

# 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

The screenshot shows a web browser window with the address bar displaying <https://nmcvrcgrants.com/index.do>. The page header features the CVRC NEW MEXICO logo. Below the logo is a 'Log In' section with a key icon. To the right of the login form is a box containing the CVRC NEW MEXICO logo and the text 'New to CVRC - WebGrants? Register Here'. A callout box with an arrow points to the 'Register Here' link, containing the text 'Please click on the Register Here Link'. The page footer includes 'CVRC - WebGrants' on the left and copyright information for Dulles Technology Partners Inc. on the right.

This screen is used for registering you and your organization as a <https://nmcvrcgrants.com> WebGrants user.

Be sure to complete all required fields, which have a **RED \***, before you select **Register**.

CVRC - WebGrants

https://nmcvrcgrants.com/register.jsp

**CVRC**  
NEW MEXICO

Help

Register

**Personal Information** Register

Name: \* Ms. [ ] [ ] [ ]  
Salutation First Name Middle Name Last Name

Title: [ ]

Email: \* [ ]

Confirm Email \* [ ]

Address: \* [ ]  
[ ]  
[ ]

\* [ ] New Mexico [ ]  
City State/Province Postal Code/Zip

Phone: \* [ ] [ ]  
Phone Ext.

Fax: [ ]

**Organization Information**

Are you Affiliated with an Organization?  Yes  No

Organization Name: \* [ ]

Organization Type: County Government [ ]

Tax ID: [ ]

Organization Website: [ ]

Address: \* [ ]  
[ ]  
[ ]

\* [ ] New Mexico [ ]  
City State/Province Postal Code/Zip

Phone: \* [ ] [ ]  
Phone Ext.

Fax: [ ]

E-mail Address \* [ ]

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](mailto: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 2<sup>nd</sup> 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.

**CVRC**  
NEW MEXICO

System Compatibility

Log In

**Log In**

User ID: \*

Password: \*

Log In

[Forgot User Id?](#)

[Forgot Password?](#)

**CVRC**  
NEW MEXICO

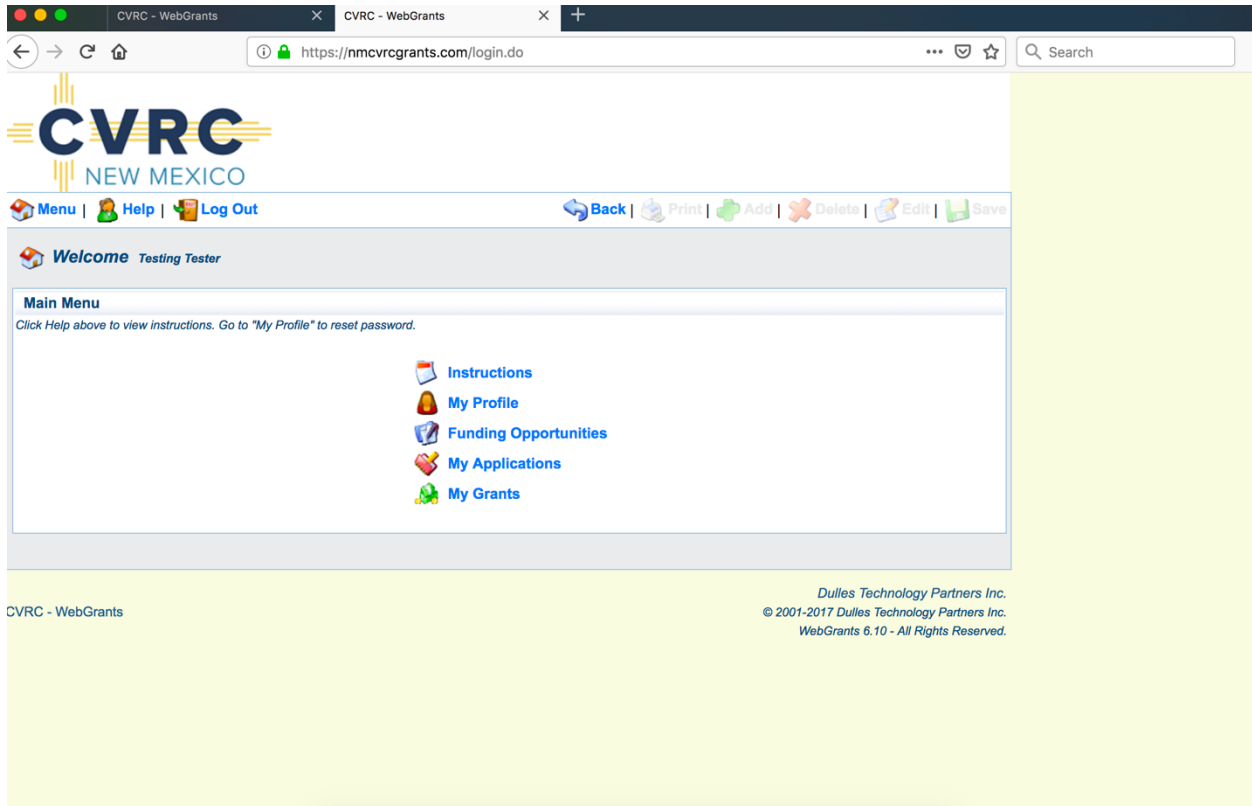
New to CVRC - WebGrants?  
[Register Here](#)

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

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**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](mailto:CVRC.Grants@state.nm.us)**