

Queensland Kindergarten Funding Guide for QGrants **Account Creation**



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# User Registration

QGrants is a whole-of-government grants management system where Approved Kindergarten Program Providers can apply for Early Childhood Education and Care (ECEC) grants.

Before users can apply to be an approved Kindergarten Program Provider (KPP) or receive funding, they need to create the following accounts:

* Personal Login account (every user needs to have their own account)
* Approved Provider account
* Service account.

**NOTE:** You will not be able to submit an application until these three accounts are created.

This guide explains step by step how to create a personal account for an authorised officer, establish an applicant account (Approved Provider) and a beneficiary account (Service).

Once registered on QGrants, you will be able to perform the below functions:

* + create additional accounts;
	+ manage accounts;
	+ approve access requests to information; and
	+ make an application for approval as a KPP.

It is important to note that the authorised officer must register a personal login and create the applicant account. A nominated contact officer is able to complete the establishment of a beneficiary account and lodge an application to become an approved KPP.

If you require assistance, you can contact the department by email at QKFS.LDC@qed.qld.gov.au or you can call the Grants Management Team on 07 3035 2244.

# How to register an Authorised Officer account

The authorised officer is the person who is authorised to enter into a legal contract on behalf of the organisation. This person must be listed on the Australian Securities and Investment Commission (ASIC) statement, Trust Agreement or Annual General Minutes (executive committee member).

Once registered as the authorised officer, you will be able to approve access for contact officers (e.g. Director of Service, Business Manager etc.) to submit applications on the organisation’s behalf. The contact officer will need to register an account on QGrants, and use the link to existing organisation functionality on the accounts page to request access to the organisation. You will receive a request for approval.

**NOTE:** once a contact officer is approved, this will give them access to, and the ability to change, the banking details for the organisation.

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



**Step 2:** Provide the necessary information in the spaces provided.

Tick the ‘I’m not a robot’ check box. You may be required to complete the ReCAPTCHA image test - click on the relevant pictures and click **Verify**.

Once completed, click **Register**. ONLY the authorised officer’s details should be entered in this section.

**NOTE:** the password must be between 8 and 20 characters with a combination of numbers and letters and at least 1 UPPER and 1 lower case letter.



**Step 3:** Upon registering, you will see the following message.



**Step 4:** After you have activated your account through the verification email, log back 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.



**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**.



# How to register an Applicant account (Approved Provider)

As the authorised officer, you must register the applicant account (Approved Provider) as you will automatically become the responsible person.

**Step 1:** Log into QGrants using the login email and password: <https://qgrants.osr.qld.gov.au/portal>.

**Step 2:** At the welcome screen select the Accounts tab and click on **New Account**.



**Step 3:** Click on **Organisation** for the account type. Click on **OK** to continue.



**Step 4:** Enter the organisation's Australian Business Number (ABN), and click on the ‘Get name’ button to obtain the organisation’s registered name. The name will automatically populate the organisation name and the additional name (if applicable). If you are unsure of the ABN you can complete a search at <http://www.abr.business.gov.au/>.

**NOTE:** If the organisation is a Trust, you must detail the Trustee name and the Trust name. For example, John Jones as Trustee for the Jones Family Unit Trust.

Enter the Australian Company Number (ACN) or Incorporation Number. The ACN is listed on the ABN website. You can check the incorporation number at the Fair Trading website at

<http://www.fairtrading.qld.gov.au/check-a-charity-or-association.htm>.

Enter the GST status if required.

**NOTE:** Only one account can be registered per ABN. If the ABN you have entered is already registered, you can request to be linked to the account as a contact person by returning to the 'Account' tab and following the 'Link to existing organisation' instructions.



**Step 5:** Enter the street address. Click **Next** to continue.



**Step 6:** Validate the street address by double clicking on the best match for the address from the list provided.



**Step 7:** If the mailing address is different to the street address you must complete the mailing address details. Click **Next** to continue.



**Step 8:** Enter the contact information for the organisation. You must provide at least one contact phone number and an email address for the account. Click **Next** to continue.



**Step 9:** Create a relationship between the authorised officer and the organisation account by clicking the ‘Add Relationship’ button.

The Authorised Officer will be automatically set as the Responsible Person and the Finance Contact.



**Step 10:** From the first drop down menu select the authorised officer’s name.



**Step 11:** From the second drop down select “Is contact person for…”. This will become the relationship type.



**Step 12:** From the third drop down menu, select the most appropriate position title for the authorised officer.



**Step 13:** In the fourth down menu, enter the authorised officer’s position title. Click on **OK** to continue.



**Step 14:** Once the relationship has been created click **Next** to continue.

**Step 15:** You have now generated the account for the Approved Provider. Take a note of the account number and click **Save** to continue.

# How to register a Beneficiary account (Service)

**Step 1:** If you logged out of QGrants, log back in using the login email and password: <https://qgrants.osr.qld.gov.au/portal>.

**Step 2:** At the welcome screen, select the ‘Accounts’ tab and click on ‘New Account’.



**Step 3:** Click on ‘Organisation’ for the account type. Click **OK** to continue.



**Step 4:** Enter the service name as per the current service approval under the Education and Care Services National Law (Queensland) or a service approval for a Centre Based Child Care Service under the Education and Care Services Act 2013 (or other applicable child care legislation). Click **Next** to continue.

**NOTE:** You do not need to enter the ABN for a beneficiary account. An ABN is only required for the Applicant/Legal Entity account.



**Step 5:** Enter the street address. Click **Next** to continue.



**Step 6:** Validate the street address by double clicking on the best match for the address from the list provided.



**Step 7:** If the mailing address is different to the street address you must complete the mailing address details. Click **Next** to continue.



**Step 8:** Enter the contact information for the organisation. You must provide at least one contact phone number and an email address for the account. Click **Next** to continue.



**Step 9:** Create a relationship between the service and the organisation account by clicking the ‘Add Relationship’ button.



**Step 10:** From the second drop down select **Is sponsor of < Service Name >**. Click **OK** to continue.



**Step 11:** Once the relationship has been created, click **Next** to continue.

**Step 12:** You have now generated the account for the Service. Take a note of the account number and click **Save** to continue.

You have now successfully created both an applicant and beneficiary account.

Prior to proceeding with lodging an application to become an approved kindergarten program provider, you are required to email QKFS.LDC@qed.qld.gov.au requesting that the accounts be verified. You will need to provide the Account number of the Approved Provider and Service Account that you just created.

Once these accounts have been verified, the KPP application menu will become available, allowing you to proceed with lodging the application.

# How to register a New User account

As your staff change, it is important to note that user accounts in QGrants are USER specific. This means that each person needs to have their own account, not recycle accounts of employees that have left the organisation.

When creating an account, it is recommended that you do not use generic email addresses such as director@, admin@. Email addresses can only be used once and you will not be able to register a user to that email address again.

We recommend using personname@ or setting up a new email address using one of the free web- based email domains.

The creation of a user account should be completed by the user themselves as they will need to have access to the email address being used to complete the account creation.

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



**Step 2:** Provide the necessary information in the spaces provided.

Tick the ‘I’m not a robot’ check box. You may be required to complete the ReCAPTCHA image test - click on the relevant pictures and click **Verify**.

Once completed, click **Register**. ONLY the new user’s details should be entered in this section.

**NOTE:** the password must be between 8 and 20 characters with a combination of numbers and letters and at least 1 UPPER or 1 lower case letter.



**Step 3:** Upon registering, you will get the following message:



**Step 4:** After you have activated your account through the verification email, log back 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.



**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 your account to an organisation or service

A new user will need to be linked to an organisation or service in order to see that account in QGrants.

If you need to view a **specific service only,** you will link to the service account, but if you need to view **all services under an Approved Provider,** you will need to link to the approved provider account.

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



**Step 2:** You will need to obtain the QGrants account ID for the account that you wish to link to. This will be either the QGrants ID for the service if you wish to be linked to a specific service, OR the Organisation ABN or QGrants ID for the Approved Provider if you wish to be linked to the Approved Provider.

**These numbers can be sourced from QGrants from another user with access.**



**Step 3:** An email will then be sent to the Authorised Officer to approve the contact person can 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.

