The External Financial Grantee Reporting System (GRS) allows grantees to modify, certify, and view federal financial reports (SF 269, SF 425, 9130 and BLS Financial Reports). Currently these external users use a single factor for authorization (password) which is a combination of characters.

GRS for E-Grants uses a common login module with EBSS. EBSS is currently undergoing security upgrades. This requires dependent modules to be enhanced on E-Grants side to enforce dual authorization based on organizational security policies and procedures; **Username** and **Password** should be required by external grantees to access the Grantee Reporting System. Following are the changes:

- For new External users/Grantees will receive an email with a *temporary* password, which will NOT contain a PIN. Current users can use their existing password as a *temporary* password to log in.

- Grantees who did not receive the temporary password email can request E-Grants Appsupport or the program office to resend them the *temporary* password. A new string of characters will be generated and sent in the email template that we’ve been discussing as the temporary password.

- ‘Disabled by Program Office’: This is a security feature and provides control to the program office to disable the grantee account. When the user tries to use the *temporary* password to create their account on [https://etareports.doleta.gov](https://etareports.doleta.gov), this system will not allow them to do so.

- Program Office can also change the status from disabled to ‘Password Only’ status, and resend the password if they want to grantee to use the account.

- Forgot password functionality is provided as an additional convenience to users once they setup their accounts by obtaining a username and password. In the future they can request a password reset by providing the username and the associated email address for an active account.
• This bullet point will illustrate how the user will use the temporary password to create their accounts. Once the user reaches the URL, they’ll see the follow screen with instructions. Simply put the temporary password in the Password field and click Login.

• A username is automatically generated using the email address being used for the grantee, and the system then asks the user to create a New Password following certain security standards. A confirmation email is then sent out with the username and would include the PIN in this email used to certify FFRs. Please catalogue the usernames and passwords in a safe place, since a user in some instances will need to handle multiple recipient accounts.
Click on login on the confirmation page or the URL in the confirmation email. At the login screen enter the credentials to login, the system redirects to Financial Reporting Page and subsequently the Program code and Grants associated with the particular Recipient Number.