



Working with Multiple Organizations in ezFedGrants

Quick Reference

Before You Begin

This document explains how you can join and leave organizations in ezFedGrants so that you can complete tasks (create applications, sign agreements, prepare claims and reports, etc.) for multiple organizations.

Key Terms

- **Organization:** Any of a number of institutions, such as colleges, universities, non-profits, tribal organizations, state governments, or otherwise, that engage with the Federal Government through grants or other types of agreements.
- **Organization ID:** Organization IDs, such as UEI numbers, are used to indicate the specific legal entities that are recipients of Federal grants/agreements. Each organization has at least one unique organization ID. Large or multifaceted organizations may have multiple IDs under a larger institutional umbrella (such as separate departments or campuses of a single university).

You Will Need

- A USDA eAuthentication Account
- Organization IDs for all entities you will represent in ezFedGrants

Getting Started

Launch the ezFedGrants External Portal (through the [OCFO ezFedGrants website](#)) and log in with your eAuthentication Account.

Adding Organizations

New Users

If you do not already have access to ezFedGrants, you will need to submit a new External Portal Access Request as described in the **Submit ezFedGrants Access Request Job Aid**.

You can include multiple organizations with your access request or use the subsequent instructions to request additional organizations after your initial access request is approved.

Existing Users

If you already have access to ezFedGrants, you can submit requests for access to additional organizations through the **Join Additional Organization** button on your **User Profile**.

Leaving Organizations

If you no longer require ezFedGrants access for an organization, please contact a Grants Administrative Officer (GAO) for that organization to have your access to that organization deactivated. Please include the specific organization ID (i.e. UEI number) with your deactivation request.

If you are the **only GAO** for an organization you need to leave, you must assign another user to the GAO role and then ask that user to deactivate your access.

If you are the **only user** for an organization, please contact the ezFedGrants Help Desk (ezFedGrants-cfo@usda.gov) to have your access deactivated.

View My Organizations

Your active organizational affiliations are listed on your **User Profile**.

See Also

Job Aids

- ezFedGrants External User Onboarding Quick Reference
- eAuthentication Account Creation Job Aid
- Submit ezFedGrants Access Request Job Aid
- Using ezFedGrants – Your User Profile Job Aid

Need Help?

Contact the ezFedGrant Help Desk at ezFedGrants-cfo@usda.gov.