



To access your grant agreement:

1. Go to our website [OSFC Online Grant Application -- Login \(state.pa.us\)](https://state.pa.us)
2. Enter your **User ID** and **Password**.
3. Click the **“Click here to access the Online Grant Application”** link.
4. Click the **“Select”** link beside your company name to access your grant application.
5. Once you are in your grant application, scroll down and click on the **“View Signature Section Only”** link. **The grant agreement will open in another window.** You will need to print out your grant agreement.
6. The **“View Signature Section Only”** is the grant agreement EFT form which must be completed by an authorized officer of your company, and the financial institution where your funds will be deposited.
7. **If your plan to use a different bank account and routing number from last year, be sure you have updated it with Payable Services. They can be contacted at 877-435-7363.** If you are using the same banking information as last year, you won't need to contact Payable Services.
8. The **“Complete Agreement”** is the document you will keep for your company records.
9. After **both** sections of your EFT grant agreement form have been completed, please be sure to **save the grant agreement as a pdf and attach the pdf version to your email.** We cannot accept photos or any other file format. Below are two ways you can easily convert cell phone images to PDFs. Or you can use your preferred third-party app to create PDFs.
  - a. [Create PDF from photo on iPhone](#)
  - b. [Create PDF from photo on Android](#)
10. **EMAIL A PDF (no other formats are accepted) of your grant agreement to [ra-vfcvasgp@pa.gov](mailto:ra-vfcvasgp@pa.gov)** with the subject line: **"Company Name - Grant Agreement"** by 7/1/2024.