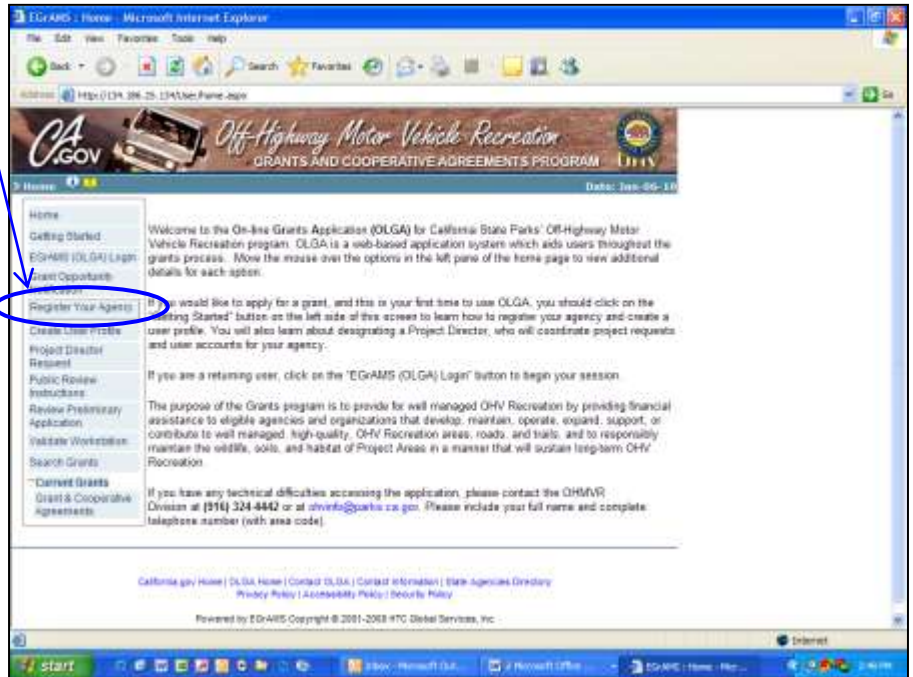# STEP 1: REGISTER YOUR AGENCY

Your agency must be registered in the On-Line Grants Application (OLGA). If your agency has already been registered in OLGA you do not need to complete "Step 1" again. To check if your agency has been registered in OLGA, follow steps 1 through 3 below.

Step 1 – Access OLGA at the following website address: http://134.186.25.134/User/home.aspx OR

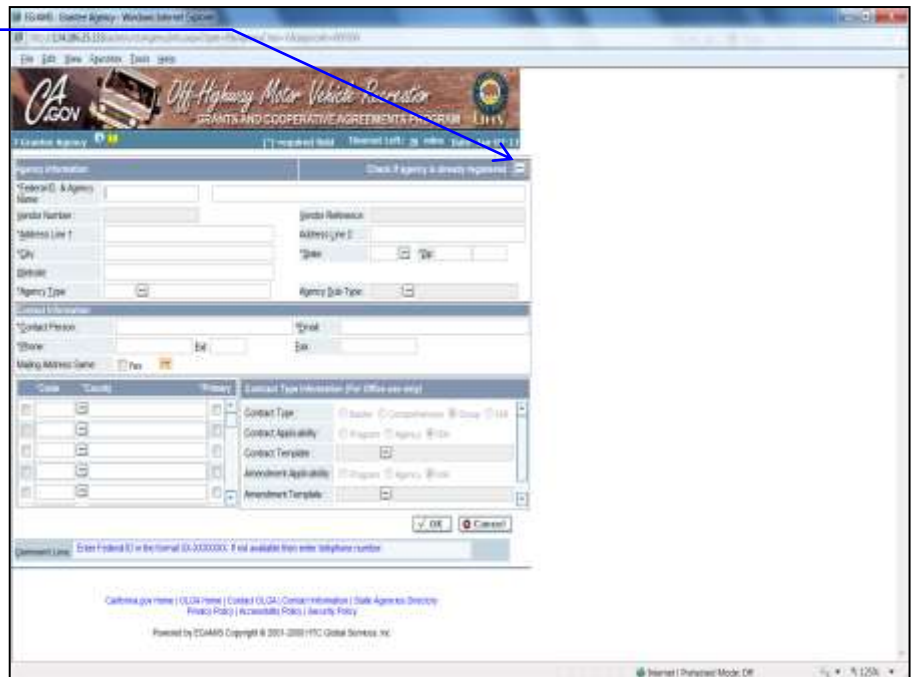via the OHMVR Division Grants page at: http://ohv.parks.ca.gov/?page_id=1164

In the OLGA "Home" page, click "Register Your Agency".

This action will display the screen in Step 2.

Step 2 – To check if your agency is already registered in OLGA, click the ⊡ 'Show Lookup' button.

This action will display the screen in Step 3.

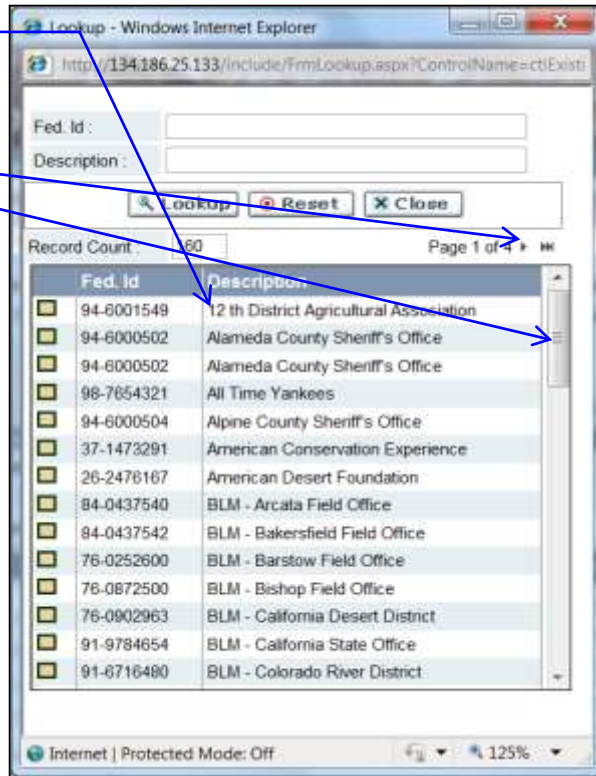**Step 3** – A list of registered agencies will display in alphabetic order.

Use the 'Next Page' button and/or the 'Scrollbar' to navigate through the list of registered agencies.

Note:
- If your agency is listed, no further action is required for "Step 1".

- If your agency is not listed, you will need to complete the remaining steps to register your agency in OLGA.

Click the ⌧ Close button to return to the "Grantee Agency" screen.

This action will display the screen in Step 4.

Lookup - Windows Internet Explorer

http://134.186.25.133/include/FrmLookup.aspx?ControlName=ctlExisti

Fed. Id :

Description :

🔍 Lookup   🔘 Reset   ✕ Close

Record Count :   60   Page 1 of 4 ▸ ⊮

	Fed. Id	Description
☐	94-6001549	12 th District Agricultural Association
☐	94-6000502	Alameda County Sheriff's Office
☐	94-6000502	Alameda County Sheriff's Office
☐	98-7654321	All Time Yankees
☐	94-6000504	Alpine County Sheriff's Office
☐	37-1473291	American Conservation Experience
☐	26-2476167	American Desert Foundation
☐	84-0437540	BLM - Arcata Field Office
☐	84-0437542	BLM - Bakersfield Field Office
☐	76-0252600	BLM - Barstow Field Office
☐	76-0872500	BLM - Bishop Field Office
☐	76-0902963	BLM - California Desert District
☐	91-9784654	BLM - California State Office
☐	91-6716480	BLM - Colorado River District

🌐 Internet | Protected Mode: Off   🔁 ▾ 🔍 125% ▾

Step 4 – To register your agency, complete the required fields in the 'Agency Information' section of the "Grantee Agency" screen.

Note:
- " * " denotes a required field
- Grayed-out fields will not allow data entry (e.g., Vendor Number, Vendor Reference, etc.)

Data Entry:
- Enter your agency's 9-digit Federal ID number, and Enter your Agency Name in the field next to the Federal ID number
- Enter the Address information
- For 'Agency Type', click the ⊡ 'Show Lookup' button

This action will display the screen in Step 5.

Page 2 of 4   *STEP 1: REGISTER YOUR AGENCY*

**Step 5** – A list of eligible organizational descriptions will display.

Click the appropriate box to select the description (organization) that identifies your agency.

Note: Your agency must be one of these organizations to be eligible to apply.

Your selection will automatically populate the 'Agency Type' field in Step 4.

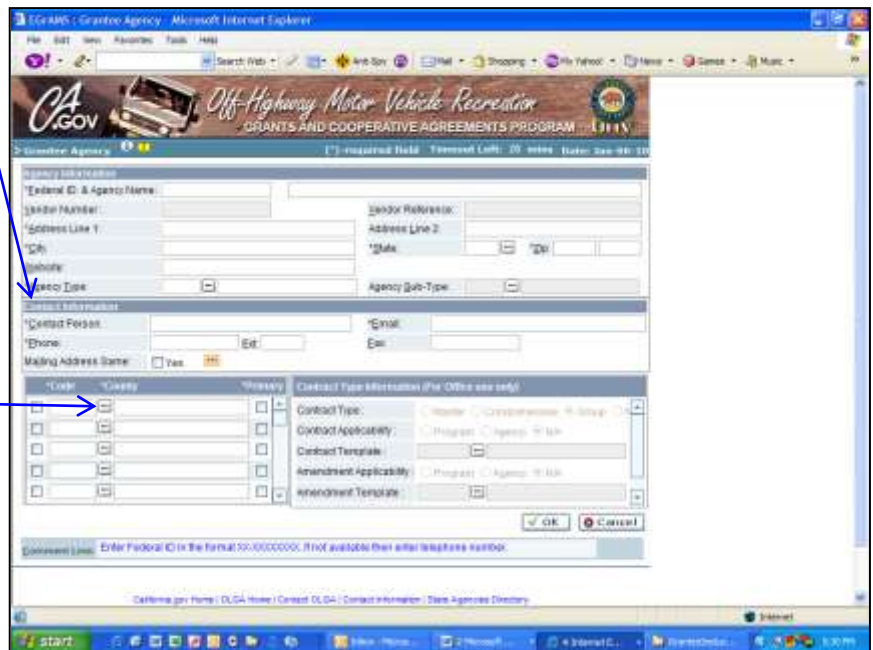Click the [X Close] button to return to the "Grantee Agency" screen.

This action will display the screen in Step 6.
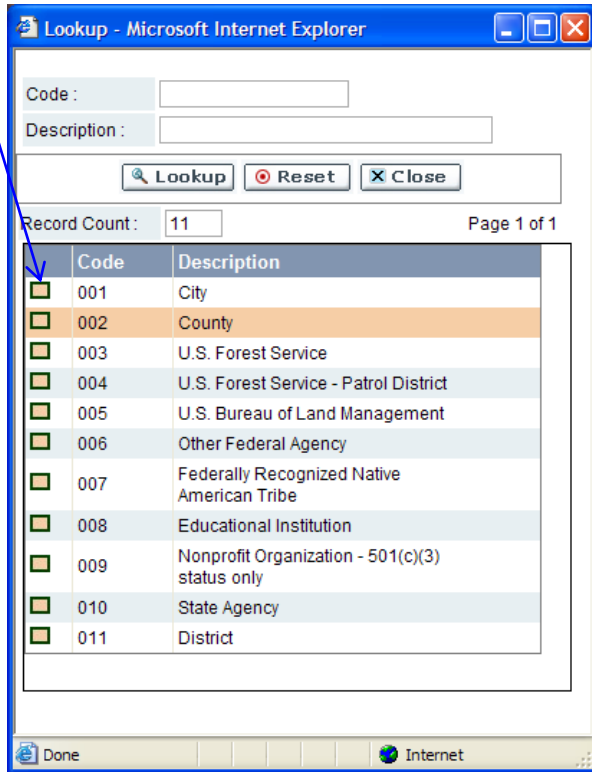
Step 6 – Complete the required fields in the 'Contact Information' section of the "Grantee Agency" screen.

Step 7 – For 'County', click the [...] 'Show Lookup' button.

This action will display the screen in Step 8.

*STEP 1: REGISTER YOUR AGENCY*

Step 8 – Click the appropriate box to select the county in which your agency's headquarters is located.

Note: If your agency expands over several counties, repeat this step to enter all counties.

Once all counties have been selected, click the "OK" button.

Your selection will automatically populate the 'County' field in Step 7.

This action will display the screen in Step 9.
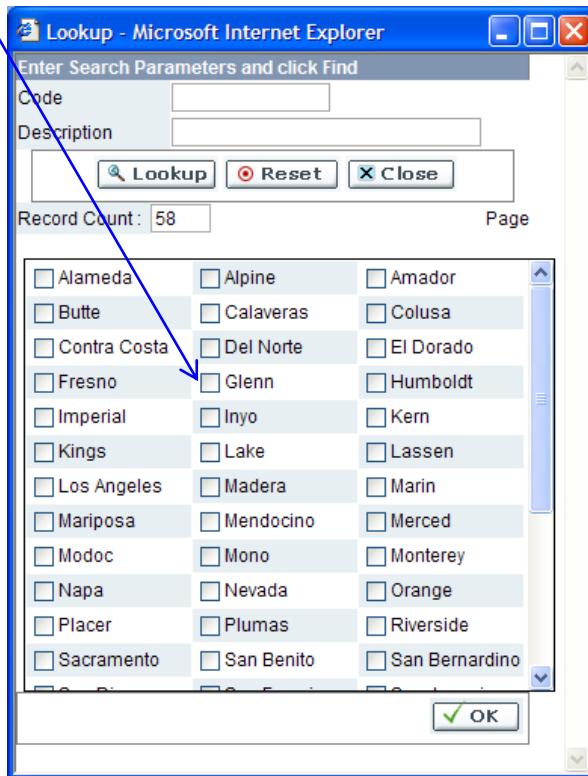
Step 9 –
Note: If your agency expands over multiple counties, click to select the 'Primary' box for the county in which the headquarters of your agency is located.

Click the "OK" button to Save.

After clicking the "OK" button, you should receive the following message:

If not, you must correct the errors to complete "Register Your Agency".

STEP 1: REGISTER YOUR AGENCY