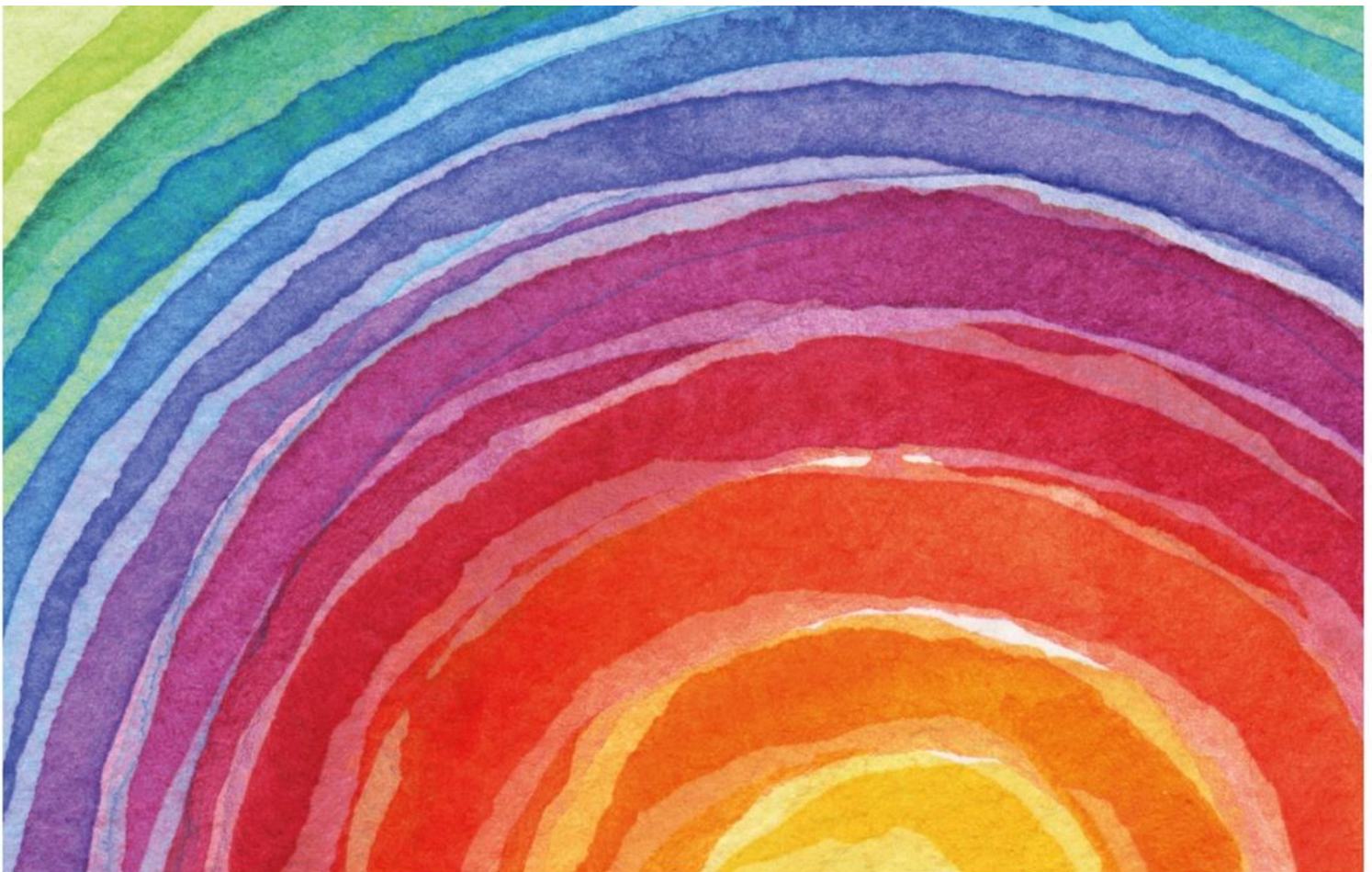


Queensland Kindergarten Funding Scheme

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.

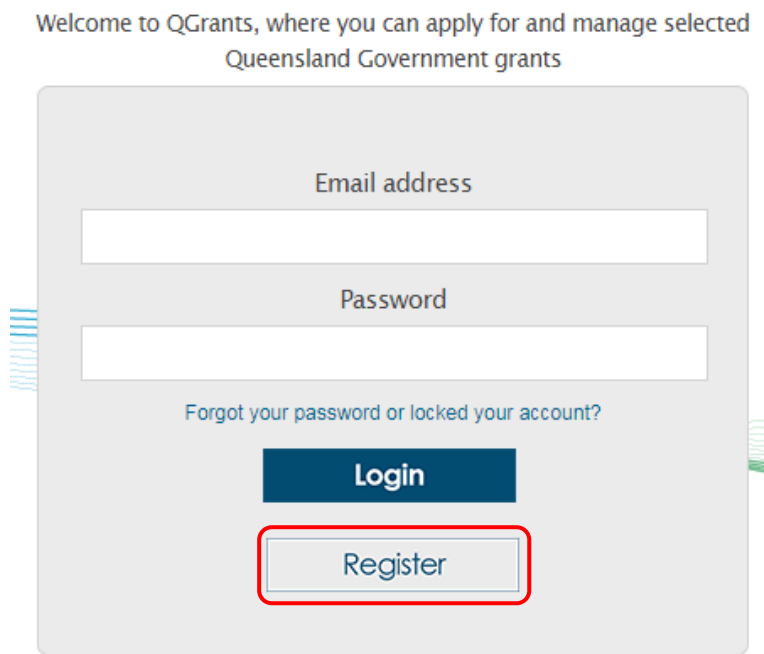
This guide provides you with steps on how to register a QGrants contact officer and link other organisations/services.

If you require assistance you can contact the department by email at

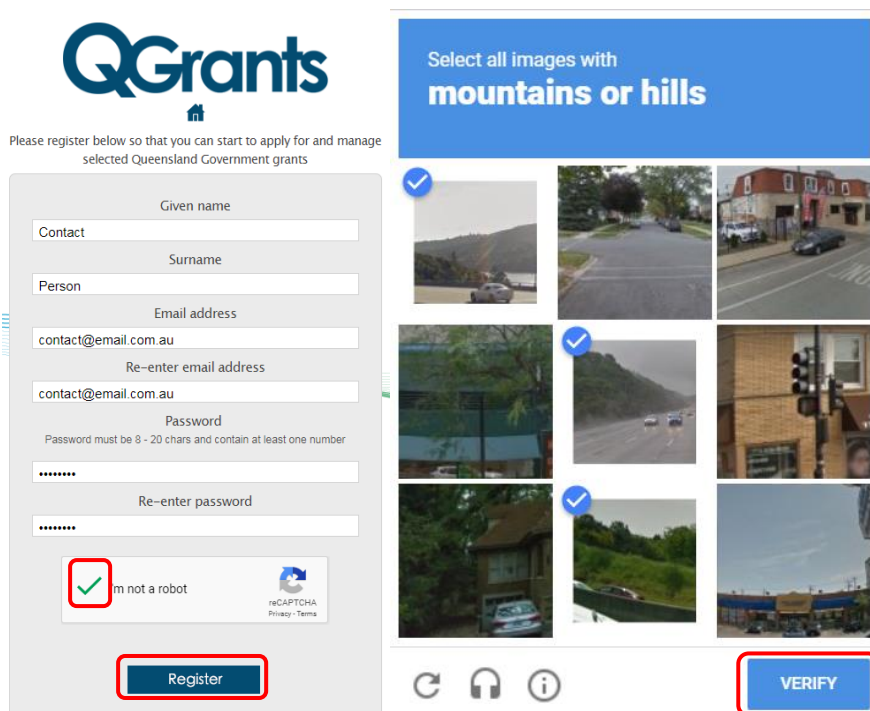
QKFS.LDC@qed.qld.gov.au or contact the Kindergarten Funding Team on 07 3035 2244.

How to register an account for a contact officer

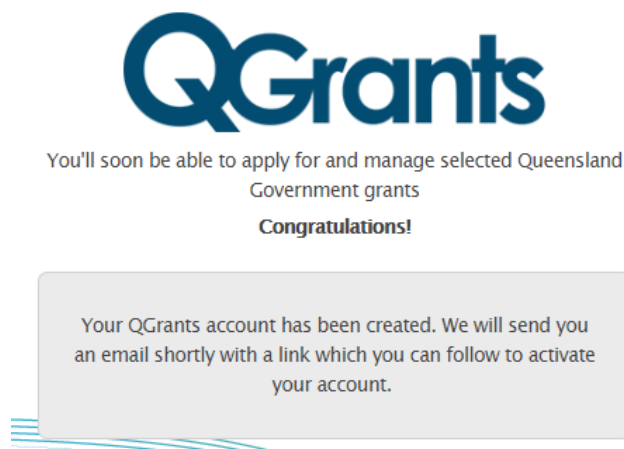
Step 1: Go to QGrants via <https://qgrants.osr.qld.gov.au/portal> and click **Register**.



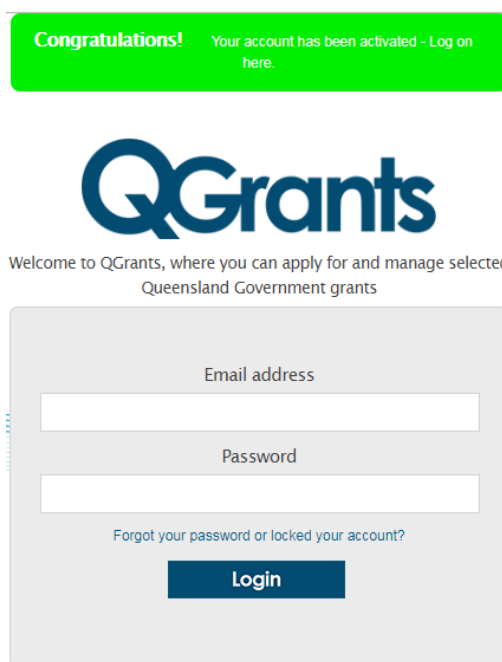
Step 2: Complete the personal details section. Do the ReCAPTCHA image test, click **Verify** and click **Register**. **Note:** the password must be between 8 and 20 characters with a combination of numbers and letters.



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.



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



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.

Account : Contact Person / 1010286592

1 Account Details 2 Street Address 3 Mailing Address 4 Contact Details 5 Relationships 6 Summary

< Back Next > Exit

! Complete registration of your account

Name Details

Title:

First Name:

Last Name:

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**.

Account : Contact Person / 1010286592

1 Account Details 2 Street Address 3 Mailing Address 4 Contact Details 5 Relationships 6 Summary

< Back Save Exit

Account Details

Account Number:

Name:

Address:

Account Confirmation Exit

The account has been successfully saved.
The account number is:1010286592

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, Contact Person (contact@email.com.au) Logout

Accounts Applications Agreements Claims and Reports Payments

My Accounts

New Account Refresh **Link to existing Organisation** Change login ID and Email

Account ID	Details	Person Responsible	Relationship
1010286592	Contact Person / BRISBANE CITY QLD 4000		You

Help

- Accounts refer to people and organisations involved in grant applications.
- When you register for QGrants, an account is automatically created for you.
- On the **Accounts** tab you can create, edit and view details of your account and accounts you are linked to (e.g. you can create an account for your organisation/club/company and add additional contact people).

New Accounts

After you have completed setting up your own account, you can set up additional accounts.

To create an **organisation** account, click on the **New Account** tab and select 'organisation'.

- You will automatically be assigned as the 'Person Responsible' for the account (you do not need to specify anything in the 'relationship' tab).
- Only one organisation account can be registered per ABN.

To create a **person** account, click on the **New Account** tab and select 'person'.

- You can assign the person account to an organisation account as a contact person in the 'relationship' tab and also specify the role of the contact person.

Relationships between Accounts

- between **organisation and organisation** can be 'sponsor of' or 'sponsored by'
- between **person and organisation** can be 'is contact person' or 'has contact person'

Link to existing Organisation

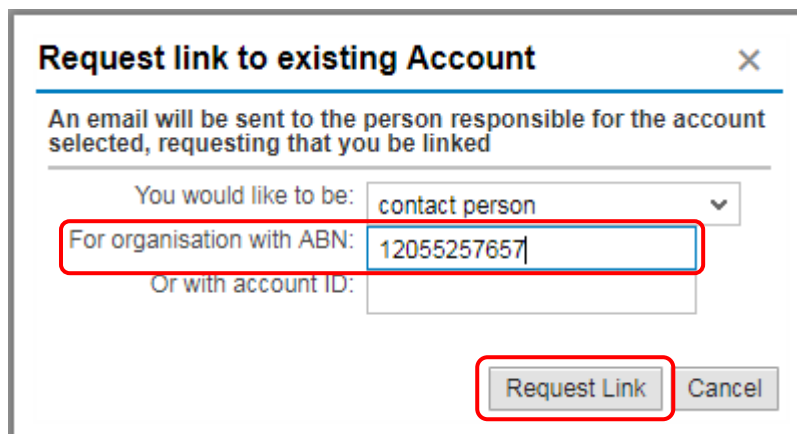
You can request to be linked to an existing organisation account in the QGrants system as a contact person.

To do this:

- select the **Link to existing Organisation**
- enter either the ABN of the organisation or the QGrants account number if known.
- an email will then be sent to the person responsible of the organisation account for approval.

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 ✕

An email will be sent to the person responsible for the account selected, requesting that you be linked

You would like to be:

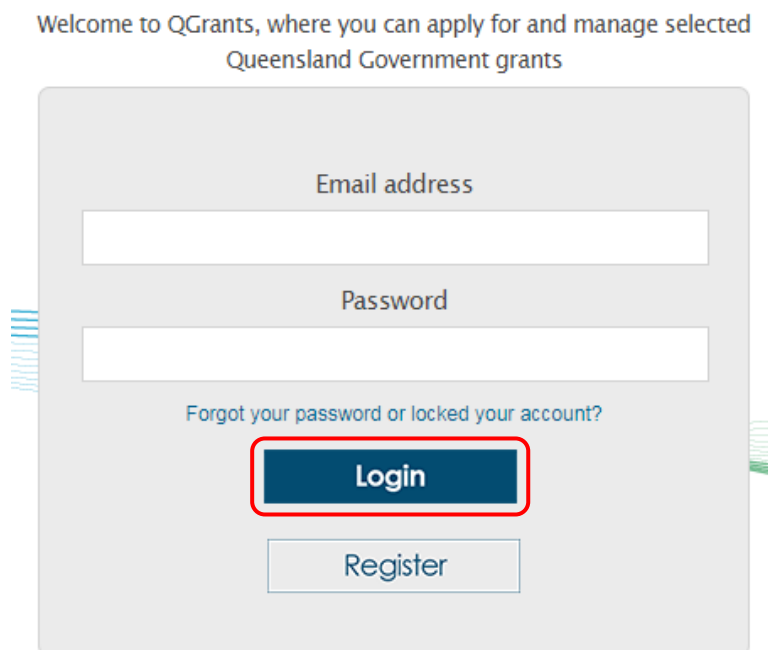
For organisation with ABN:

Or with account ID:

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.



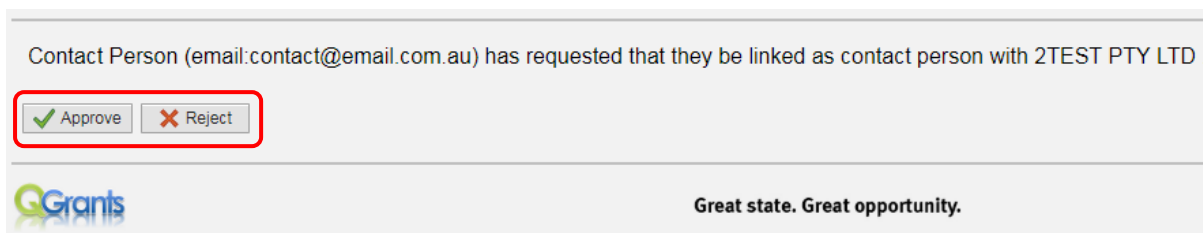
Welcome to QGrants, where you can apply for and manage selected Queensland Government grants

Email address

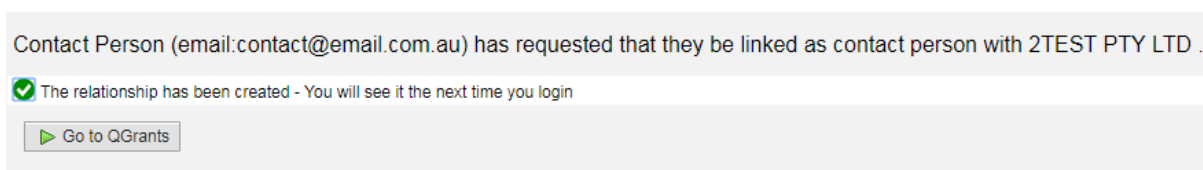
Password

[Forgot your password or locked your account?](#)

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.



Welcome, Contact Person (contact@email.com.au)

