

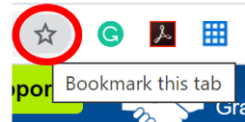


Navigating to GovGrants, follow path below:

[www.peelregion.ca](http://www.peelregion.ca) → Programs and Services → Housing and Shelter → Community Investment Program → Select - GovGrants sign in or review resources

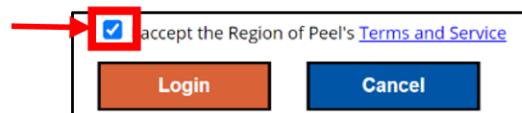
**Performance & Access**

**Always** open GovGrants in the Google Chrome browser for optimal performance.



Bookmark the [Sign In](#) page to simplify future access to GovGrants

Ensure to click the box beside, "I accept the Region of Peel's Terms and Service" to login successfully



**Making Changes**

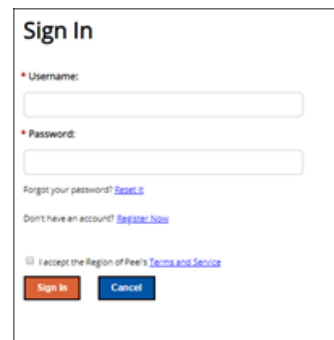


To make changes, you must be in **Edit** mode

**HINT!** If you see the **Edit** icon or a pencil icon you are **NOT** in Edit mode

**How to reset a password**

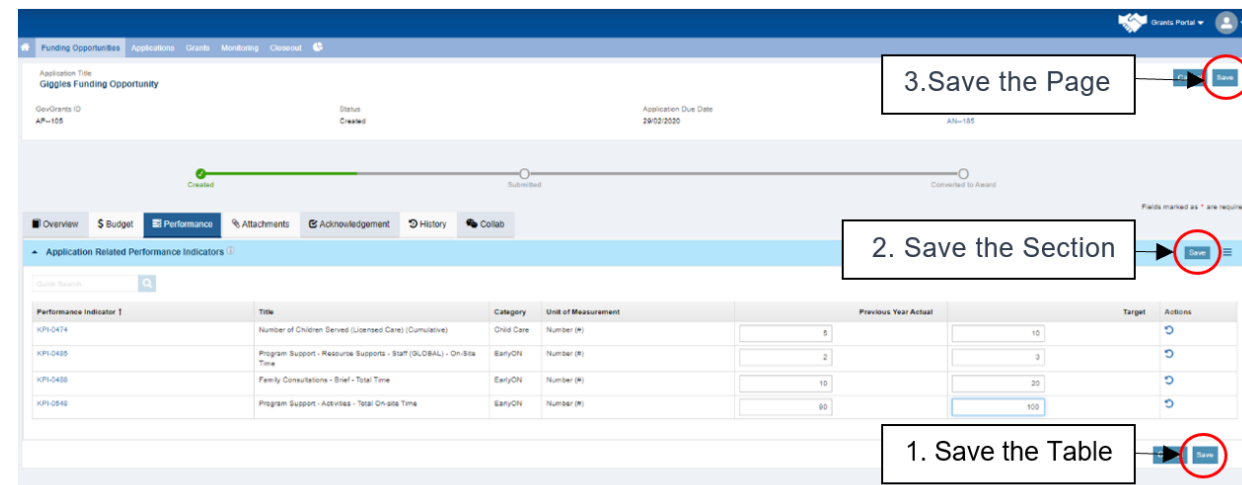
On the Sign in page:



- Click on [Reset it](#) beside **Forgot your password?**
- Follow prompts
- An email will be sent to the registered email to reset your Password

**Save, Save, Save**

- **REMEMINDER** ...save often!
- There are several locations to save (see image below)
- It is important to save a **Table**, a **Section** (or Modal window) then the **Page** (where applicable)
- Save each tab prior to leaving
- Refresh your page if edits aren't displayed
- Save all work if you are leaving your computer idle. Your login will time-out!



**Need to update your Provider Profile?**

Email: [cip@peelregion.ca](mailto:cip@peelregion.ca)

**Provide:** Your name, name of agency or GovGrants Head Office ID and a brief summary of required changes.

**Resources and Information**

Visit the [Region of Peel](http://www.peelregion.ca) website regularly for up to date GovGrants resources.

**Finding a Task**

**Don't know where to find a task?**

- Log into GovGrants
- From the home tab



- Locate **My Tasks** in the left-hand panel
- Locate your task by selecting: **Pending Tasks, Completed Tasks** or **Pending Site Tasks**

**User Access Levels**



Verify your access level to complete actions in GovGrants

The **Primary User** can:

- **Acknowledge** an application
- **Submit Application** to the Region of Peel

**Technical support**



**Need technical support?**  
**Something gone wrong?**  
**Not operating as it should?**

Contact the Region of Peel's Customer Contact Centre (CCC).

**Phone:** 905-793-4234

\*\*Operating between 8:30 a.m. and 4:30 p.m.

**Note:** The CCC provides first tier resolution support for telephone inquiries for the Region of Peel.