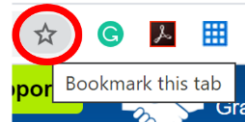


Navigating to GovGrants, follow path below:

www.peelregion.ca → Children's Services → Service providers and partners → Manage early years and child care funds using GovGrants → Select - GovGrants sign in or Resources

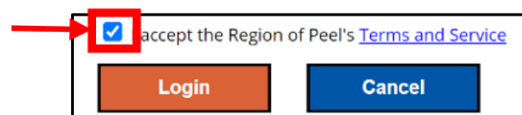
Performance & Access

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

Use the Collab Tab for Communication

Great News! You can email the Region of Peel directly from GovGrants.

Benefits

- Record of all communication in one place
- Copy delivered to your personal email
- Less confusion

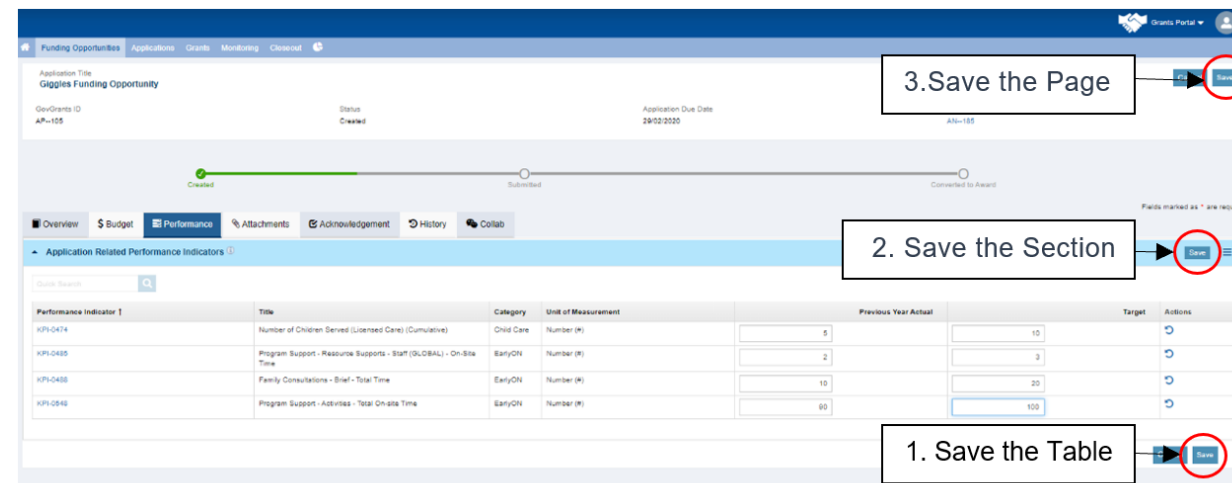
How?

From the Service Provider Profile, an Application or Award in GovGrants:

- Click on the Collab tab (in Edit mode)
- Click **Send Email**
- Add To, CC, Subject and Body content
- Click Send copy to me if desired
- Send

Save, Save, Save

- REMEMBER** ...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: eyccsgovgrantsadmin@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](#) website regularly for up to date GovGrants resources and information such as the [user guide for service providers \(PDF\)](#)

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

Only the **Primary User** can:

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

Secondary users can complete all other actions with the above exceptions.

Technical support



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

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

Email: eycctechsupport@peelregion.ca

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 and e-mail inquiries for the Region of Peel.