



Public Service Commission Grants System: Getting Started

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June 2023



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 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

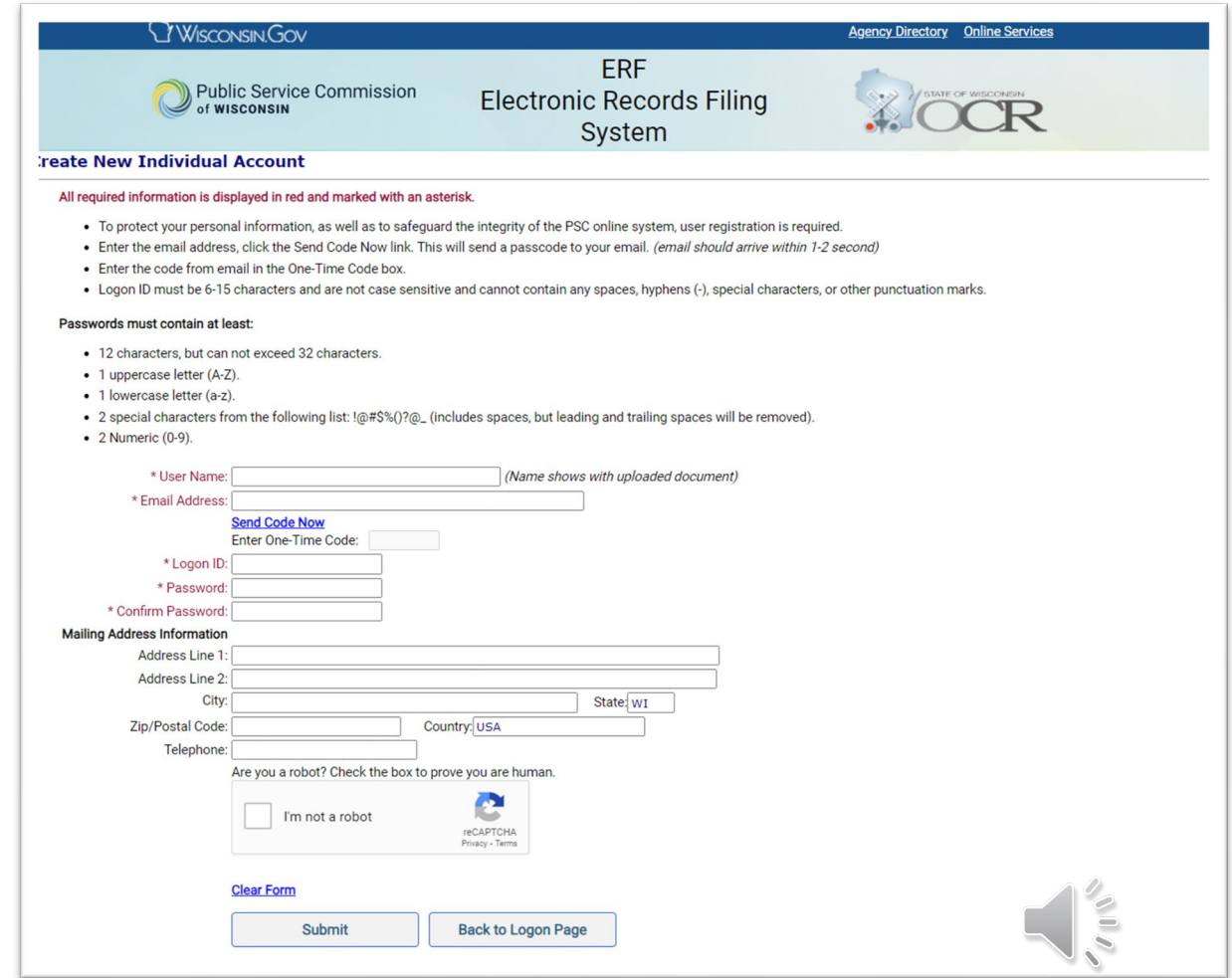
Step 4: Log in to the PSC Grant System



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>



Agency Directory Online Services

Public Service Commission
of WISCONSIN

ERF
Electronic Records Filing
System

STATE OF WISCONSIN
OCR

Create New Individual Account

All required information is displayed in red and marked with an asterisk.

- To protect your personal information, as well as to safeguard the integrity of the PSC online system, user registration is required.
- Enter the email address, click the Send Code Now link. This will send a passcode to your email. (email should arrive within 1-2 second)
- Enter the code from email in the One-Time Code box.
- Logon ID must be 6-15 characters and are not case sensitive and cannot contain any spaces, hyphens (-), special characters, or other punctuation marks.

Passwords must contain at least:

- 12 characters, but can not exceed 32 characters.
- 1 uppercase letter (A-Z).
- 1 lowercase letter (a-z).
- 2 special characters from the following list: !@#%&'()*@_ (includes spaces, but leading and trailing spaces will be removed).
- 2 Numeric (0-9).

* User Name: (Name shows with uploaded document)

* Email Address:

[Send Code Now](#)

Enter One-Time Code:

* Logon ID:

* Password:

* Confirm Password:

Mailing Address Information

Address Line 1:

Address Line 2:

City: State: WI

Zip/Postal Code: Country: USA

Telephone:

Are you a robot? Check the box to prove you are human.

I'm not a robot

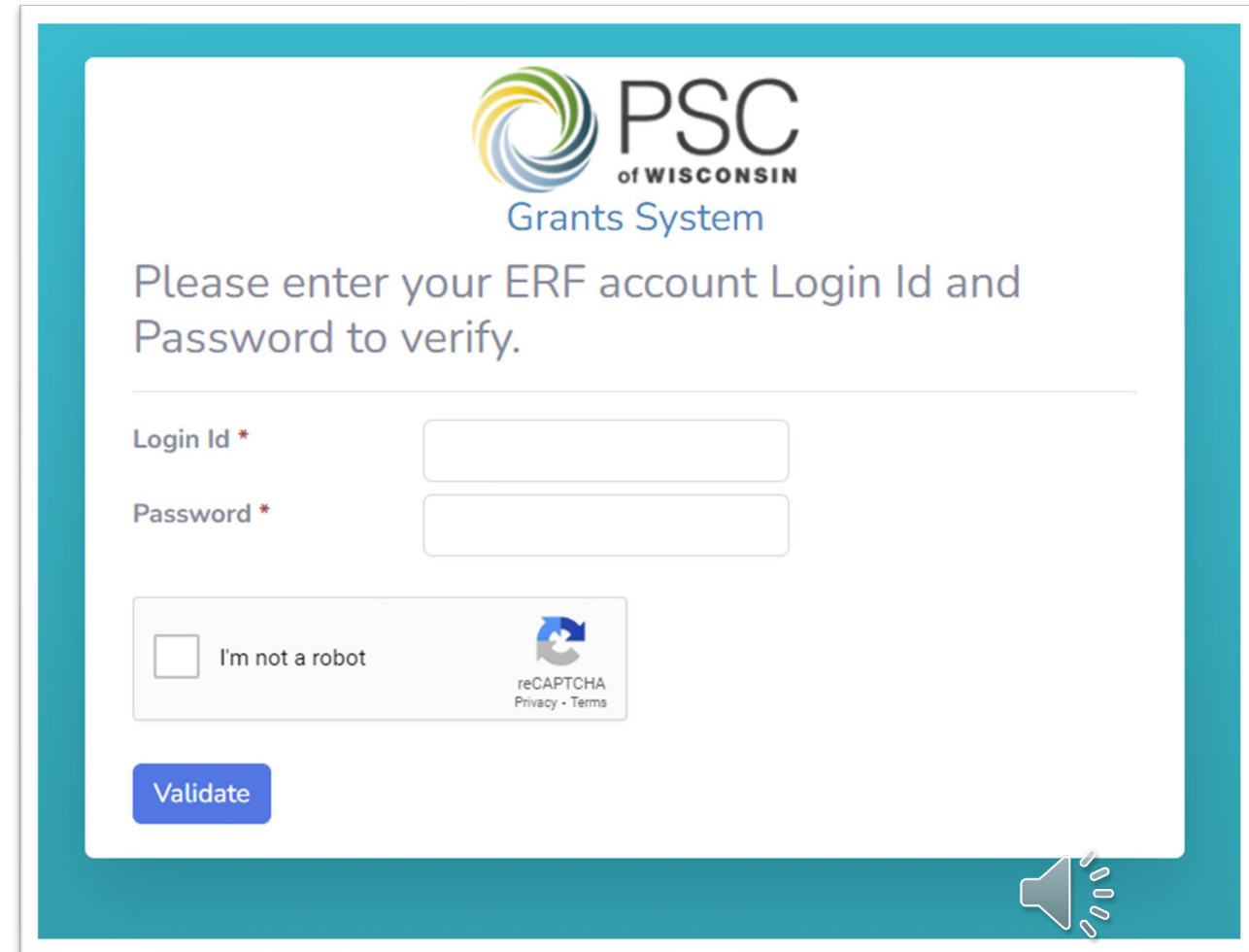
reCAPTCHA
Privacy - Terms


[Clear Form](#)

Submit Back to Logon Page

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>




 PSC
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Please enter your ERF account Login Id and Password to verify.

Login Id *

Password *

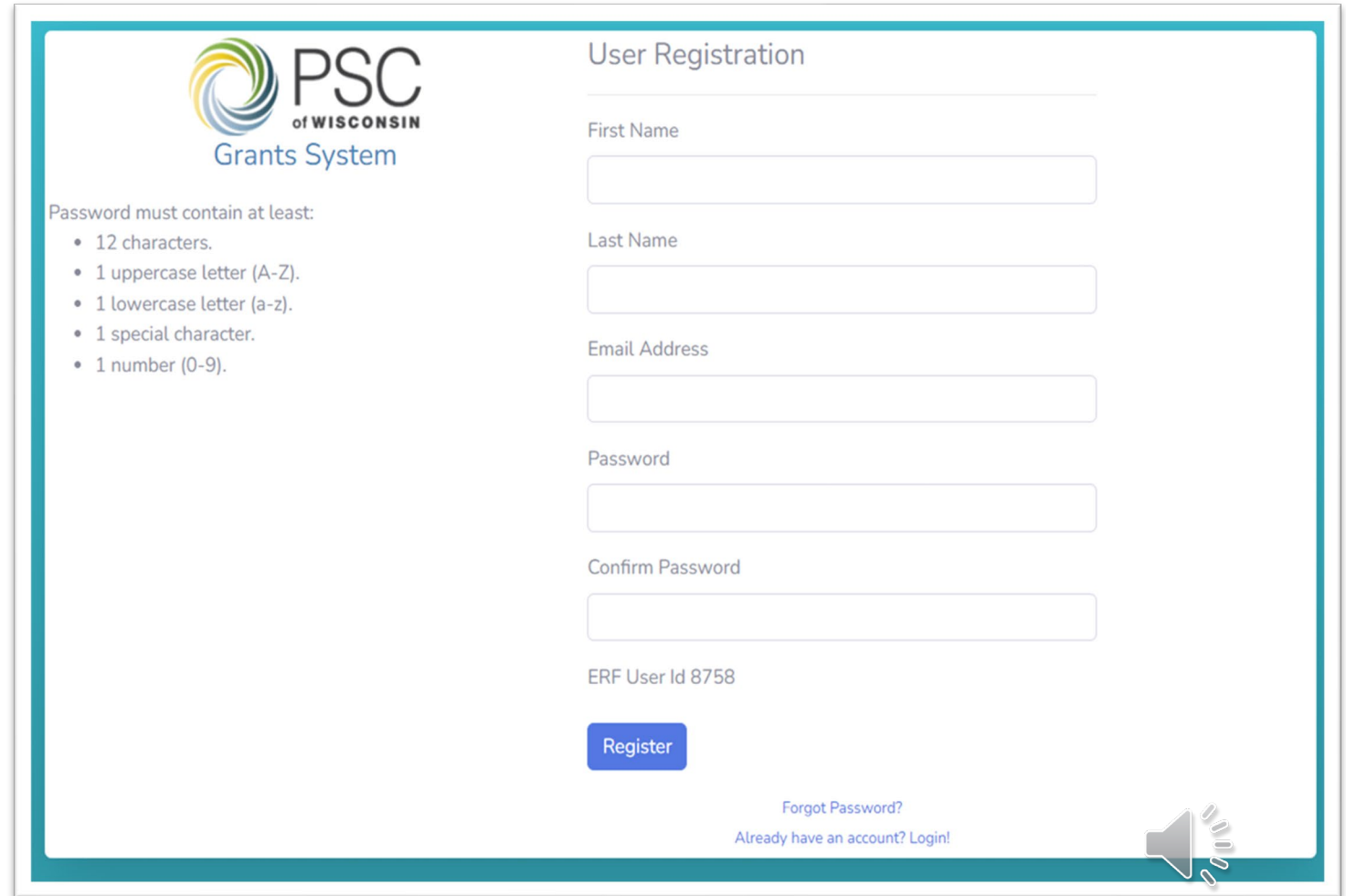
I'm not a robot  reCAPTCHA
Privacy - Terms

Validate



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.



The screenshot shows the 'User Registration' page for the PSC of Wisconsin Grants System. The page features the PSC of Wisconsin logo at the top left. Below the logo, there is a list of password requirements: 'Password must contain at least: 12 characters, 1 uppercase letter (A-Z), 1 lowercase letter (a-z), 1 special character, and 1 number (0-9)'. The registration form includes fields for 'First Name', 'Last Name', 'Email Address', 'Password', and 'Confirm Password'. A blue 'Register' button is located below the form. At the bottom right, there are links for 'Forgot Password?' and 'Already have an account? Login!'. A speaker icon is visible in the bottom right corner of the screenshot.

PSC
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Grants System

Password must contain at least:

- 12 characters.
- 1 uppercase letter (A-Z).
- 1 lowercase letter (a-z).
- 1 special character.
- 1 number (0-9).

User Registration

First Name

Last Name

Email Address

Password

Confirm Password

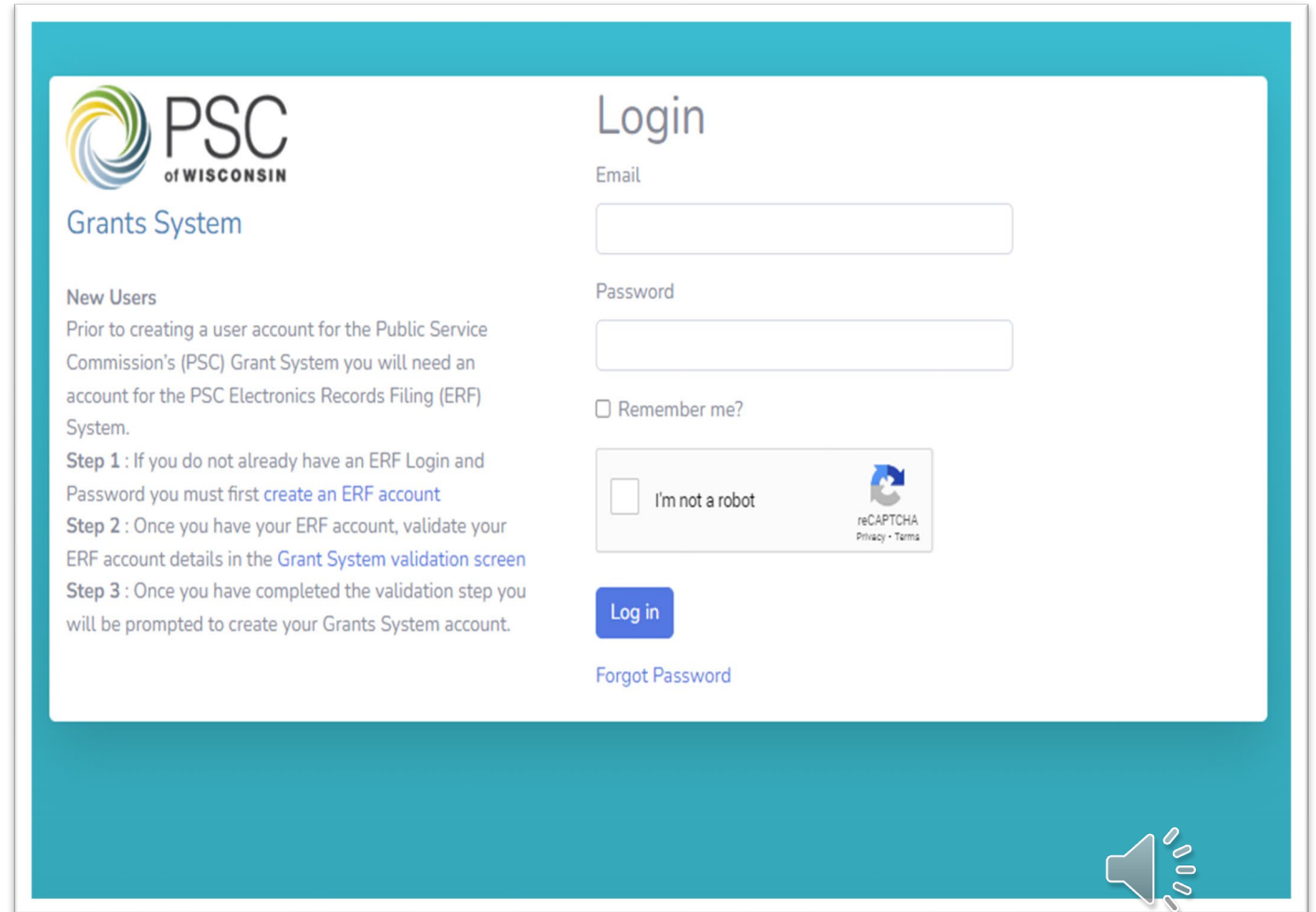
ERF User Id 8758

Register

Forgot Password?
Already have an account? Login!

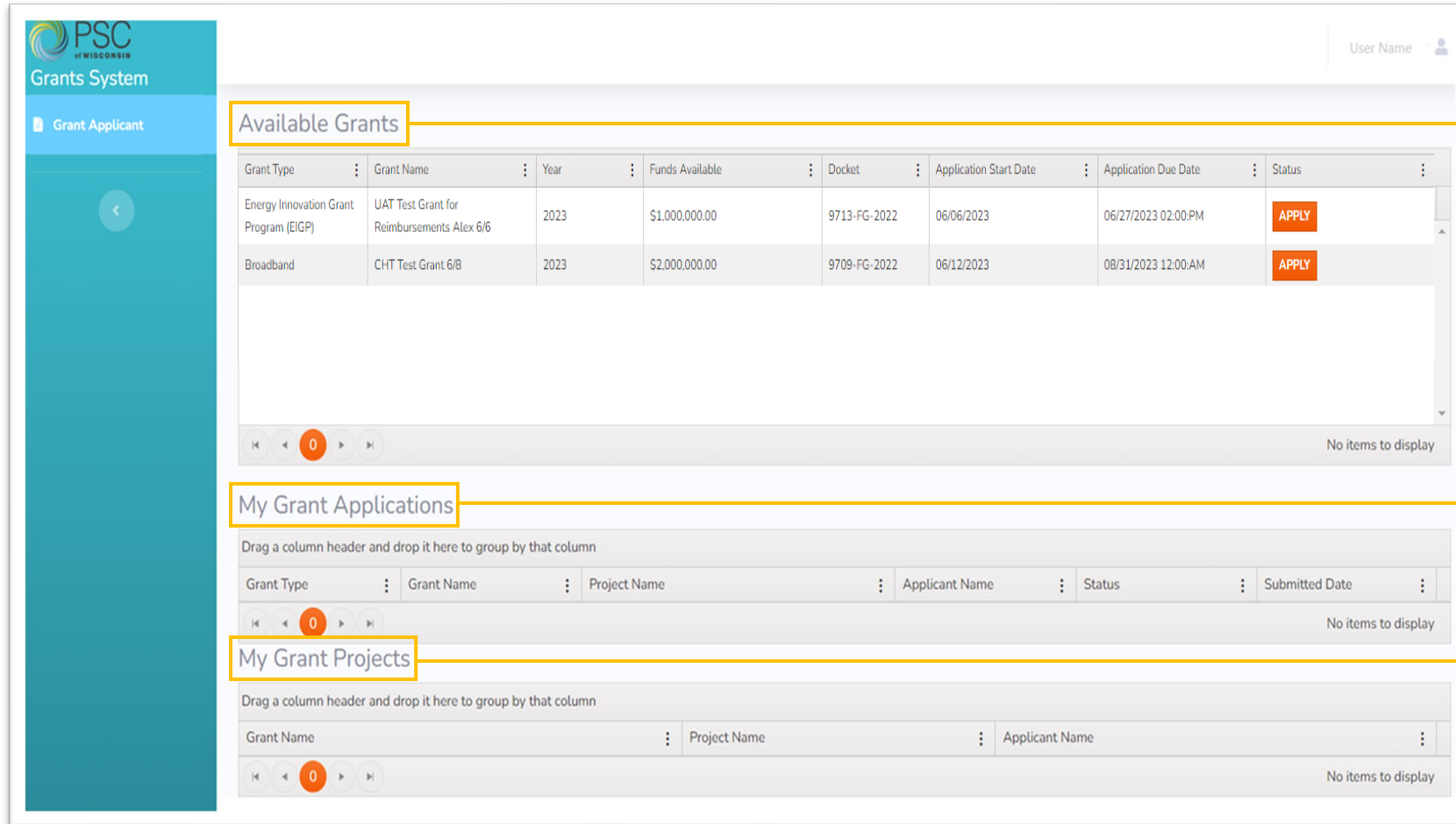
Step 4: Sign In

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



The screenshot shows the login interface for the PSC Grants System. On the left, the PSC of Wisconsin logo is displayed above the text "Grants System". Below this, a "New Users" section provides instructions: "Prior to creating a user account for the Public Service Commission's (PSC) Grant System you will need an account for the PSC Electronics Records Filing (ERF) System." It lists three steps: Step 1 (create an ERF account), Step 2 (validate ERF account details), and Step 3 (create a Grants System account). On the right, the "Login" section contains input fields for "Email" and "Password", a "Remember me?" checkbox, a reCAPTCHA "I'm not a robot" checkbox, a blue "Log in" button, and a "Forgot Password" link. A speaker icon is located in the bottom right corner of the page.

Grants System Landing Page



The screenshot shows the Grants System landing page for a Grant Applicant. The page is divided into three main sections, each with a yellow callout box:

- Available Grants:** A table listing available grants with columns for Grant Type, Grant Name, Year, Funds Available, Docket, Application Start Date, Application Due Date, and Status. Two grants are listed, each with an "APPLY" button.
- My Grant Applications:** A section for tracking applications, with a header "Drag a column header and drop it here to group by that column" and columns for Grant Type, Grant Name, Project Name, Applicant Name, Status, and Submitted Date. It currently shows "No items to display".
- My Grant Projects:** A section for managing awarded grants, with a header "Drag a column header and drop it here to group by that column" and columns for Grant Name, Project Name, and Applicant Name. It currently shows "No items to display".

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.



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





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Thanks for watching!

