

Hello, and welcome to this instructional video produced by the Office of Grants Management at Montgomery County. The purpose of this video is to provide guidance to County grant awardees who are trying to ACCEPT an award in the Euna system. Again, this video is a guide for awardees of County grant programs who have already successfully applied for a grant and are now trying to access the Euna awarding platform.

Please note that there are existing resources to support this process on the OGM website and this video is just another one of those resources.

So, you have successfully applied for a County grant and are now trying to figure out how to accept your award in Euna.

Before taking action, please ensure you are logged-into your Euna account.

The first step will be for your organization's point of contact to receive an email that looks like the one on my screen. The email will come from the Euna system address (which is [support@ecivis.com](mailto:support@ecivis.com)), and have the subject line of "Application Award Notification." This is the step where you as the partner must ACCEPT your award. In this email, there is a sentence that reads "Please find your award letter attached. To see full award details and accept your award, please click here." Please click on the word HERE, as that will be hyperlinked to take you to your award in Euna. As a note: If you think you should have received this email but do not have a record of receiving it, please contact OGM.

So, after clicking HERE, the system will take you to your Euna account where you will have the chance to ACCEPT this award. Users will be able to review the award that is being approved via the following screens which I will now show. Users will be able to look at files uploaded to their profile from OGM. This folder will be updated throughout implementation as necessary. Next, users will be able to review the proposed budget. And finally, users will be able to upload any files of their own. Please do not upload programmatic reports here. Those reports should be tied to specific reporting tasks which will be discussed in a future video. This process is just to set up the overall award.

So, if all looks OK and matches with your understanding of the grant agreement, please click FINALIZE AND SUBMIT. Once that happens, OGM will receive a request to officially finalize the award.

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Once OGM approves the award finalization step (which typically takes place 24-48 hours after an awardee initially accepts their award), users will then receive another notification email (which is also from [support@ecivis.com](mailto:support@ecivis.com)).

Once you receive this email, you can click on the link for the eCivis Portal and that will take you to your official award dashboard. And now this award is listed under “My Awards” in your Euna account and is fully integrated into the Euna awarding platform.

Thank you for your time and patience throughout this process. Please let OGM know if you have any questions.