



April 22, 2019

## External Grantee Login – User Guide

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>, 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.



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### Grantee Reporting System

Grantee Login

User Name

Password

[Forgot Password](#) | [Contact](#) | [Reset](#)

Existing users having just a password should enter their password in the Password field. You will then be redirected to a screen where you will be assigned a USER NAME and will be required to change your password.



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### Grantee Reporting System

Password Reset

Program

User Name

Email

Password

Confirm Password

Your password has expired. Please change.

Please note your assigned user name and email address.

Please add a password between 8 and 20 characters long with at least one upper case letter, one lower case letter, one numerical digit and a special character from this list.

(/!+\$%^&^\*.,?(){}\_-)

[Home](#) | [Reset](#)

- 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.



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## Grantee Reporting System

A confirmation email has been sent.

Login



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## Grantee Reporting System

### Grantee Login

User Name

Password

Login

[Forgot Password](#) | [Contact](#) | [Reset](#)

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Bureau of Labor Statistics

Program: OS, Occupational Safety and Health Statistics

#### Current Reports

▼ OS306411875J39

Grant Number	Report period	Effective Date	End of Funds	Report	Status	Actions
OS306411875J39	06/30/2018	10/01/2017	09/30/2018	BLS-OSHS2	Not Submitted as of 10/04/2018	<a href="#">Open</a>
OS306411875J39	03/31/2018	10/01/2017	09/30/2018	BLS-OSHS2	Grantee Certified as of 06/15/2018	<a href="#">View / Modify</a>
OS306411875J39	12/31/2017	10/01/2017	09/30/2018	BLS-OSHS2	Grantee Certified as of 02/28/2018	<a href="#">View / Modify</a>

#### Archived Reports