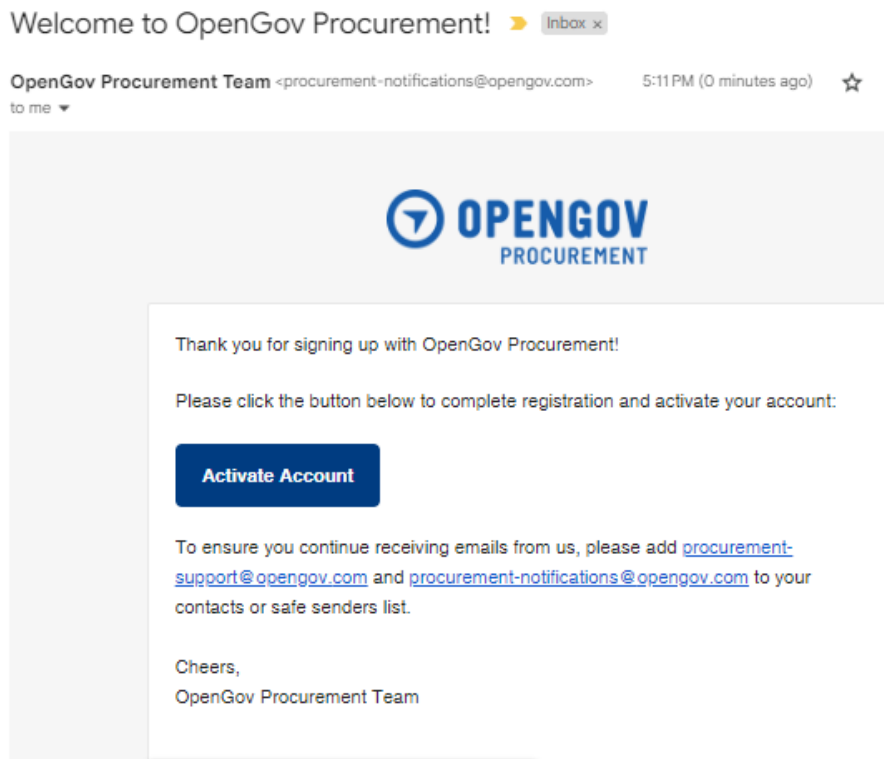


Create an account in OpenGov

Visit <https://procurement.opengov.com/signup>

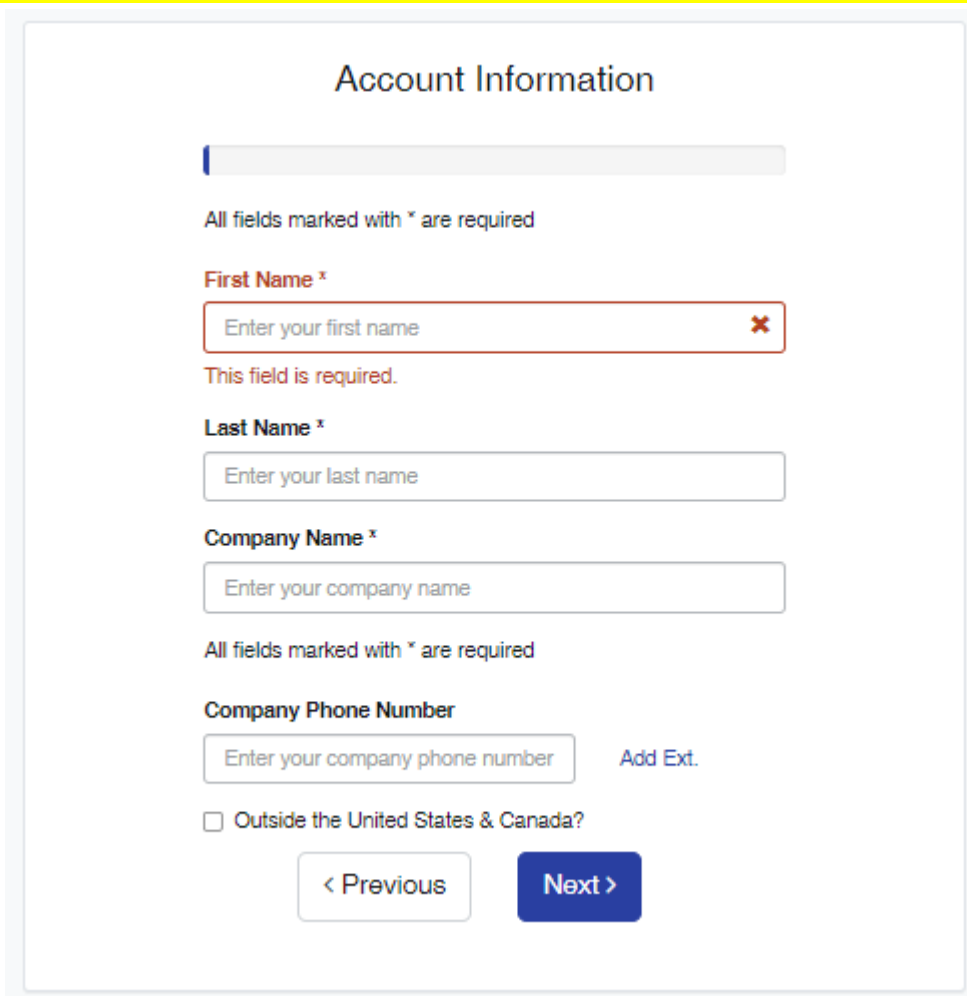
Enter an email address to which you have immediate access, as the system will send you a verification email to activate your account:



After clicking "Activate Account" you will be taken back to the screen below in OpenGov. Click "Start"




Fill out all the requested information on the screen, and click "Next"



The image shows a form titled "Account Information". At the top, there is a horizontal progress bar with a blue segment on the left. Below the progress bar, the text "All fields marked with * are required" is displayed. The form contains several input fields: "First Name *" with a red border and a red "x" icon, "Last Name *" with a grey border, and "Company Name *" with a grey border. Below these fields, the text "All fields marked with * are required" is repeated. There is also a "Company Phone Number" field with a grey border and an "Add Ext." link to its right. At the bottom, there is a checkbox labeled "Outside the United States & Canada?". Navigation buttons are located at the bottom: a light blue button with "< Previous" and a dark blue button with "Next >".

On the next page you will set your password. Please note that it must be a minimum of 12 character long

Set Password



All fields marked with * are required

New Password * Show


Password field is required

12 characters minimum. Why so many characters? [?](#)

Confirm Password *

[< Previous](#) [Next >](#)

After clicking “next,” you will be forwarded a screen to Activate your Account.



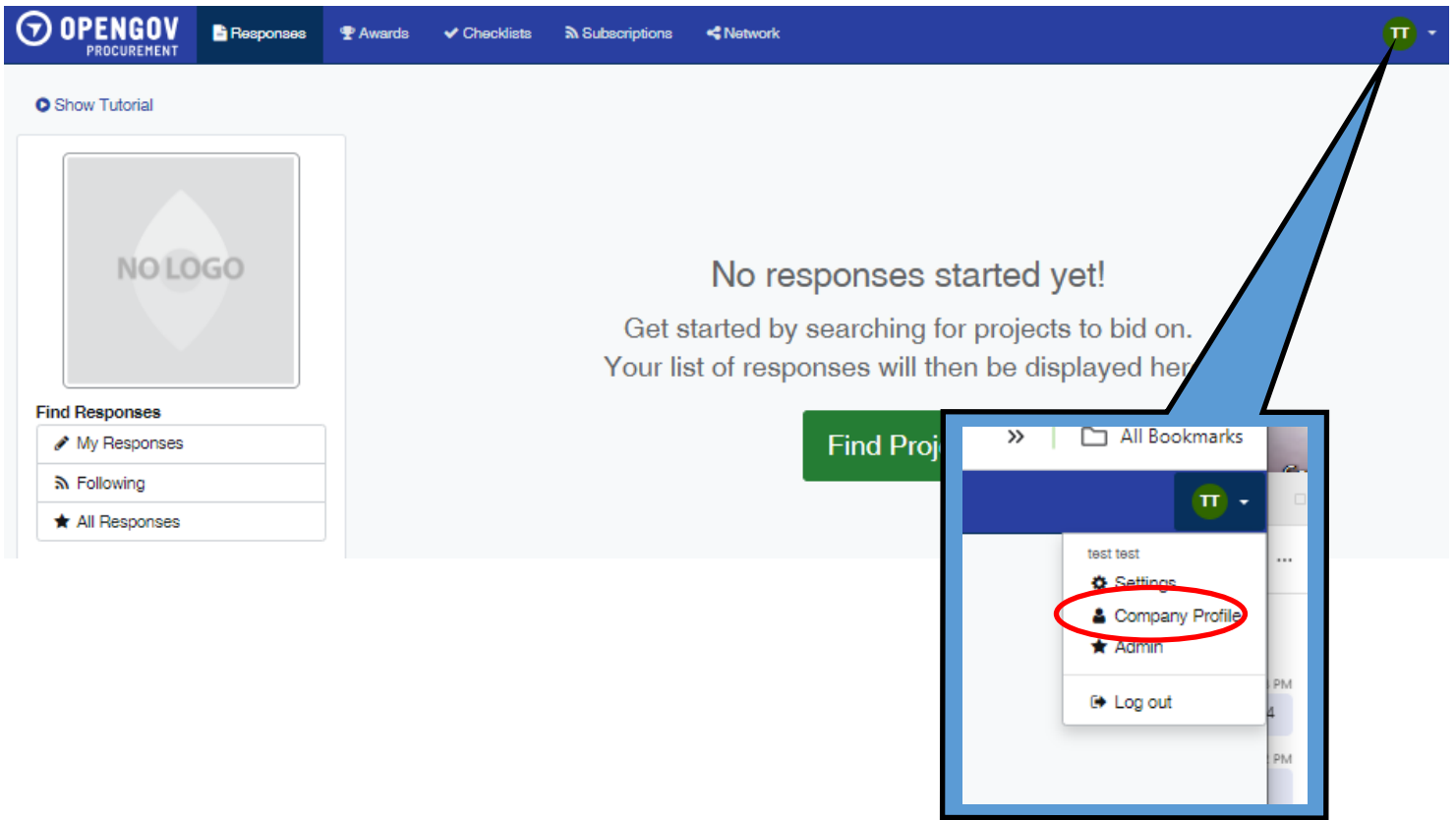
Account Activation

Thank you for setting up your account!
Please click the button below to activate your account.

[👤+ Activate](#)

[< Go Back](#)

Once you have activated the account, you will see the screen below. Click on your account icon in the upper right hand corner, and complete your Company Profile.



Now that you have an account, you will be able to access the Community Grant Fund application through the link to OpenGov posted on the grant website at www.ci.benicia.ca.us/grants