

STEP 1: REGISTER YOUR AGENCY

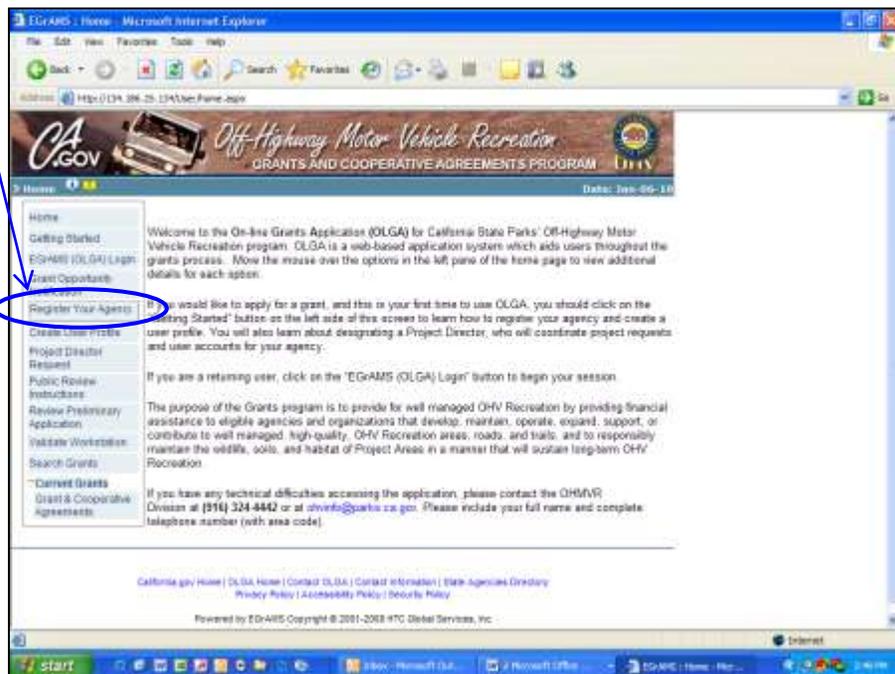
Your agency must be registered in the On-Line Grants Application (OLGA). If your agency has already been registered in OLGA you do not need to complete "Step 1" again. To check if your agency has been registered in OLGA, follow steps 1 through 3 below.

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

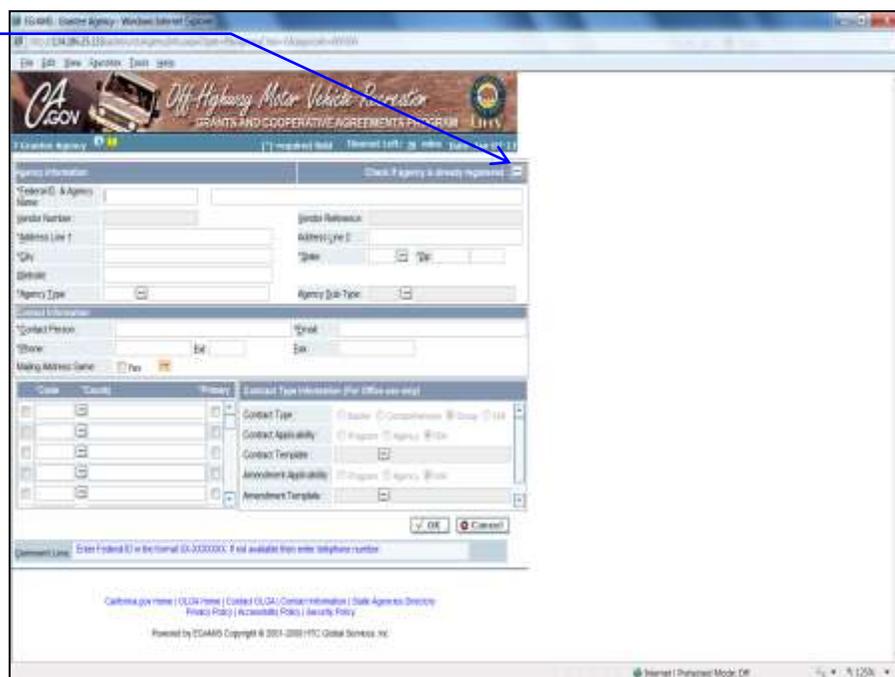
In the OLGA "Home" page, click "Register Your Agency".

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.

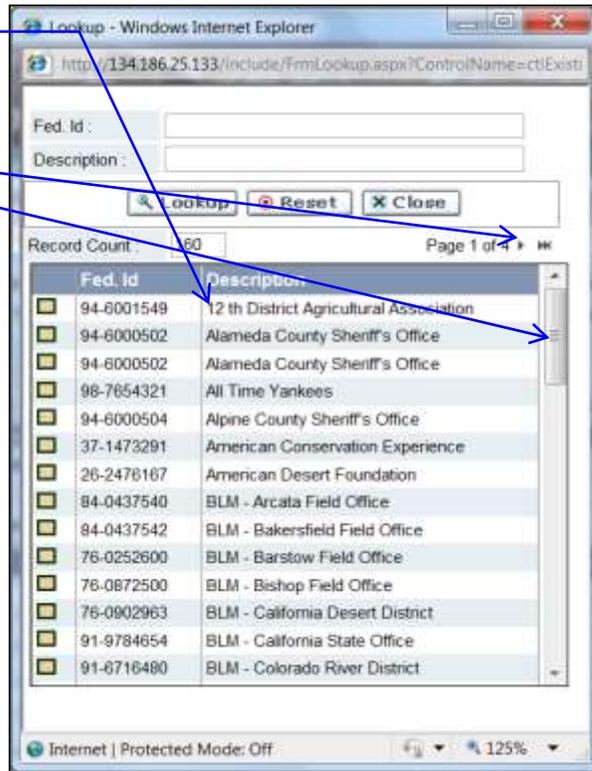
Use the 'Next Page' button and/or the 'Scrollbar' to navigate through the list of registered agencies.

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 button to return to the "Grantee Agency" screen.

This action will display the screen in Step 4.



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 button

This action will display the screen in Step 5.



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

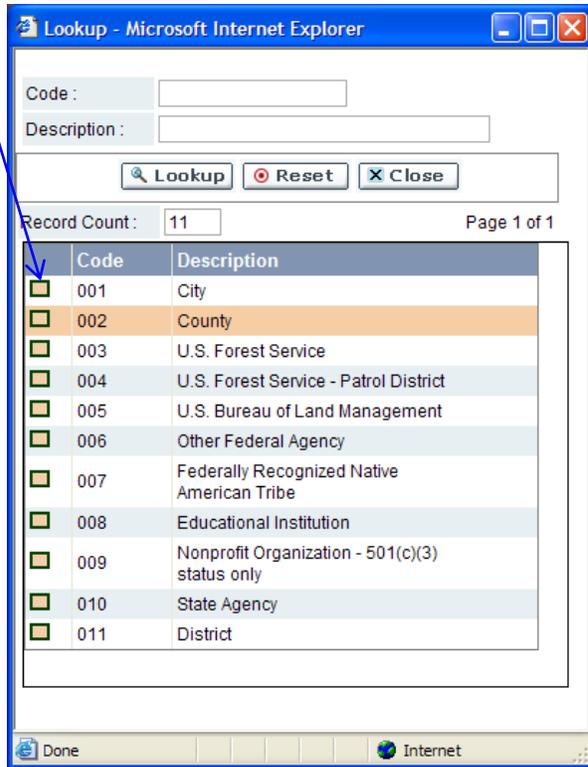
Click the appropriate box to select the description (organization) that identifies your agency.

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 button to return to the "Grantee Agency" screen.

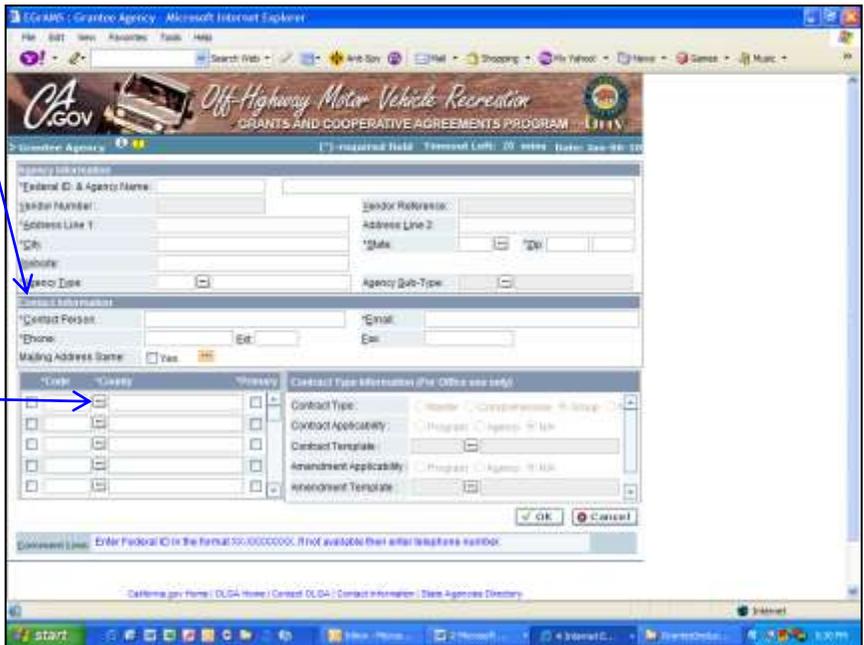
This action will display the screen in Step 6.



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

Step 7 – For 'County', click the button.

This action will display the screen in Step 8.



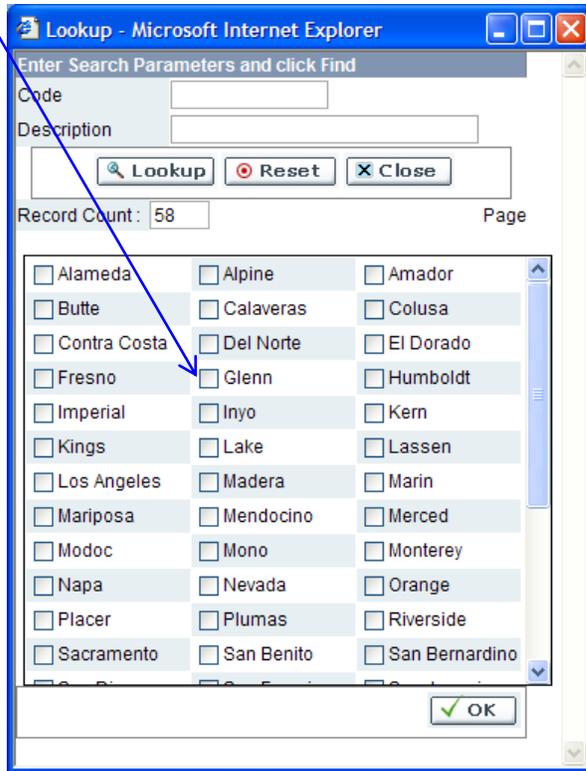
Step 8 – Click the appropriate box to select the county in which your agency's headquarters is located.

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”.

