New Mexico Crime Victims Reparation Commission

WebGrants Registration Instructions for Subgrantees:

All current and future CVRC subgrantees must register to use the WebGrants system.

Please go to: https://nmcvrcgrants.com

Please click on the Register Here Link
This screen is used for registering you and your organization as a [https://nmcvrcgrants.com](https://nmcvrcgrants.com) WebGrants user.

Be sure to complete all required fields, which have a RED *, before you select Register.
After you Register, you will receive two e-mails directing you to log-on and use the https://nmcvrcgrants.com WebGrants system. The first e-mail confirms that you have registered and your registration is under review.

Please make sure that you set your e-mail to accept e-mails from nmcvrcgrants@webgrantsmail.com. If you do not receive this first e-mail please check your spam or junk e-mail. If you do not find it within that folder, please call our office, 505-841-9432, and ask to speak with the Grants Department to confirm we show your registration in the system. It may be as simple as you typed your e-mail incorrectly.

An example of the first e-mail you receive appears below:

From: "nmcvrcgrants@webgrantsmail.com" <nmcvrcgrants@webgrantsmail.com>
Date: Tuesday, December 18, 2018 at 1:17 PM
To: "Garcia, MaryEllen, CVRC" <MaryEllen.Garcia@state.nm.us>
Subject: [EXT] WebGrants - New User Registration

**** Do Not Respond to This E-mail ****

Dear MaryEllen Garcia,

Thank you for registering. Your registration is currently under review, if approved, you will receive a confirmation e-mail with your user id and password.

Thank you for your patience.

Once you have been approved to use the system, you will receive a second e-mail. An example of this e-mail appears below:

From: "nmcvrcgrants@webgrantsmail.com" <nmcvrcgrants@webgrantsmail.com>
Date: Tuesday, December 18, 2018 at 1:31 PM
To: "Garcia, MaryEllen, CVRC" <MaryEllen.Garcia@state.nm.us>
Subject: [EXT] WebGrants – Approved Registration

**** Do Not Respond to This E-mail ****

Dear [Jane Doe],

Your new registration with the WebGrants grants management system has been Approved. Your user id and password are below:

User id: [User Id]
Password: [Password]

You may now log into the WebGrants system at the following location: https://nmcvrcgrants.com

If you have any questions, please contact the New Mexico Crime Victims Reparation Commission Grants Department.
Once you have received the 2nd e-mail, you will return to the website https://nmcvrcgrants.com and login as a Return User using your User ID and Password provided in the e-mail.

Please log in with the information provided in your acceptance e-mail.

Note: Once approved to use the system, you do not have to register again. If you would forget your password, click on 'Forgot Password' and the system will automatically generate an e-mail to the e-mail address you provided when you registered with your forgotten password.
This is what the WebGrants dashboard will look like. Additional trainings will be available for each aspect of the system.

Note: If you have any questions or need assistance with the registration process please contact the New Mexico Crime Victims Reparation Commission Grants Department at 505-841-9432 or CVRC.Grants@state.nm.us