Public Service Commission Grants System:

Getting Started

Robbie Dailey; Grants Specialist
Wisconsin Broadband Office
June 2023

Contents

This webinar is intended for new users of the Public Service Commissions Grants System as it will go over how to register for and gain access to your Grants System account.

- What is the Grants System?
- Steps to getting started in the Grants System
- Grants System Landing Page
- Resources

What is the Grants System?

- The PSC Grants System is an online portal where entities can apply for and manage grants offered by the Public Service Commission of Wisconsin.
- Some things the Grant System will allow you to do include:
    - Submitting reimbursement requests
    - Uploading documents
    - Managing important grant information

Getting Started in the Grant System

Getting Started in the PSC Grant System is a simple four step process.

Step 1: Create an Electronic Records Filing (ERF) account

Step 2: Validate your ERF account

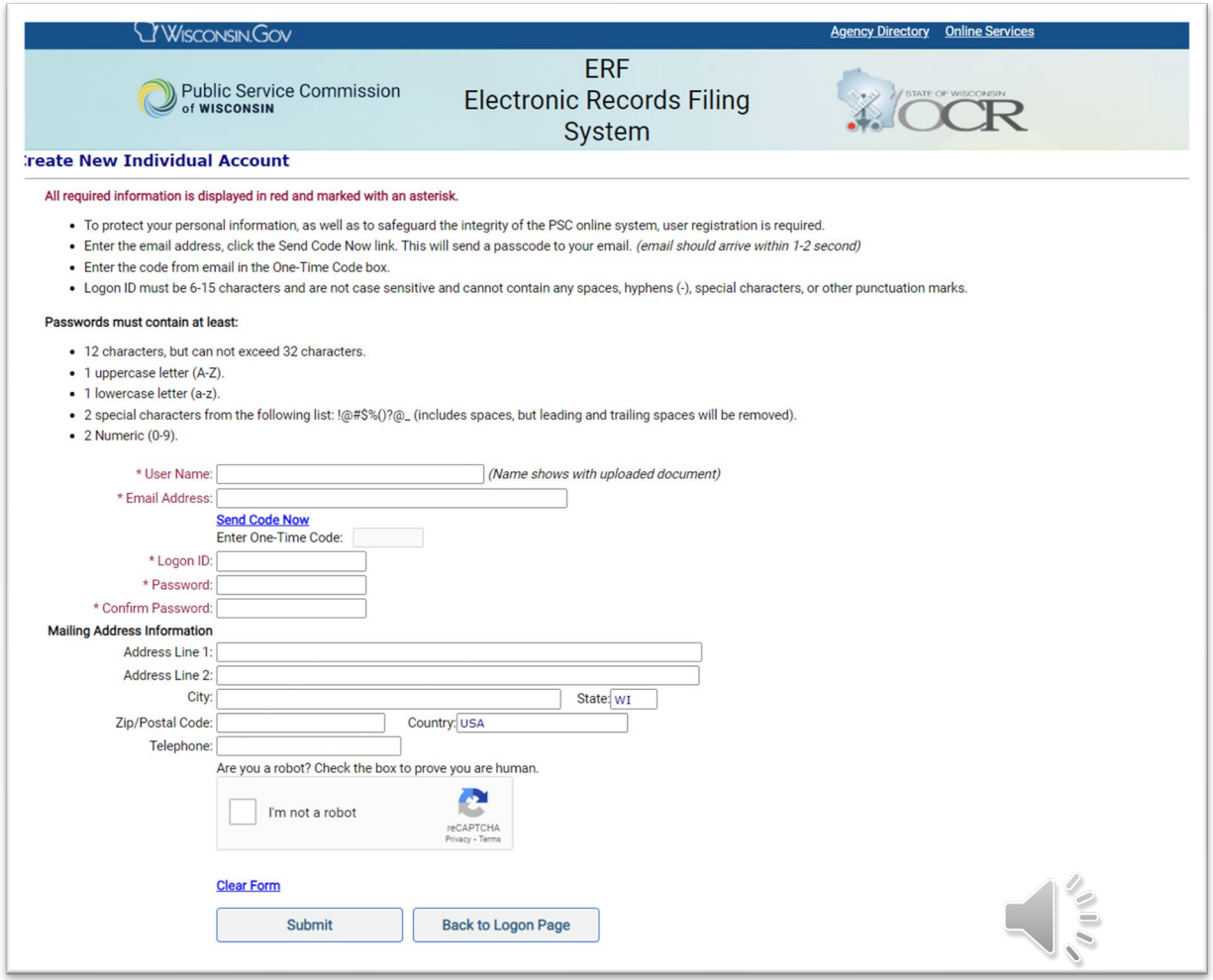
Step 3: Complete Grant System User Registration

Step 4: Log in to the PSC Grant System

Getting Started in the Grant System

Step 1: Create an ERF account

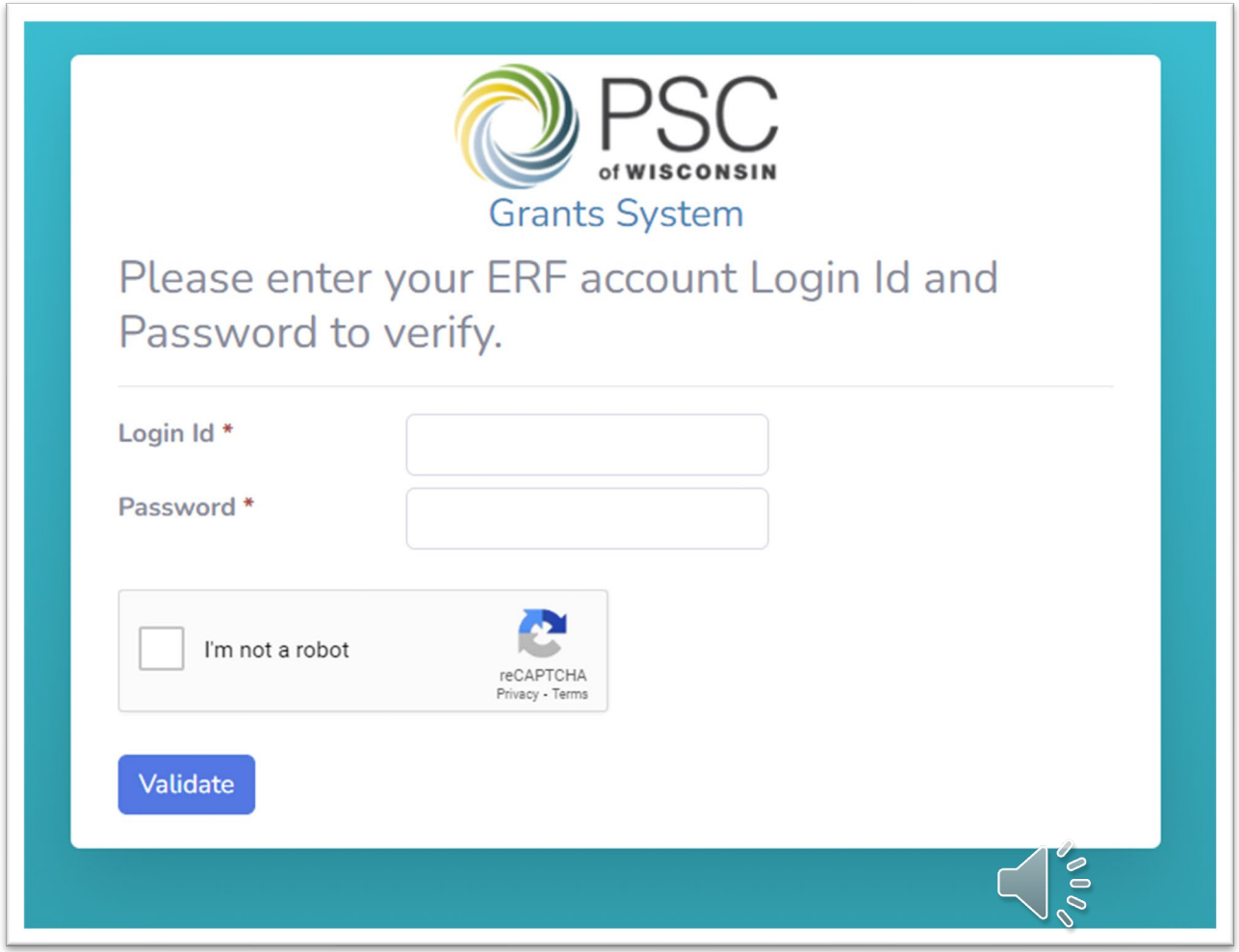
- Create an ERF account. If you already have one, proceed to step 2.
- Create an ERF account by following the instruction on the "ERF- New User Account" webpage.
- URL: https://apps.psc.wi.gov/ERF/ERFupload/content/UserProfileNew.aspx



Getting Started in the Grant System

Step 2: Validate your ERF account

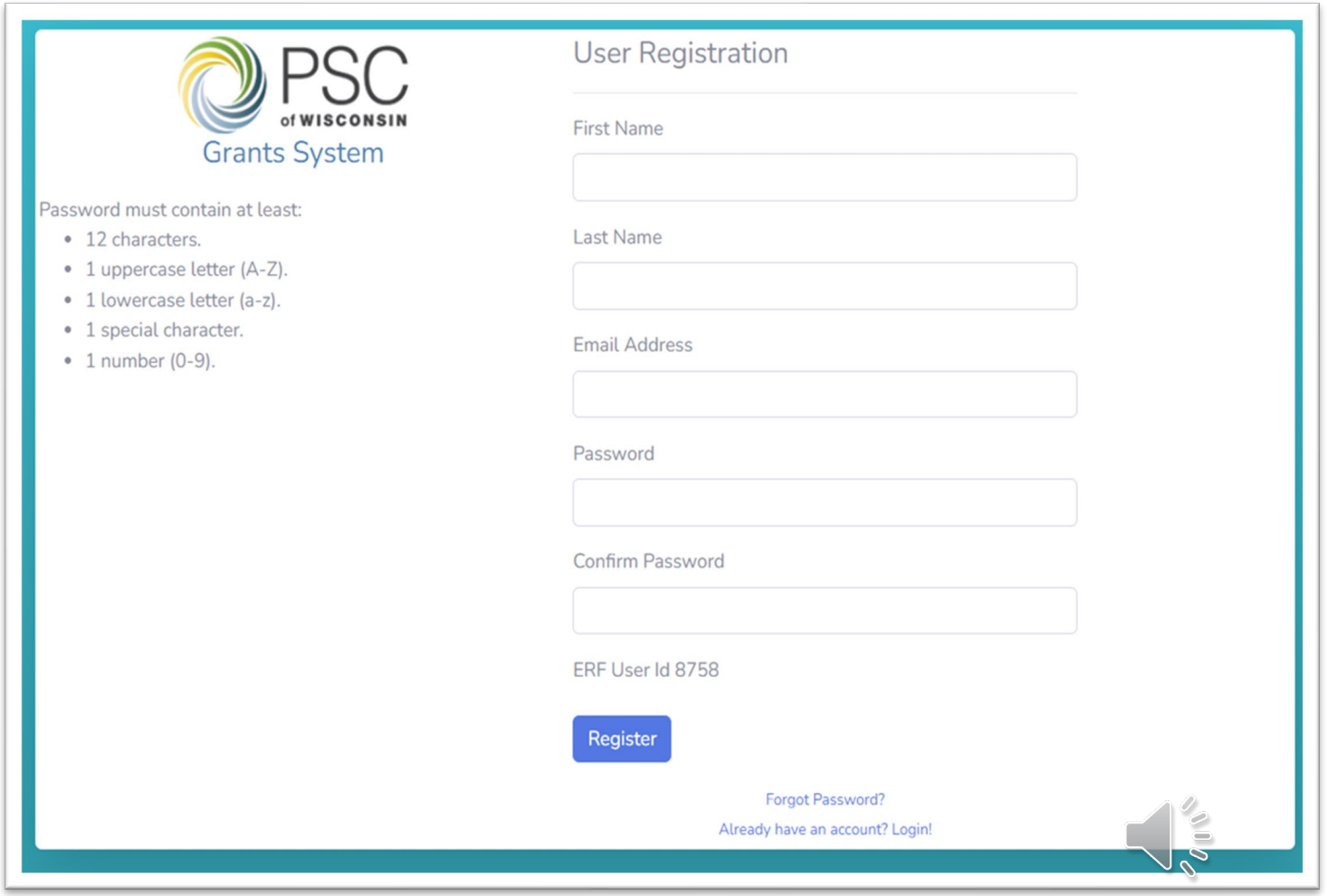
- Once you have your ERF account, validate your ERF account details in the Grant System validation screen
- URL: https://apps.psc.wi.gov/apps/grants/Account/ErfUser



Getting Started in the Grant System

Step 3: User Registration

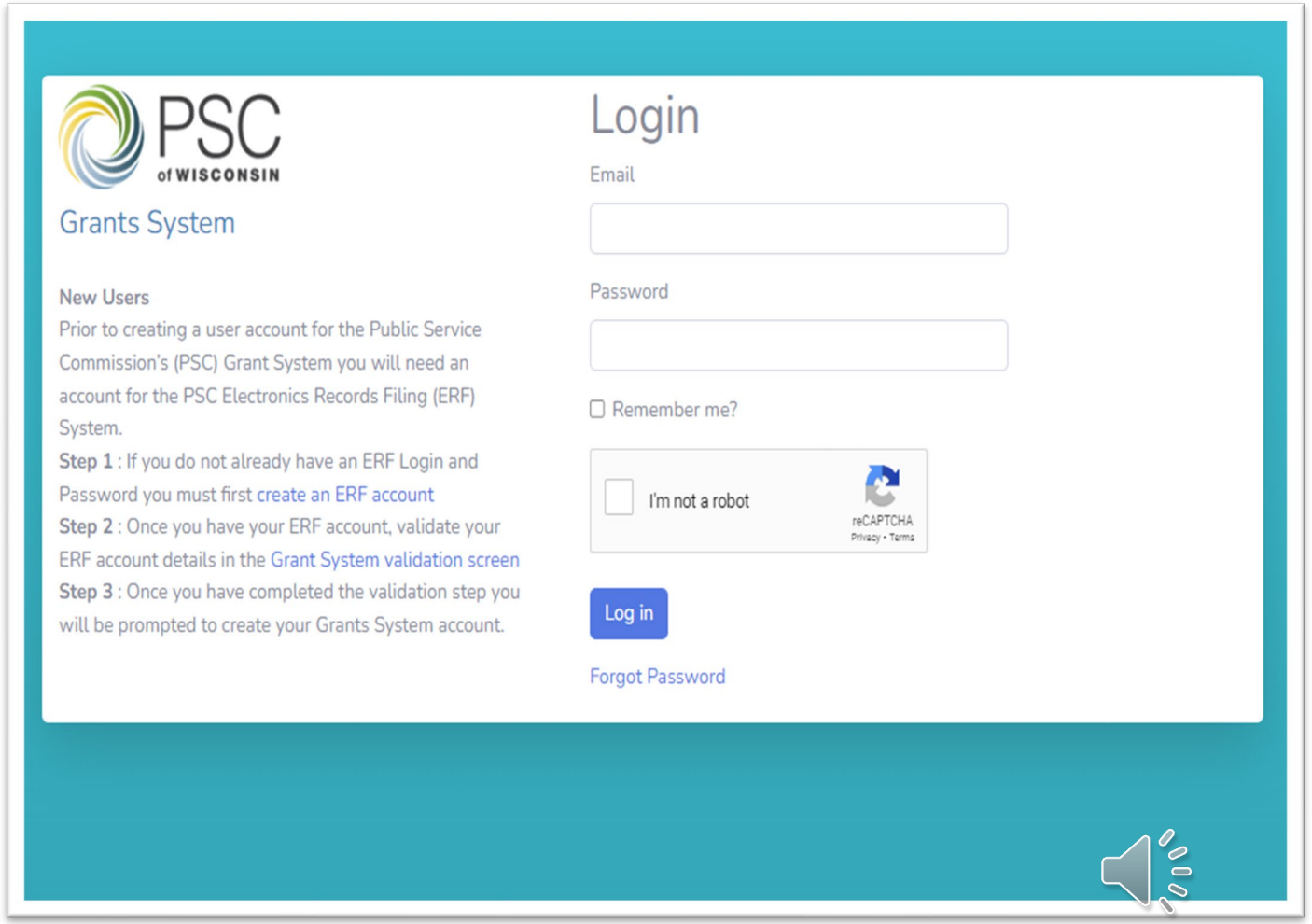
- Once you have completed the validation step you will be prompted to create your Grants System account.
- For verification purposes, you will need access to the email account entered in the registration.



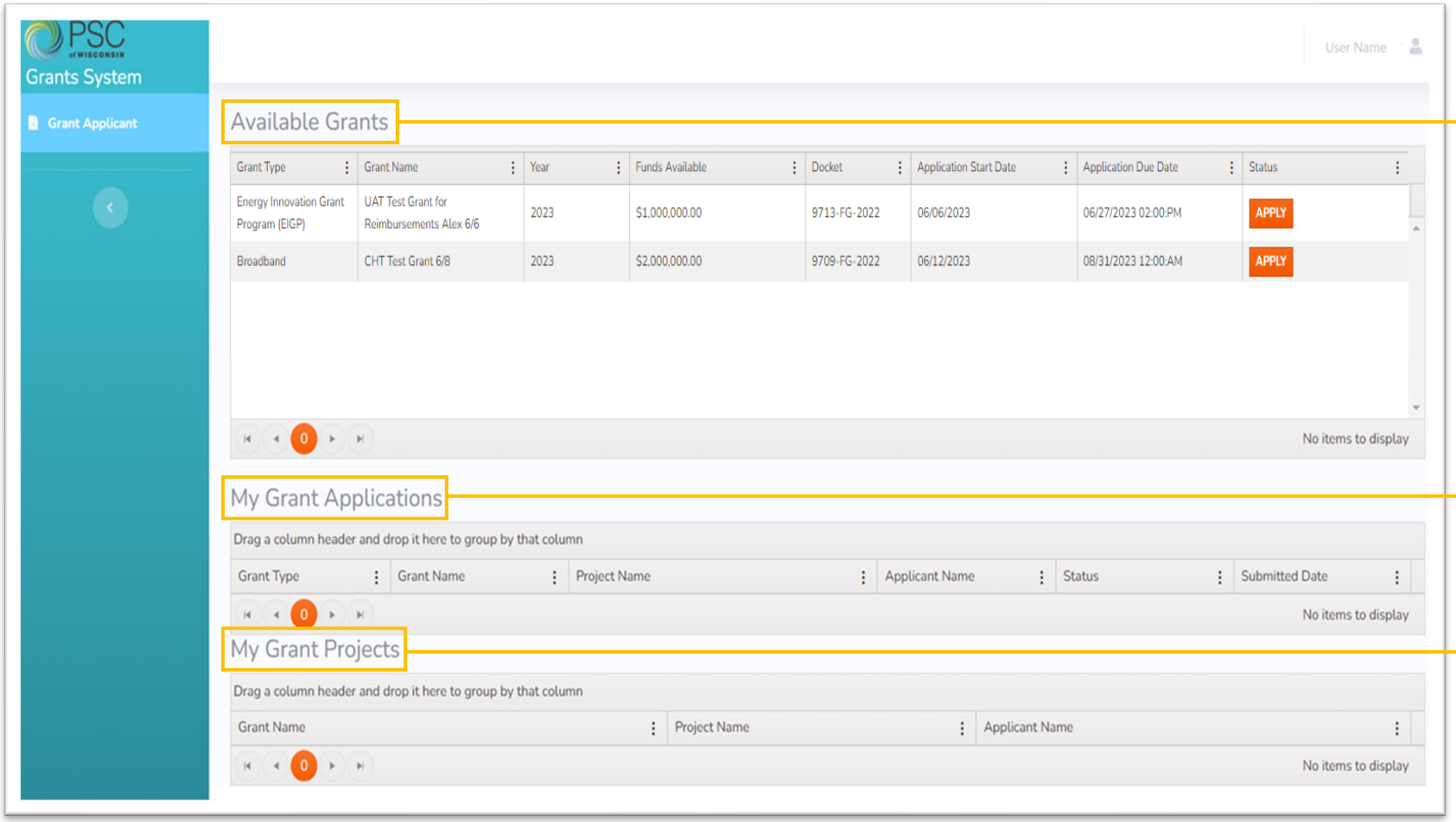
Getting Started in the Grant System

Step 4: Sign In

- Once registration and verification is complete, you can log in to the Grant System.
- URL: https://apps.psc.wi.gov/apps/grants/Account/Login



Grants System Landing Page



All available grants will be listed here. You can Apply for the grants by clicking the "APPLY" button.

All grants you have applied for (or are in the process of applying for) will be listed here. You can click on each to edit/submit.

Any grants awarded to you will be listed here. You can click on each to manage the grant.

Resources

The ‘Grant System User Guide’ is a document that will also go through the step-by-step process of getting started with the Grant System. It also contains more information beyond the scope of this presentation.

Electronic Filing Records (ERF)	PSC Grant System	Wisconsin Broadband Office
ERF Home ERF User Manual ERF Quick Reference Guide Corporate Account Maintenance ERF Frequently Asked Questions (FAQs) Document Type Definitions OCR ERF Instructions	Login Page Grant System User Guide	WBO Webpage Broadband Grants Broadband Map Governor’s Task Force Digital Equity Internet for All State and Local Planning

Public Service Commission Grants System: Getting Started

Thanks for watching!