



# Grants Management System

## GETTING STARTED

**Robbie Dailey**  
**Grants Specialist Advanced**  
**Public Service Commission of Wisconsin**

May 2026

# Contents

This webinar is intended for new users of the Public Service Commission's Grants Management System (GMS). This presentation will go over how to register for and gain access to your Grants System account.

- What is the Grants Management System?
- Accessing the Grants System (Step-by-step)
- Grants System Landing Page
- Resources





# **What is the Grants Management System?**



# What is the Grants Management 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:

- ✓ Submit evidence of costs documentation
- ✓ Upload documents
- ✓ Complete and submit required interim reporting
- ✓ Managing important grant information (contacts, address, etc.)

*Note:*

*The Grants Management System is also referred to as:*

- *The Grants System*
- *GMS*
- *The Portal*
- *The Grants Portal*





# Accessing the Grants Management System



# Accessing the Grants System

Accessing the Grants System is a simple five step process.

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

Step 2: Validate your ERF account

Step 3: Complete your Grant System User Registration

Step 4: Login to the Grants System

Step 5: Link your account to existing applications and/or projects (Optional)

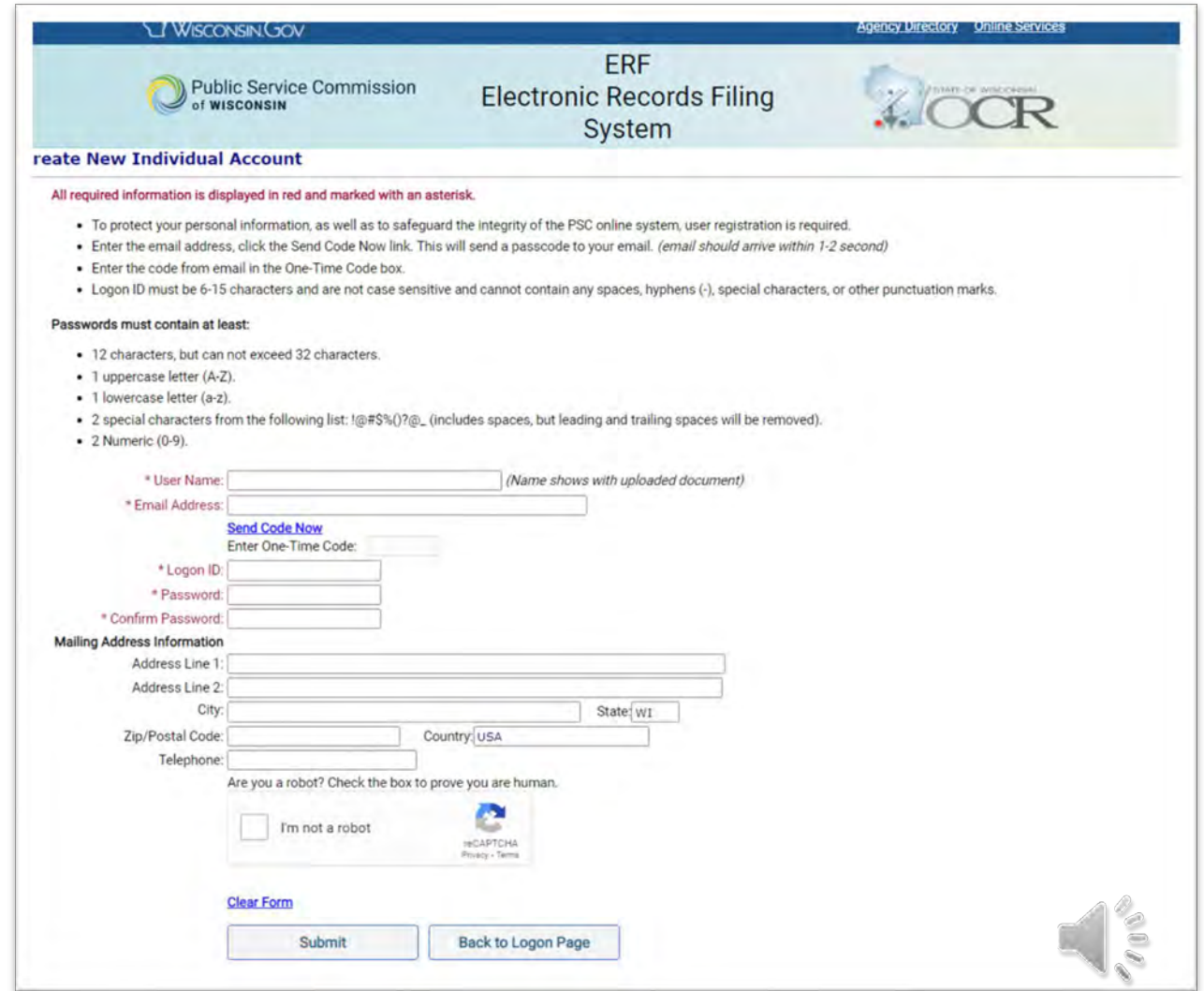


# Accessing the Grants System

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

- If you already have an ERF account, proceed to step 2.
- Create an ERF account by following the instruction on the “ERF-New User Account” webpage:

<https://apps.psc.wi.gov/ERF/ERFupload/content/UserProfileNew.aspx>



The screenshot shows the 'ERF Electronic Records Filing System' registration page. At the top, there are links for 'Agency Directory' and 'Online Services'. The page title is 'ERF Electronic Records Filing System'. Below the title, there is a 'Create New Individual Account' section. A note states: 'All required information is displayed in red and marked with an asterisk.' The registration instructions include: '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.', and 'Logon ID must be 6-15 characters and are not case sensitive and cannot contain any spaces, hyphens (-), special characters, or other punctuation marks.' The password requirements are: '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).', and '2 Numeric (0-9)'. The form fields include: '\* User Name:' (with a note '(Name shows with uploaded document)'), '\* Email Address:', 'Send Code Now' link, 'Enter One-Time Code:', '\* Logon ID:', '\* Password:', and '\* Confirm Password:'. The 'Mailing Address Information' section includes: 'Address Line 1:', 'Address Line 2:', 'City:', 'State' (dropdown menu with 'WI' selected), 'Zip/Postal Code:', 'Country' (dropdown menu with 'USA' selected), and 'Telephone:'. There is a checkbox for 'I'm not a robot' and a CAPTCHA image. At the bottom, there are 'Clear Form', 'Submit', and 'Back to Logon Page' buttons. A speaker icon is visible in the bottom right corner.

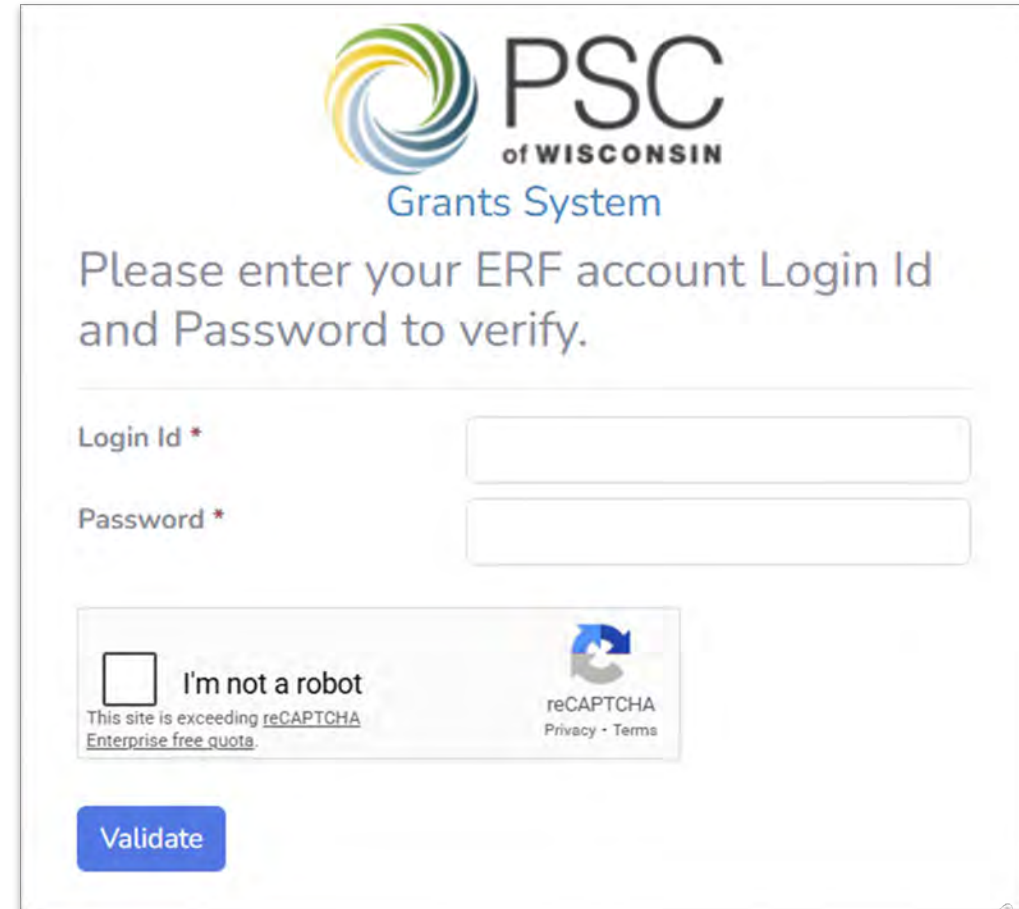
# Accessing the Grants System


## Step 2: Validate your ERF account

- Once you have your ERF account, validate your ERF account details in the Grants System

Validation Screen:

<https://apps.psc.wi.gov/apps/grants/Account/ErfUser>




 PSC  
of WISCONSIN  
Grants System

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

Login Id \*

Password \*

I'm not a robot  
This site is exceeding [reCAPTCHA Enterprise free quota.](#)

 reCAPTCHA  
Privacy - Terms

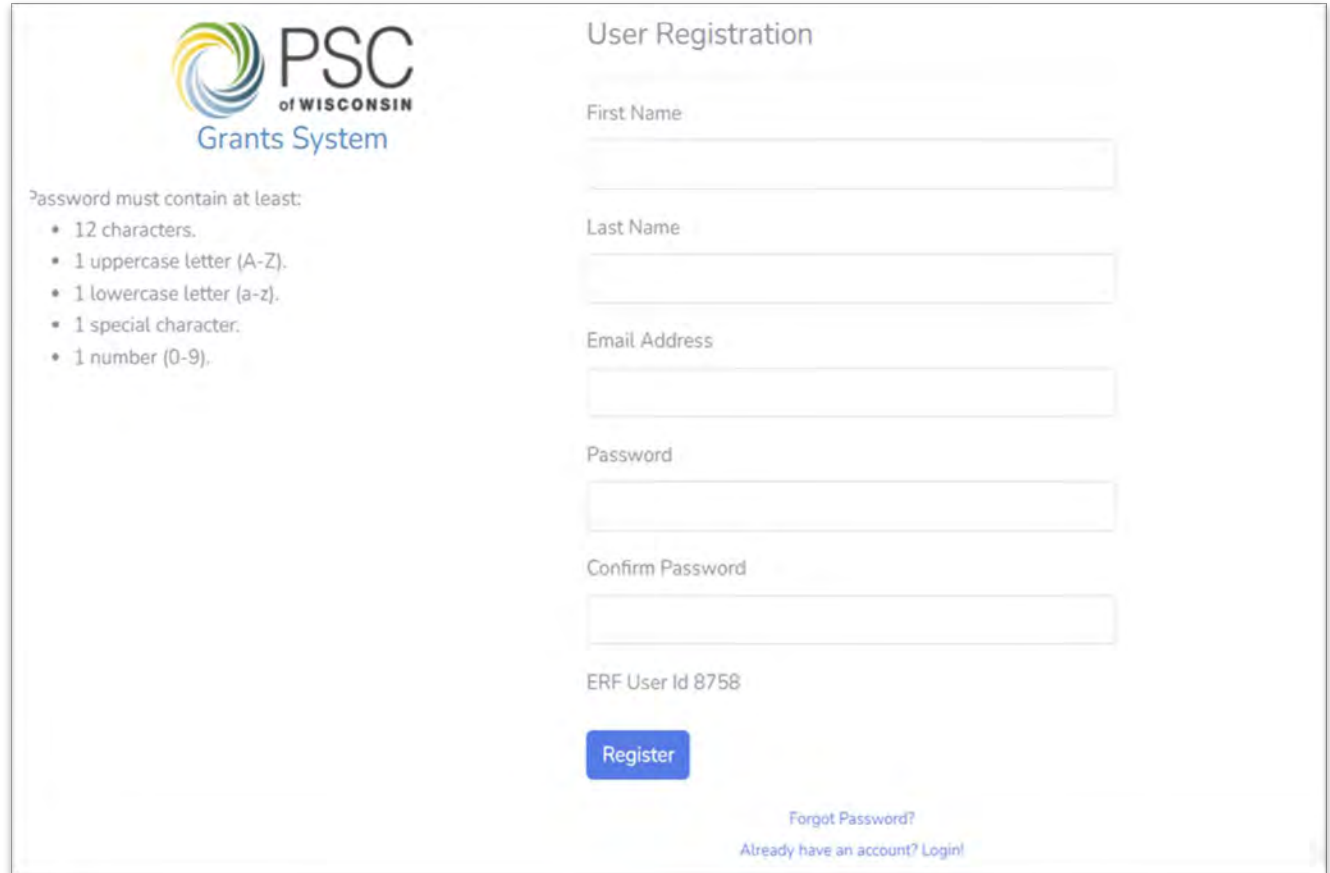
Validate



# Accessing the Grants System

## Step 3: Complete your Grants System 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 of the page, there are links for 'Forgot Password?' and 'Already have an account? Login!'. The ERF User Id 8758 is displayed above the Register button.

PSC  
of WISCONSIN  
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!

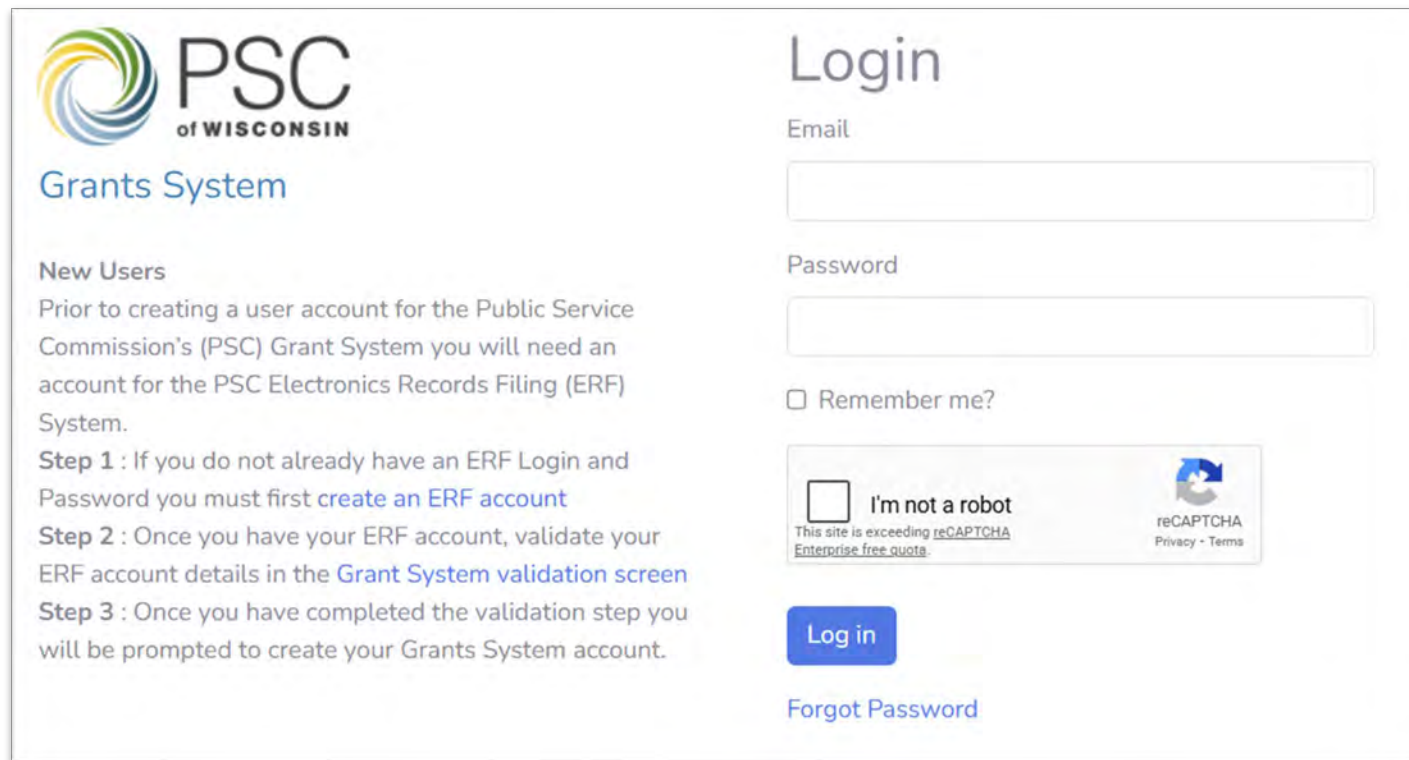


# Accessing the Grants System

## Step 4: Login to the Grants System

- After registration and verification is complete, you can log in to the Grant System:

<https://apps.psc.wi.gov/apps/grants/Account/Login>



The screenshot shows the login interface for the PSC of Wisconsin Grants System. On the left, there is a header with the PSC of Wisconsin logo and 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 widget with a warning "This site is exceeding reCAPTCHA Enterprise free quota", and a blue "Log in" button. A "Forgot Password" link is located below the login button.



## Step 5: Link your account to existing application(s) and/or project(s)

- This step is:
  - Optional/conditional
  - For new Grants System users trying to connect to an existing project/application that another user has started/created.
  - Completed by Commission Staff upon written request.
- Email your Grants Specialist to request that your account be connected to your project/application.
  - Provide as much information as you can about the application/project that you would like to be connected to (i.e. Application #, Project #, Project Name, etc.).

*Note:*

*To ensure full functionality and communications, be sure to add yourself in the contacts tab of the project once you've gained access.*





# Grants System Landing Page



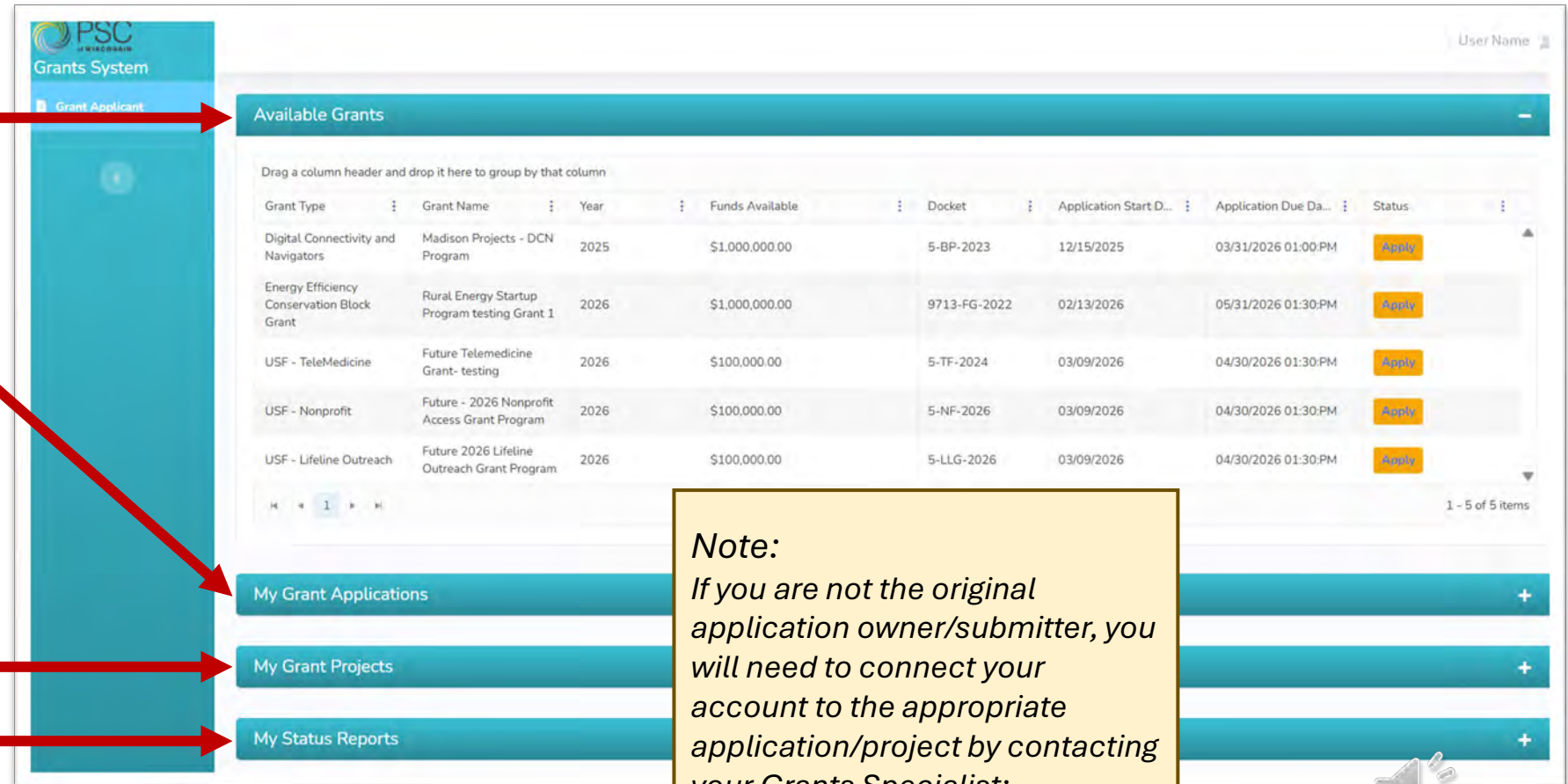
# Grants System Landing Page

Available Grants – All available grants will be listed here. You can Apply for the grants by clicking the “Apply Button”

My Grant Applications – 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.

My Grant Projects – Any grants awarded to you will be listed here.

You can access and complete required status reports for awarded projects here.



The screenshot shows the Grants System Landing Page. On the left is a navigation menu with 'Grant Applicant' selected. The main content area has four sections: 'Available Grants', 'My Grant Applications', 'My Grant Projects', and 'My Status Reports'. The 'Available Grants' section contains a table with 5 rows of grant information. Each row has an 'Apply' button. A red arrow points from the 'Available Grants' text box to the 'Available Grants' section. Another red arrow points from the 'My Grant Applications' text box to the 'My Grant Applications' section. A third red arrow points from the 'My Grant Projects' text box to the 'My Grant Projects' section. A fourth red arrow points from the 'My Status Reports' text box to the 'My Status Reports' section.

Grant Type	Grant Name	Year	Funds Available	Docket	Application Start D...	Application Due Da...	Status
Digital Connectivity and Navigators	Madison Projects - DCN Program	2025	\$1,000,000.00	5-BP-2023	12/15/2025	03/31/2026 01:00:PM	Apply
Energy Efficiency Conservation Block Grant	Rural Energy Startup Program testing Grant 1	2026	\$1,000,000.00	9713-FG-2022	02/13/2026	05/31/2026 01:30:PM	Apply
USF - TeleMedicine	Future Telemedicine Grant- testing	2026	\$100,000.00	5-TF-2024	03/09/2026	04/30/2026 01:30:PM	Apply
USF - Nonprofit	Future - 2026 Nonprofit Access Grant Program	2026	\$100,000.00	5-NF-2026	03/09/2026	04/30/2026 01:30:PM	Apply
USF - Lifeline Outreach	Future 2026 Lifeline Outreach Grant Program	2026	\$100,000.00	5-LLG-2026	03/09/2026	04/30/2026 01:30:PM	Apply

## Note:

If you are not the original application owner/submitter, you will need to connect your account to the appropriate application/project by contacting your Grants Specialist:  
[PSCBEADGrants@wisconsin.gov](mailto:PSCBEADGrants@wisconsin.gov)





# Resources



**Here's a table of many helpful resources / links:**

Electronic Records Filing (ERF)	Grants Management System	Wisconsin Broadband Office
<a href="#">ERF Home</a>	<a href="#">Login Page</a>	<a href="#">WBO Webpage</a>
<a href="#">ERF User Manual</a>	<a href="#">Grants System User Guide</a>	<a href="#">PSC BEAD Webpage</a>
<a href="#">ERF Quick Reference Guide</a>		<a href="#">Broadband Grants</a>
<a href="#">Corporate Account Maintenance</a>		<a href="#">Broadband Map</a>
<a href="#">ERF FAQ</a>		<a href="#">Governor's Task Force</a>
<a href="#">Document Type Definitions</a>		<a href="#">Internet For All</a>
<a href="#">OCR ERF Instructions</a>		





# Questions?

Email the PSC BEAD inbox:

[PSCBEADGrants@wisconsin.gov](mailto:PSCBEADGrants@wisconsin.gov)

Visit the PSC BEAD Website:

<https://psc.wi.gov/Pages/ServiceType/Broadband/GrantBEAD.aspx>

