Amtrak Grants Portal_User Registration
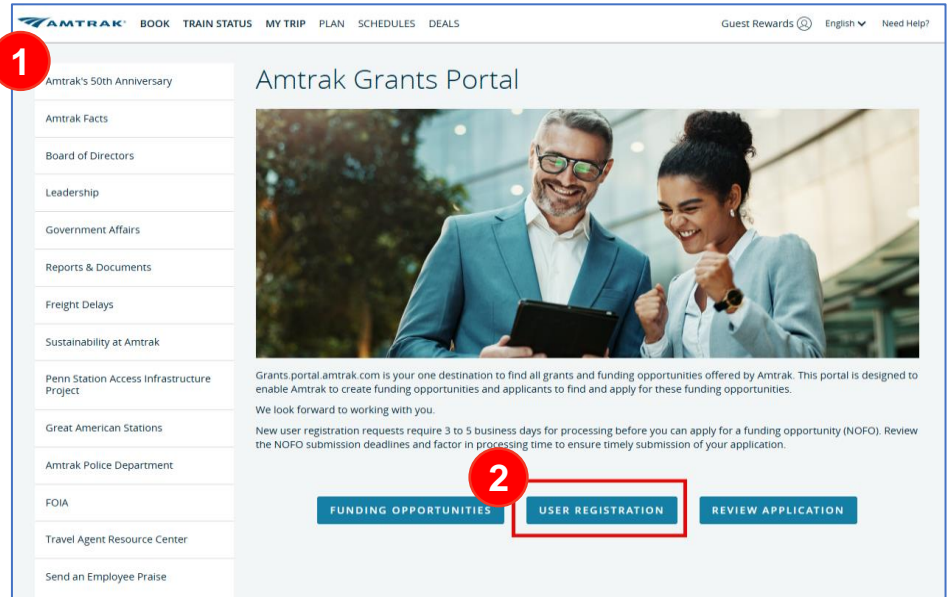Quick Reference Card (QRC)

Use these instructions to register as a user on the Amtrak Grants Portal. You must register to apply for funding opportunities.

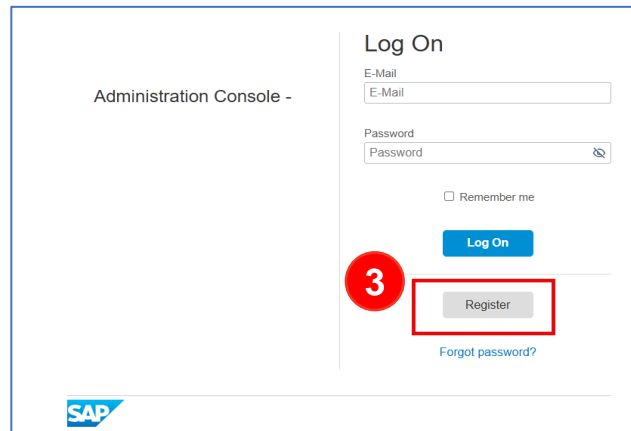**Please Note:** The Amtrak Grants Portal is currently unable to support users on iPhone.

1. Go to https://amtrak.com/grants

2. Click **User Registration** to begin the process

> *Note: New user registration requests require 3 to 5 business days for processing before you can apply for a funding opportunity (NOFO).*
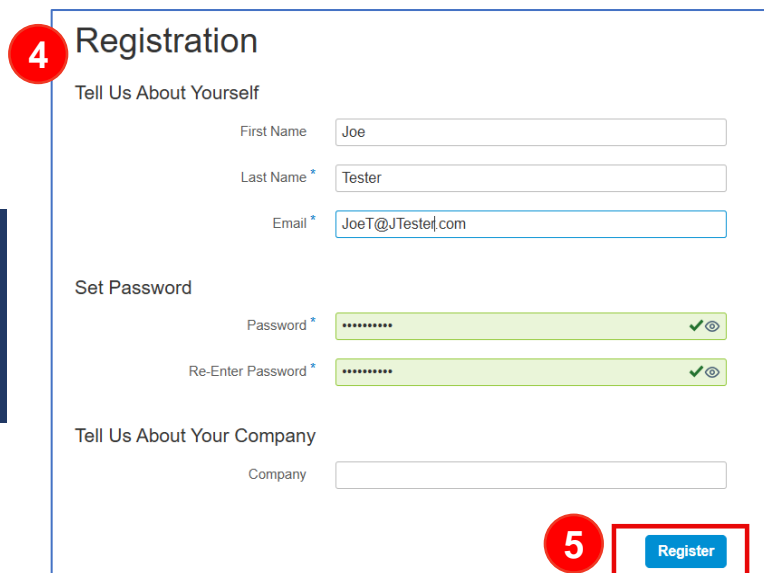
3. Click **Register** from the Log On page

4. Enter the following information. Fields marked with an *asterisk are required to complete registration.
   a) **First Name**
   b) **Last Name***
   c) **Email***
   d) **Password***
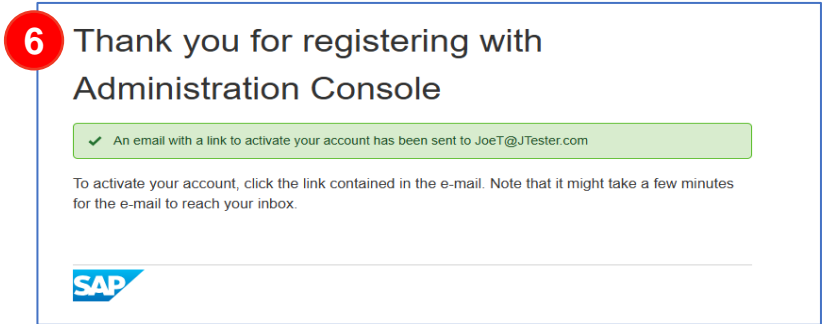   e) **Re-Enter Password***
   f) **Company**

> *Note: Password must be between 8 - 255 characters long and include 3 of the following:*
> - *Uppercase letters*
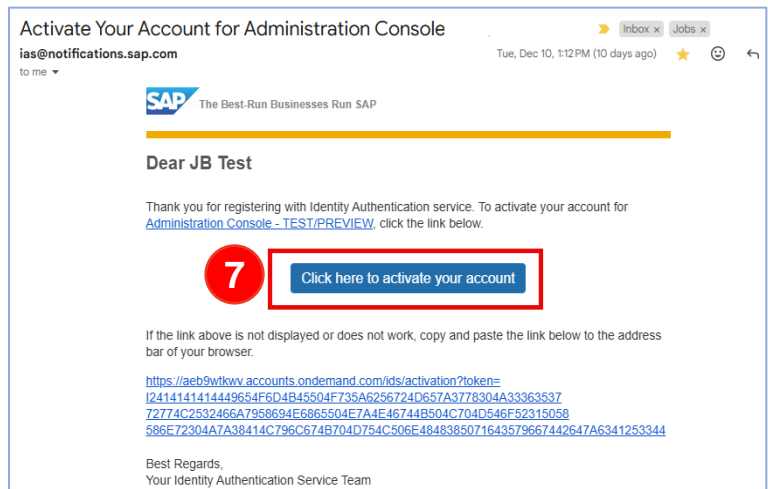> - *Lowercase letters*
> - *Numbers*
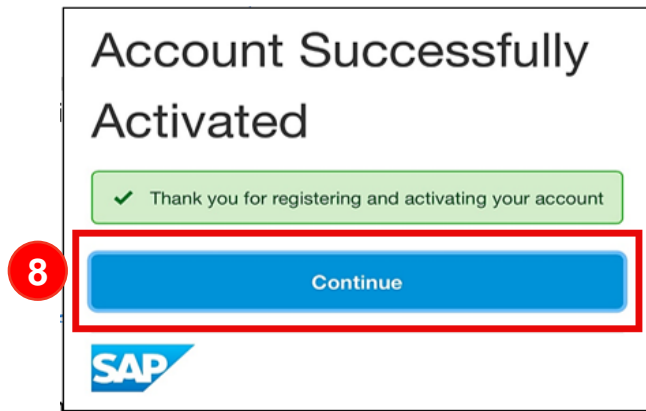> - *Symbols*

5. Click **Register**

6. A confirmation will appear on the screen instructing you to activate your account from the email used to register. Note: the email will be from **ias@notifications.sap.com**

6 Thank you for registering with Administration Console

✓ An email with a link to activate your account has been sent to JoeT@JTester.com

To activate your account, click the link contained in the e-mail. Note that it might take a few minutes for the e-mail to reach your inbox.

SAP

7. From the email, Click the **Click here to activate your account** to activate your account.

   Note: If the button does not work, copy and paste the https link in your browser

Activate Your Account for Administration Console   Inbox × Jobs ×
ias@notifications.sap.com   Tue, Dec 10, 1:12 PM (10 days ago)
to me ▾

SAP   The Best-Run Businesses Run SAP

Dear JB Test

Thank you for registering with Identity Authentication service. To activate your account for Administration Console - TEST/PREVIEW, click the link below.

7 [Click here to activate your account]

If the link above is not displayed or does not work, copy and paste the link below to the address bar of your browser.

https://aeb9wtkwv.accounts.ondemand.com/ids/activation?token= I241414141414449654F6D4B45504F735A6256724D657A3778304A33363537 72774C2532466A7958694E6865504E7A4E46744B504C704D546F52315058 586E72304A7A38414C796C674B704D754C506E48483850716435796674426347A6341253344

Best Regards,
Your Identity Authentication Service Team

8. Click **Continue** from the Account Successfully Activated notification

Account Successfully Activated

✓ Thank you for registering and activating your account

8 [Continue]

SAP

⚠ **ACTION REQUIRED:** For enhanced security purposes, you **MUST** send an email to Grants.Portal@Amtrak.com with the following information to gain access:
   • First Name
   • Last Name
   • Email
   • Best Contact Phone Number

For additional assistance, email Grants.Portal@Amtrak.com.