

Euna Grants (eCivis)

Profile Set-up

June 2025

Prepared by Montgomery County Office of Grants Management

Step 1: Open https://portal.ecivis.com/#/login and click on the green "Create an Account" button.

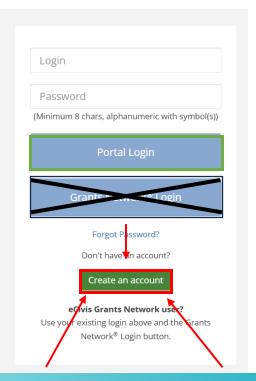
Welcome to the Portal



This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.

Login, or create a free account to start.

**You are creating a
"Portal Login." **NOT** a
"Grants Network
Login".**





New Account Signup

Welcome to the grant application portal.

This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate, and apply to solicitations.



Step 2: Fill in the data fields for the profile owner and set a password. Then click the blue "Sign Up."

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Welcome to the Portal

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Please verify your email!

Thank you for signing up. Please verify your email address by clicking the following link:

Confirm my account

If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Thanks!

Step 3: Euna Grants (eCivis) will send an email to the account being registered for confirmation. Go to your email inbox, find the email from the platform, and click the "Confirm my account" link.





Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.

Your email is verified!

Thank you for signing up. Please login to continue with any work inside the Portal by clicking the following link:

Login to the Portal

If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Thanks!

Step 4: Congratulations!
You have an account!
Once your email is
confirmed, you will
receive another email. In
that email, click the
"Login to the Portal" link.

Outgoing Grants



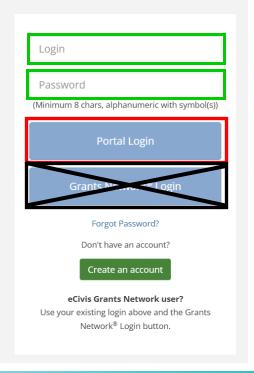
Step 5: Type in your Login, Password, and then click on the blue "Portal Login" button to access your profile and begin!

Welcome to the Portal



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Common Euna Issues & Solutions

Issue	Solution
Lagging Responses from platform	If the website is utilized by many users simultaneously, it will run very slowly. Please be patient, save work where possible, and reload.
Missing Emails	Be sure to check Junk/Spam folders for the activation emails from Euna/eCivics.

Additional Resources

- 1. Logging into Your eCivis Portal Account
- 2. Applicant User Guide



Further Questions?





Office of Grants Management

grants@montgomerycountymd.gov

Outgoing Grants Program Managers Ali Hoy (240-773-3384) & Gregory Weissman (240-773-3344) OGM Website

https://montgomerycountymd.gov/ogm/

Contact Euna with account or technical issues, usually a 24-hour response time. Email support@ecivis.com with a CC to RaDenna.Funderbirk@eunasolutions.com