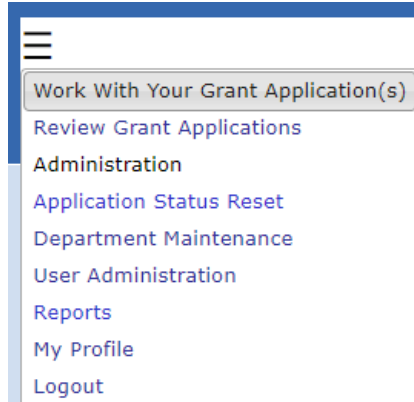
5. Click “Link User”



6. You should automatically return to the page with a view of your existing grant applications and the grant application associated with the newly linked profile will be present.

IF you are not returned to the grant application view page or no applications are shown:

- a. Click on the dropdown menu in the top left corner of the web page and select “Work With Your Grant Application(s)”. You can also utilize this menu to access all the applications you have linked to your new User Profile at any given time.

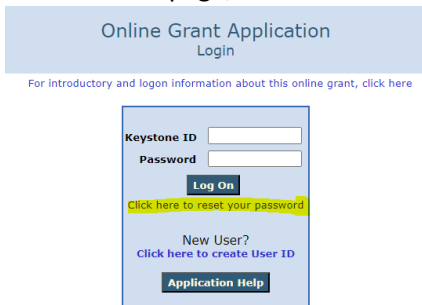


- b. If the application still is not showing, please reach out to the OSFC Grant team for assistance.
7. Congratulations! You can now access your 2024/2025 Grant Application and monitor its status throughout the grant approval process.
 - a. If you wish to add additional existing applications to your profile, simply repeat the process to merge other application profiles.

APPENDIX B

Resetting Your Keystone Login Password

1. Proceed to <https://osfcegrants.osfc.pa.gov>
2. On the home page, click on “Click Here to Reset Your Password”



3. This will bring you to the Keystone Login Password Reset page
4. Enter your username and click on Submit.



- a. You will receive an email to reset your password. Follow the instructions in the email and then proceed to log in to <https://osfcegrants.osfc.pa.gov>
- b. If you cannot remember your user ID for Keystone, please reach out to the OSFC Grant team for support.

Forgot Your Password?

Please enter your username.

Username *

Submit

Cancel