Step-by-Step User Registration Guide:

1. Access the Registration Page:
   - Go to the following link: https://ci.grants.tn.gov/s_Login.jsp

2. Initiate Registration:
   - Click on "Click Here" under "To register or view Grants funding opportunities."

3. Select the applicable Registration Type:
   - If you identify as a non-profit or nongovernment entity, choose "Non-Profit User Registration."
   - If you identify as a government entity, choose "Government User Registration."

4. Enter Organization Name:
   - Type the name of your organization into the "Organization Name" field.
   - Select your organization from the list of results that appear.
   *Note if your organization is new and does not already exist, follow the prompts to register a new entity.

5. Complete Required Fields:
   - Fill in all the fields marked with a red asterisk. Make sure to provide accurate information.
   - Check your email for a system notification with an account activation link.

6. Login to Existing User:
   - Return to the login page.
   - Log in using the credentials of an existing user associated with your organization.

7. Access Organization Profile:
   - After logging in, click on the "Organization Profile" tile or icon.
   - Click Edit, this will allow you to enter information about your organization.
   - Click Save Draft periodically to save your changes.
   - When done, click Submit Request to activate your profile.

8. Navigate to Contacts:
   - Click on the "Contacts" tab from the left side navigation menu. This will display a list of organization users.

9. Edit User Information:
   - Click the "Open" button next to the user whose information you want to edit. This action reloads the user's details page.

10. Return to Home:
   - To go back to the Home page, click on the "TN Logo" located at the top left corner of the screen.