Queensland Kindergarten Funding Scheme

Guide for QGrants

How to Register a Contact Officer
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Guide to registering a contact officer in QGrants

QGrants is a whole-of-government grants management system that operates as one portal for you to apply for early childhood education and care (ECEC) grants and other grants across the Queensland Government.

Authorised Officers (Business Owners) may wish for a contact officer (e.g. Service Director or Business Manager) to have access to QGrants to submit applications and claims on their behalf. The contact officer will need to register a QGrants login and use the Link to an existing organisation functionality. The Authorised Officer will then need to approve the contact officer’s access via QGrants.

The contact officer will have access to perform the below functions:

- create additional accounts;
- nominate and change bank accounts;
- manage the accounts;
- make an application for approval as a kindergarten program provider (KPP); and
- submit QKFS claims for funding (long day care services only)

It is the responsibility of the Authorised Officer to ensure that any controls you require over the above functions are in place within the organisation.

This guide provides you with steps on how to register a QGrants contact officer and link other organisations/services.

If you require assistance you can contact the department by email at QKFS.LDC@ged.qld.gov.au or contact the Kindergarten Funding Team on 07 3035 2244.
How to register an account for a contact officer

Step 1: Go to QGrants via [https://qgrants.osr.qld.gov.au/portal](https://qgrants.osr.qld.gov.au/portal) and click Register.

Step 2: Complete the personal details section. Do the ReCAPTCHA image test, click Verify and click Register. Note: the password must be between 8 and 20 characters with a combination of numbers and letters.
Step 3: You will receive the below message and an email will be sent to the nominated email address with a link to activate the account. Click on the weblink provided to activate the account.

![QGrants activation message](image1)

Step 4: After the account has been activated, log into QGrants using the nominated email address and password.

![QGrants login page](image2)

Step 5: When you log in for the first time you will be required to provide basic details such as address and contact details. Complete the required details and click Next to progress through each step.
Note: As you are registering an account you will not be able to create a relationship. The system will skip this screen and move to the Summary screen.

**Step 6:** From the Summary screen, click **Save**. You will receive a message stating the account has been successfully saved. Click on **Exit**.
Linking an organisation and a contact person

Once you have successfully registered the account and have accessed the QGrants system you will be taken to the Welcome screen.

**Step 1:** At the Welcome screen select the **Accounts** tab and click on **Link to existing Organisation**.

![QGrants Welcome Screen](image)

**Note:** On the Accounts tab you can create, edit and view details of the account and accounts you are linked to, e.g. you can create an account for the organisation/services and add additional contact people.
**Step 2:** Enter Australian Business Number for the organisation you wish to be linked to and click on Request Link. Alternatively if the account ID is known this can be entered into the bottom field.

![Request link to existing Account](image)

**Step 3:** An email will then be sent to the Authorised Officer to approve that contact person be linked to the organisation’s account. The verification link from the email will open a logon screen in QGrants. The person responsible for the organisation should log into QGrants with their nominated email address and password to either accept or reject the request.

**Important Information:**

The Authorised Officer must note that once this link request is approved, the contact officer will have access to submit and change banking details for the organisation. It is the responsibility of the Authorised Officer to ensure that any controls, required by the organisation, are in place over these details.
Step 4: The responsible person will need to either Accept or Reject the request.

Step 5: The responsible person will then receive the below message once the relationship has been confirmed.

After the relationship has been confirmed, the organisation will now appear in the My Accounts list for the contact officer and the Relationship will show that they are a contact for the organisation.