Early Years Services – Registration

QGrants User Guide

Queensland Government

Introduction

QGrants is a grants management system (GMS) that operates as the portal for applying and managing Early Years Services grants. QGrants user guides are available on the Department of Education (the department) website for all key functions including:

1. Registering organisations and contacts

2. Lodging an application for funding

3. Submitting a claim to provide a report or receive a payment

4. Managing your information and contacts

Registration is the first step you must undertake before you can start using QGrants. This involves creating the following accounts so you can use QGrants:

- Authorised Officer account (e.g. Chairperson)

- Organisation account (legal entity and has an ABN)

- Beneficiary account (create account for each service, as relevant)

- Contact Officer account (create accounts for each person/s delegated to use QGrants on behalf of your organisation)

Once registered, you will be able to perform the following functions:

- create additional accounts

- manage your accounts

- approve access requests to your information

- submit funding applications and track progress

- submit claims for payment and track progress

Other QGrants user guides can be accessed at: https://earlychildhood.qld.gov.au/funding-and-support/grants-tenders-and-funding/grants-management/grants-management/how-to-use-qgrants

If you require assistance at any time, please call 13 QGOV (13 7468) or email eys@qed.qld.gov.au.
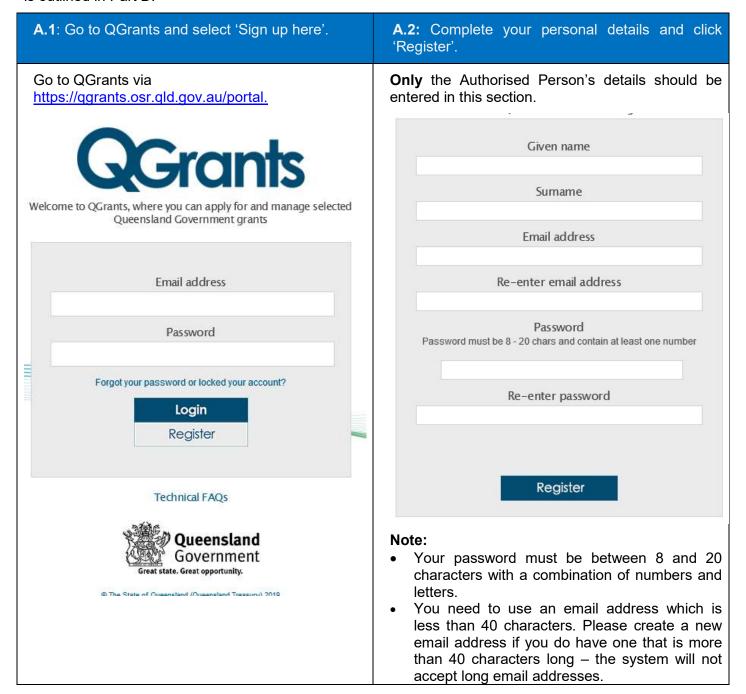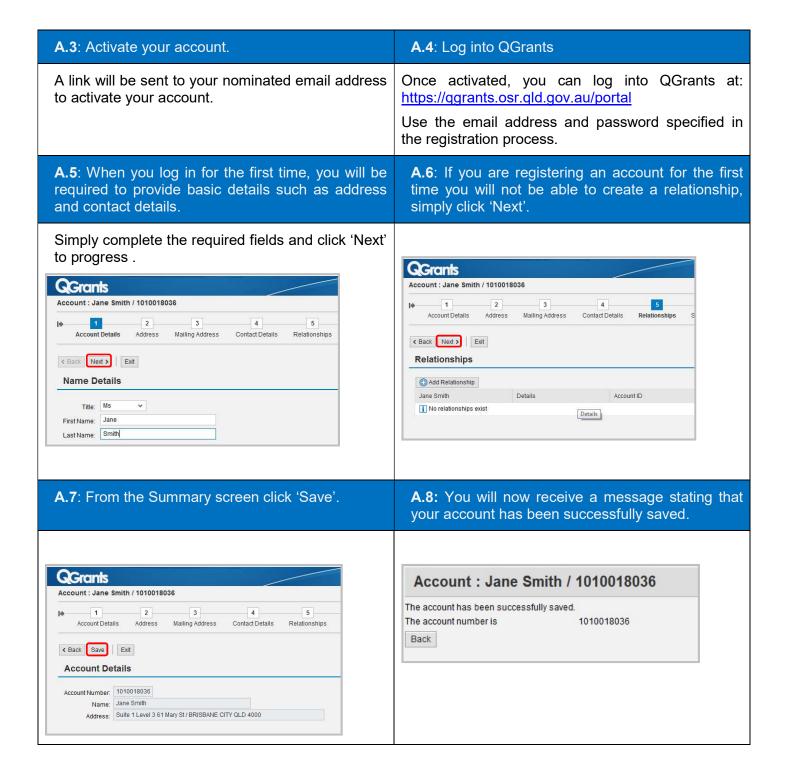
> **Security warning for banking details**
>
> **Contact Officers linked to an Organisation's account will be able to change the organisation's banking details through the application process. If a bank account is changed, all Contact Officers linked to the Organisation account will be notified of this change.**

Part A – How to register an account for your Authorised Person

The Authorised Person 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), as appropriate.

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 claims and applications on your behalf; the process is outlined in Part D.
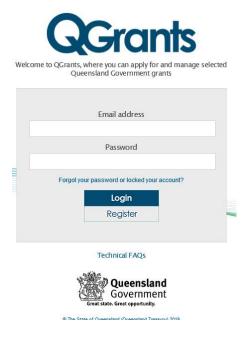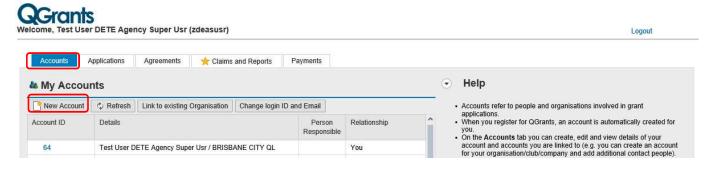
A.1: Go to QGrants and select 'Sign up here'.	**A.2:** Complete your personal details and click 'Register'.
Go to QGrants via https://qgrants.osr.qld.gov.au/portal.	**Only** the Authorised Person's details should be entered in this section. **Note:** • Your password must be between 8 and 20 characters with a combination of numbers and letters. • You need to use an email address which is less than 40 characters. Please create a new email address if you do have one that is more than 40 characters long – the system will not accept long email addresses.

A.3: Activate your account.	**A.4**: Log into QGrants
A link will be sent to your nominated email address to activate your account.	Once activated, you can log into QGrants at: https://qgrants.osr.qld.gov.au/portal Use the email address and password specified in the registration process.
A.5: When you log in for the first time, you will be required to provide basic details such as address and contact details.	**A.6**: If you are registering an account for the first time you will not be able to create a relationship, simply click 'Next'.
Simply complete the required fields and click 'Next' to progress . 	
A.7: From the Summary screen click 'Save'.	**A.8**: You will now receive a message stating that your account has been successfully saved.

Part B – Setting up your Organisation Account

As the Authorised Officer, you must register the Organisation account, as you will automatically become the responsible person for this account. The responsible person approves all requests to be a Contact Officer for the Organisation account.

B.1: Please log on to QGrants at https://qgrants.osr.qld.gov.au/portal. If you have forgotten your password, you can do a password reset from the QGrants homepage.

B.2: At the welcome screen, select the 'Accounts' tab and click the 'New Account' button.

B.3: Select 'Organisation' as the account type.

Click 'OK' to continue.

B.4: Enter your organisation's Australian Business Number (ABN), and click 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 your ABN you can complete a search at http://www.abr.business.gov.au/.

Enter your Australian Company Number (ACN) or Incorporation number. Your ACN is listed on the ABN website. If unsure, you can check your incorporation number at the Fair Trading website http://www.fairtrading.qld.gov.au/check-a-charity-or-association.htm.

Note: If the organisation is a Trust, please detail the Trustee name and the Trust name. For example, Joe Bloggs as Trustee for the Joe Bloggs Family Unit Trust.
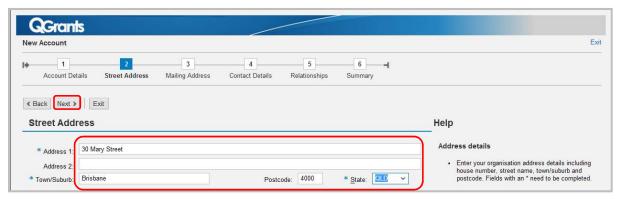
Enter your GST Status if required.

Note – Existing Organisation Accounts

Only <u>one</u> 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. **Further details about linking to an organisation are provided at Part D of this guide (Steps D.9 to D.14).**

If an Organisation account exists within QGrants but does not have an email registered within the system, the process outlined in Part D of this Guide will not work. Please call 13 QGOV (13 7468) or email eys@qed.qld.gov.au for assistance with this step.
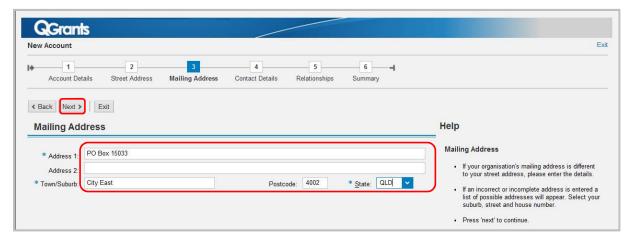
Click 'Next' to continue.

B.5: Enter the Street Address and proceed to the next screen.

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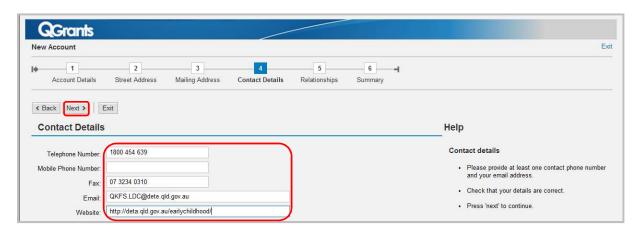

B.7: If your Mailing Address is different, simply delete the address shown and re-enter the correct mailing address.

Click 'Next' to continue.

B.8: Enter the contact information for your organisation; please ensure you provide at least one contact phone number.
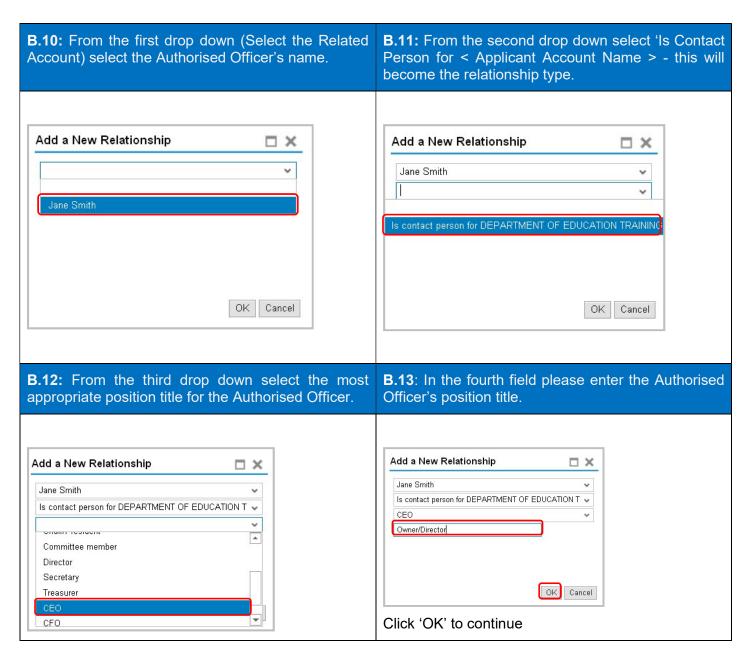

B.9: Create a relationship between the Authorised Officer and the Organisation account by clicking the 'Add Relationship' button.
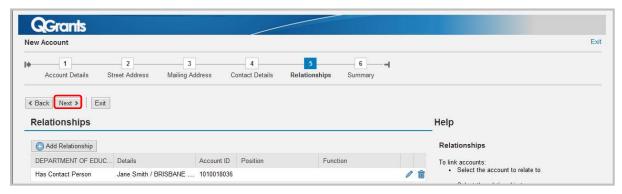
The relationship is required to identify the Authorised Officer as the responsible person for the legal entity and associated services. Once the relationship is created, the Authorised Officer will be able to approve access for Contact Officers (e.g. Director of Service, Business Manager etc.) to submit claims and applications on your behalf. To register a Contact Officer, please refer to Part D of this guide.

Note - if you have not undertaken Part A of this guide, the below step will not work.
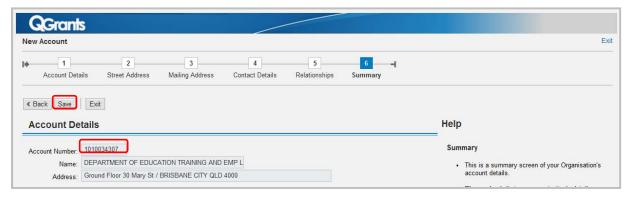

B.10: From the first drop down (Select the Related Account) select the Authorised Officer's name.	**B.11:** From the second drop down select 'Is Contact Person for < Applicant Account Name > - this will become the relationship type.
B.12: From the third drop down select the most appropriate position title for the Authorised Officer.	**B.13**: In the fourth field please enter the Authorised Officer's position title.
	  Click 'OK' to continue

B.14: Once the relationship is created, please click 'Next' to continue.

B.15: Please note your account number and click the 'Save' icon.

B.16: An account confirmation screen will appear when your account registration has been successful. Click 'Exit' to return to the QGrants Home Screen.
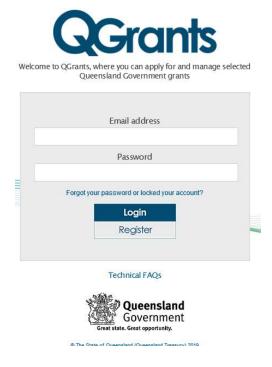

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Note: You can view the new account you have created by returning to the home screen and clicking on the 'Accounts' tab.
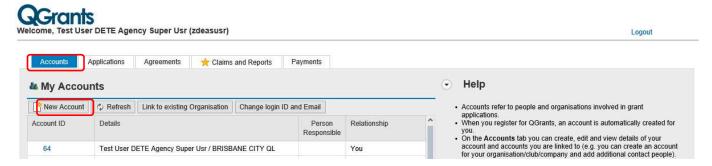
Part C - How to create a Beneficiary (Service) Account for a Grant Application

Please note, this process can be completed by both Authorised and Contact Officers. To register a Contact Officer, first please refer to Part D of this Guide.

C.1: Please log on to QGrants at https://qgrants.osr.qld.gov.au/portal. If you have forgotten your password, you can do a password reset on the QGrants homepage.

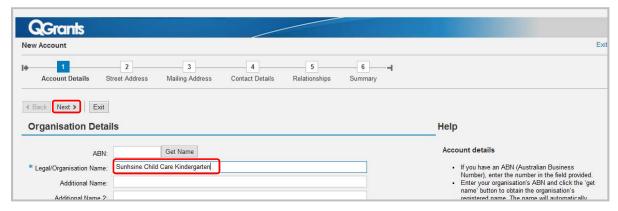At the welcome screen, select the 'Accounts' tab and click the 'New Account' button.

C.2: Select 'Organisation' as the account type and click 'Ok' to continue.

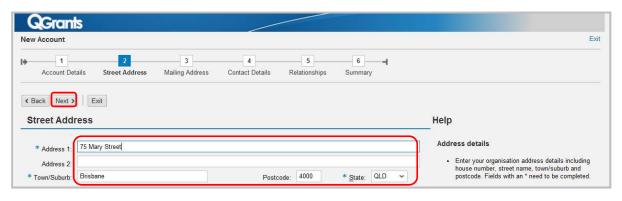**C.3**: Populate the <u>name</u> of the service.

For Early Childhood Education and Care services, please use the service name as per your current service approval under the *Education and Care Services National Law (Queensland) 2011* or a service approval for a centre based child care service under the *Education and Care Services Act 2013*.

Note: Please only include the name under this step, do not include any other information (e.g. ABN). These other fields are only used when an Applicant (Legal Entity) Account is being established.
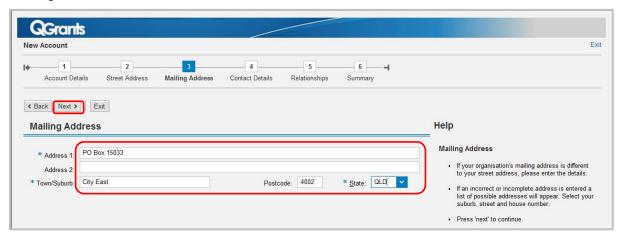
Click 'Next' to continue.

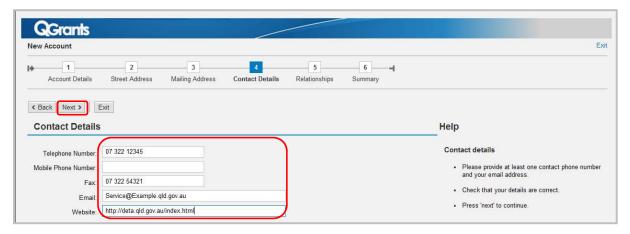**C.4:** Enter the street address for the service.

Click 'Next' to continue.

C.5: If the service mailing address is different, simply delete the address showing and re-enter the correct mailing address.
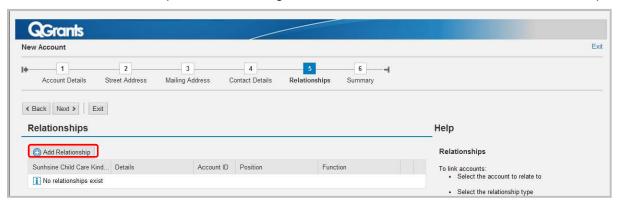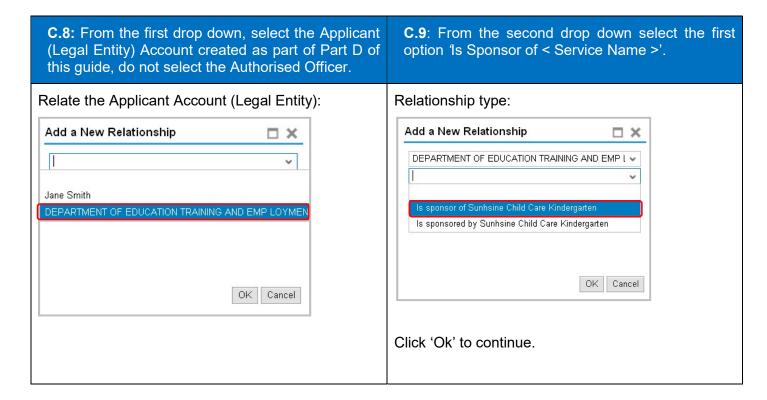
Click 'Next' to continue.

C.6: Enter the contact information for your service; please ensure you provide at least one contact phone number.

C.7: Create a relationship between the organisation and service. Click the 'Add Relationship' button.

C.8: From the first drop down, select the Applicant (Legal Entity) Account created as part of Part D of this guide, do not select the Authorised Officer.	**C.9**: From the second drop down select the first option 'Is Sponsor of < Service Name >'.
Relate the Applicant Account (Legal Entity):	Relationship type:
	  Click 'Ok' to continue.

C.10: Now that the relationship is created, click 'Next' to continue.

C.11: Please note your account number and click the 'Save' button.

C.12: Click 'Exit' to return to the QGrants home screen.

Part D - How to register a contact officer account and link to another account
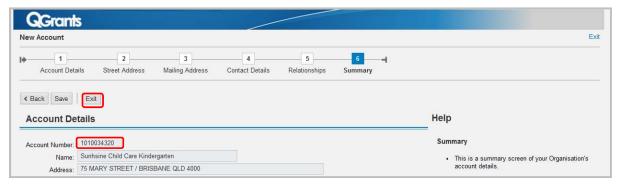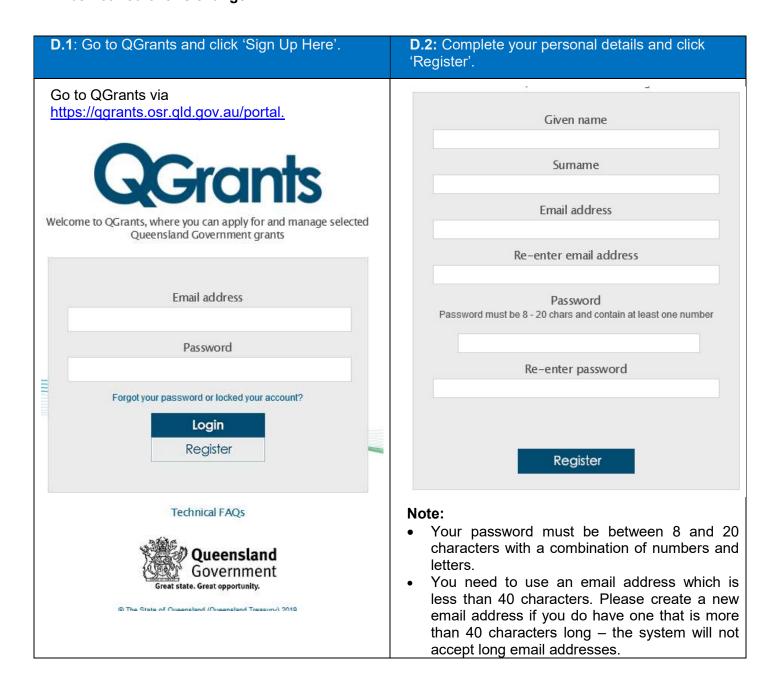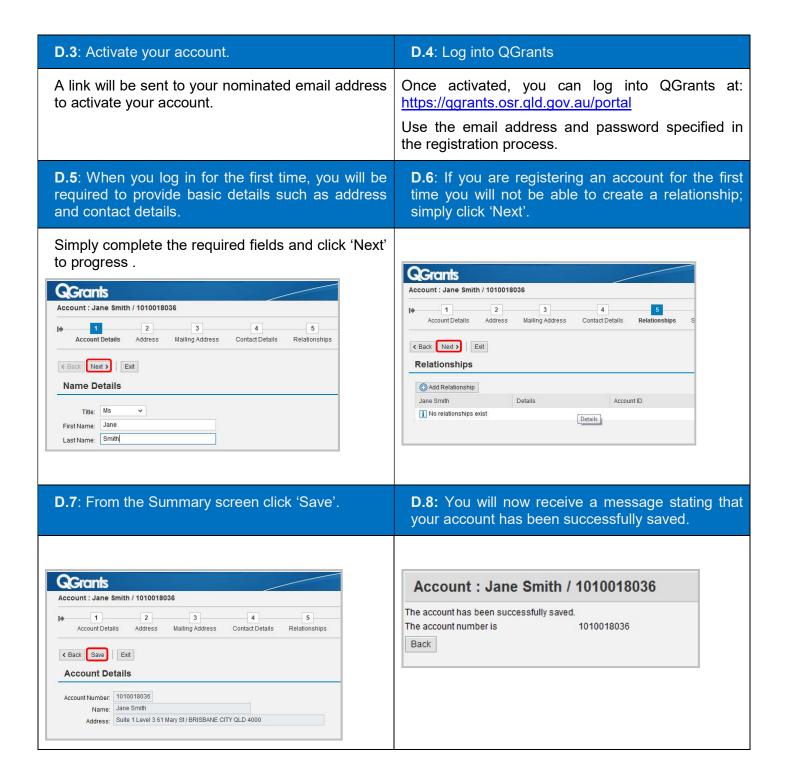
Once an Authorised Officer account and an Applicant account (Legal Entity) have been registered, Contact Officer accounts can then be established (e.g. Director of Service, Business Manager etc.).

Once registered, Contact Officers can submit claims and make applications on your behalf.

Please note, this allows the Contact Officer to nominate and change banking details for your organisation. If a bank account is changed, all Contact Officers linked to an Organisation account will be notified of this change.

D.1: Go to QGrants and click 'Sign Up Here'.	**D.2:** Complete your personal details and click 'Register'.
Go to QGrants via https://qgrants.osr.qld.gov.au/portal.	
	Note: • Your password must be between 8 and 20 characters with a combination of numbers and letters. • You need to use an email address which is less than 40 characters. Please create a new email address if you do have one that is more than 40 characters long – the system will not accept long email addresses.

D.3: Activate your account.	D.4: Log into QGrants
A link will be sent to your nominated email address to activate your account.	Once activated, you can log into QGrants at: https://qgrants.osr.qld.gov.au/portal Use the email address and password specified in the registration process.

D.5: When you log in for the first time, you will be required to provide basic details such as address and contact details.	D.6: If you are registering an account for the first time you will not be able to create a relationship; simply click 'Next'.
Simply complete the required fields and click 'Next' to progress . 	

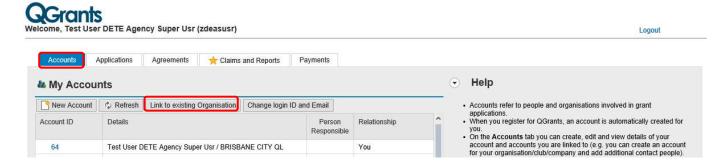| D.7: From the Summary screen click 'Save'.	D.8: You will now receive a message stating that your account has been successfully saved.

Linking to an Organisation Account

Once you have a Contact account you can request a link to an Organisation account which already exists within QGrants by following the below process (Steps D.9 to D.14).
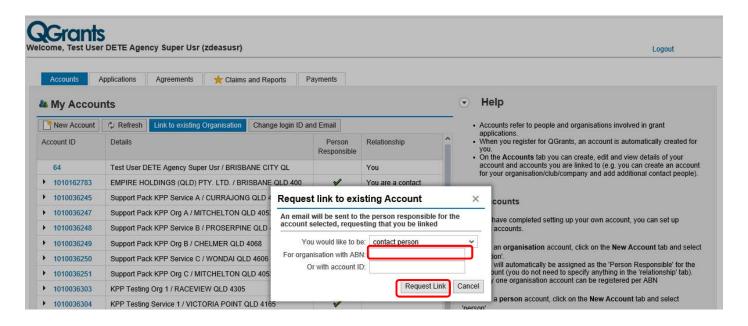
If an Organisation account already exists within QGrants but does not have an email address within the system, the below process will not work. You will be required to submit a letter or email from your organisation, signed by an Authorised Officer, approving that the department link your Contact account to the Organisation account in QGrants. Please call 13 QGOV (13 7468) or email eys@qed.qld.gov.au.

D.9: Once you have successfully registered your account and have accessed the system you will see the following screen.

Please select the 'Accounts' icon and click on the 'Link to Existing Organisation' button.

D.10: Populate the ABN for the organsation you wish to be linked to and click 'Request Link'. Alternatively, if your applicant 'Account ID' is known, you can enter this into the bottom field.
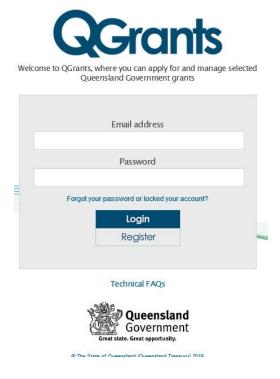

D.11: An email will then be sent to the Responsible Officer for approval. If you are not sure who the email has been sent to, please call 13 QGOV (13 7468) or email eys@qed.qld.gov.au for assistance with this step.

Security warning for banking details

Contact Officers linked to an Organisation's account will be able to <u>change the organisation's banking details</u> through the application process. If a bank account is changed, all Contact Officers linked to the Organisation account will be notified of this change.

D.12: The verification link from the email will open a logon screen in QGrants. The person responsible for the organisation should 'Logon' to either accept or reject the request.

D.13: The responsible person will either need to 'Accept' or 'Reject' the request.

D.14: You will receive the below message once the relationship is confirmed