

To access your grant agreement.

1. Click here to log into your grant application: [GRANT APPLICATION](#) .
2. Enter your **Keystone ID** and **Password**.
3. If you haven't merged your original user id (the id you created when you applied for the grant), please read the [Keystone ID Guide](#).
4. Click the "**Click here to access the Online Grant Application**" link.
5. Click the "**Select**" link beside your company name to access your grant application.
6. Once you are in your grant application, scroll down and click on the "**Review and Sign**" link.
7. At the bottom of the grant agreement, you have multiple options to apply a signature to the page. **Please remember, the agreement must be signed by an elected officer of the organization authorized to execute the grant agreement on behalf of the organization, such as President, Secretary, Treasurer, Chief, Chairman of the Board, or Executive director.**
 - 1) Click "**Draw New Signature**", enter a description (name) for your signature, sign with your mouse or on your mobile device, confirm the drawn signature is satisfactory, and click "Save". OR
 - 2) Click "**Upload New Signature.**" Enter a description (name) for your signature and click "Choose File." You can upload any image file containing the signature you wish to apply to the agreement (file type must be .PNG, .JPG, or .GIF). When uploading a file, ensure the image contains **ONLY** the signature and not any extra blank space or other content. Click "**Save**".

Once you have saved either an electronically drawn signature or an image of your desired signature, click the dropdown box next to "Select Signature" and choose your desired signature to apply. Click "**Submit.**"

OSFC will notify you once your application has been fully executed with all required commonwealth signatures and has been sent for disbursement of funds.