How to Apply for a Grant in the OGX On-line Grant Management System

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Victims Services & Advocacy Unit

OGX Training

There will be a virtual training provided by OGX on **July 9th, 2025**, from **11:00 a.m. to 1:00 p.m. A link will be sent closer to the 9th.**

While the training is optional, it is highly encouraged to have those working on the grant attend.

If you have questions once you get into OGX to work on the application, please email grants@oag.ok.gov and put 2026 SAFE Grant in the subject line.

Hardware Requirements

Processor: 1 GHz or faster processor (or equivalent)

RAM: Minimum 2 GB

Hard Disk: Minimum 1 GB of free space

Software Requirements

Operating System: Windows 7 or higher, MacOSX 10.9 (Mavericks) or newer, Linux (any modern distribution)

Network Requirements

Internet Connection: Broadband connection with at least 1Mbps

Other Requirements

Screen Resolution: 1024 x 768 or higher

Please note that for optimal performance, it is recommended to use the latest versions of the software mentioned above and a stable, high-speed internet connection.

Browser Compatibility

This system is compatible with most up-to-date web browsers including:

- Google Chrome
- Mozilla Firefox
- Safari
- Microsoft Edge
- Internet Explorer 11 or higher

Enabling Cookies in Browser

For the platform to function effectively and provide the best user experience, your web browser must accept cookies from our site. Below are the general steps to enable cookies, but the steps may vary slightly depending on the specific browser you are using.

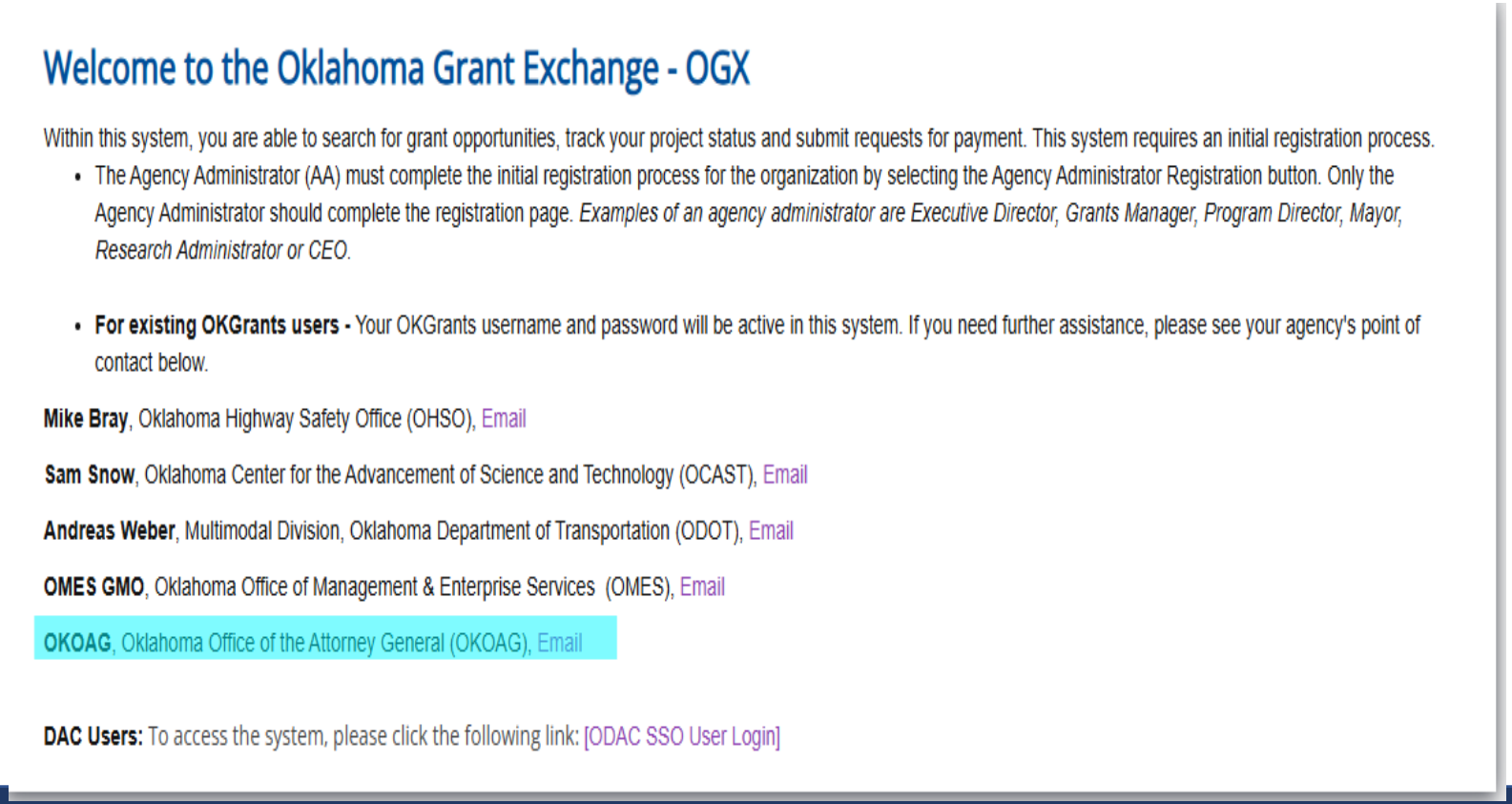
Google Chrome

1. Click on the three dots at the top right corner and navigate to "Settings."
2. Scroll down and click on "Advanced."
3. Under "Privacy and security," click on "Site Settings."
4. Click on "Cookies and site data."
5. Ensure "Allow sites to save and read cookie data" is enabled.

Mozilla Firefox

1. Click on the three lines at the top right corner and navigate to "Options."
2. Click on "Privacy & Security."
3. Under "Cookies and Site Data," ensure "Accept cookies and site data from websites" is enabled.
4. Ensure you save any changes made in your browser settings.

To access the Oklahoma Office of Attorney General portal, navigate to: https://ogx.ok.gov/IGXLogin.



Welcome to the Oklahoma Grant Exchange - OGX

Within this system, you are able to search for grant opportunities, track your project status and submit requests for payment. This system requires an initial registration process.

- The Agency Administrator (AA) must complete the initial registration process for the organization by selecting the Agency Administrator Registration button. Only the Agency Administrator should complete the registration page. *Examples of an agency administrator are Executive Director, Grants Manager, Program Director, Mayor, Research Administrator or CEO.*

- **For existing OKGrants users -** Your OKGrants username and password will be active in this system. If you need further assistance, please see your agency's point of contact below.

Mike Bray, Oklahoma Highway Safety Office (OHSO), Email

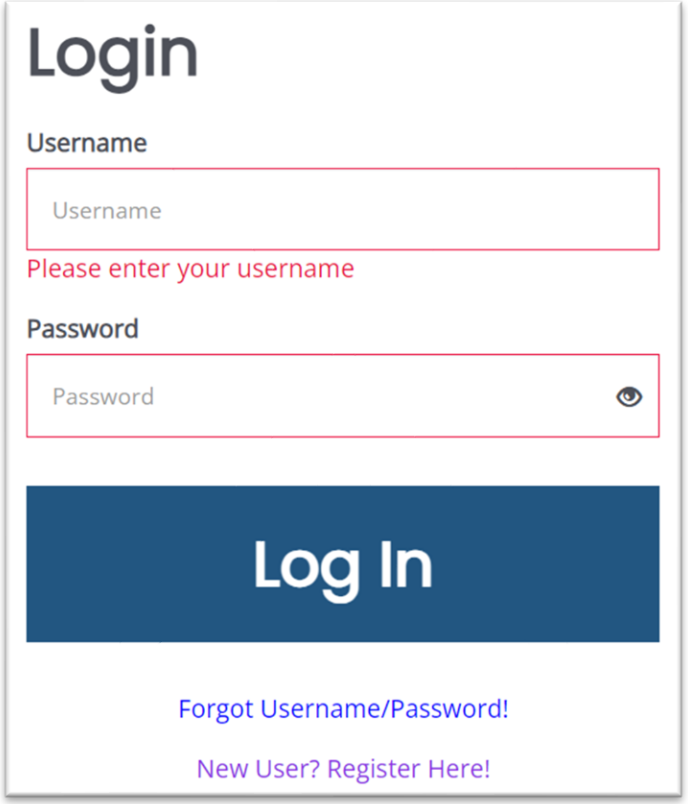
Sam Snow, Oklahoma Center for the Advancement of Science and Technology (OCAST), Email

Andreas Weber, Multimodal Division, Oklahoma Department of Transportation (ODOT), Email

OMES GMO, Oklahoma Office of Management & Enterprise Services (OMES), Email

OKOAG, Oklahoma Office of the Attorney General (OKOAG), Email

DAC Users: To access the system, please click the following link: [ODAC SSO User Login]



Login

Username

Username

Please enter your username

Password

Password

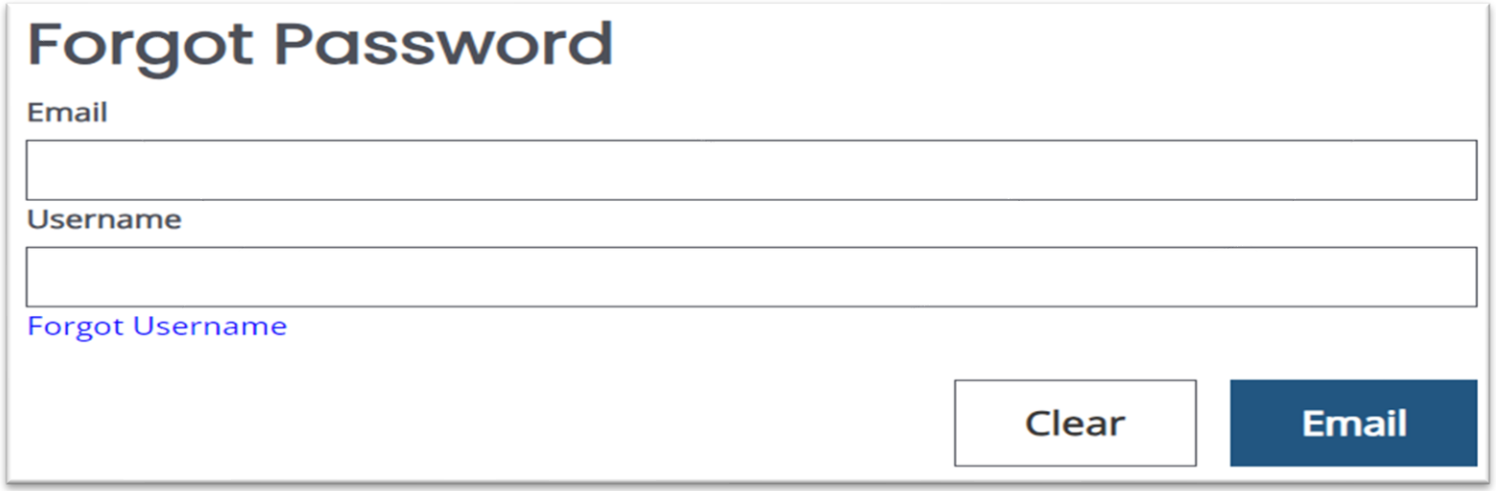
Log In

Forgot Username/Password!

New User? Register Here!

Forgot Password

For users who have forgotten their password, they can also use the "Forgot Username/Password" link to access a "Forgot Password" menu from which they can request an email allowing them to reset their password. An email will be sent with a temporary password. Login using that temporary password (you can copy and paste it); you will then be asked to create a new password.



Forgot Username

For users who have forgotten their username, they can also use the "Forgot Username/Password" link“. Enter your email address and the username on file with OGX will be sent to your email.

- **Case-Sensitivity**: Usernames and passwords are case-sensitive, meaning 'Password' is different from 'password'.

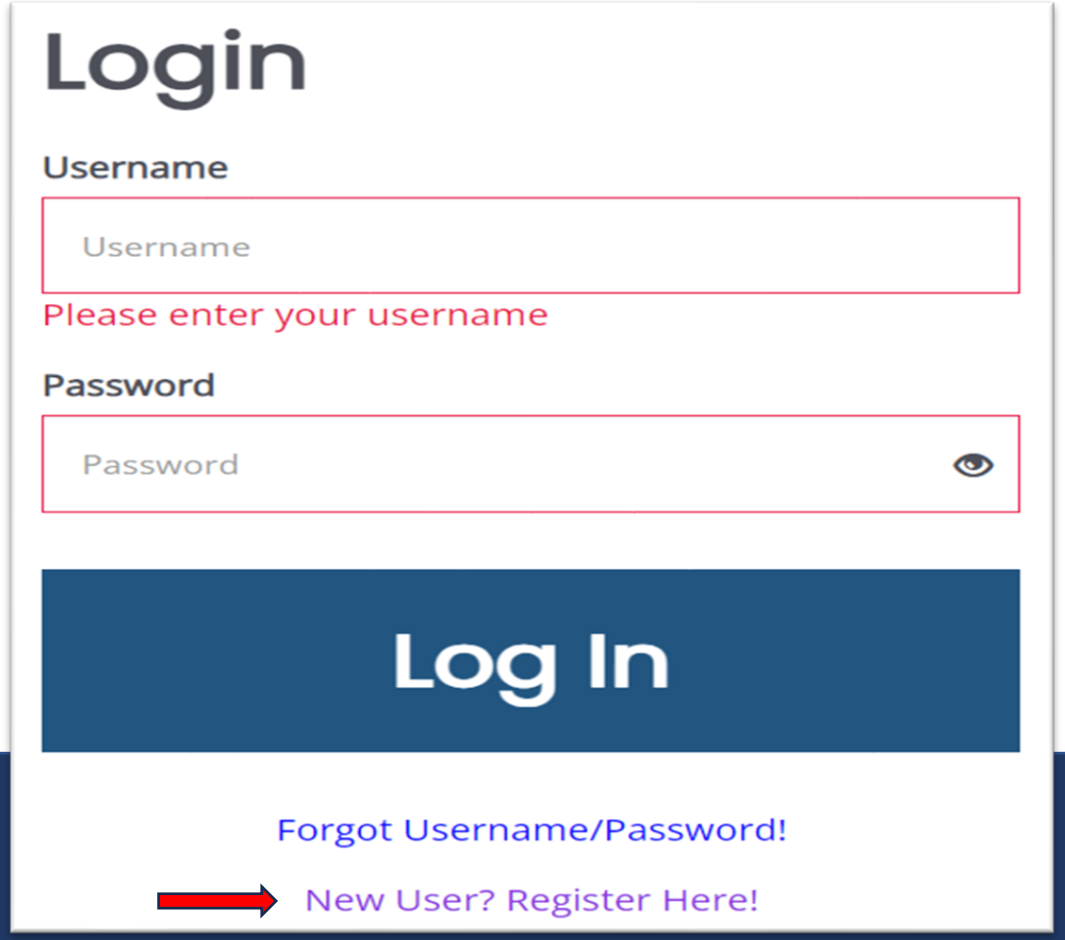
- **Browser Storage**: Some web browsers can store usernames and/or passwords for future login ease. If your browser stores a temporary password, be sure to update it when you change your password in the system.

- **Account Lock**: After a certain number of failed login attempts, a user may be "locked out" of their account as a security measure. In such cases, reaching out to the OAG grant monitor may be required to unlock the account.

User Registration Process

For new users seeking to register for the organization, follow these step-by-step instructions:

Navigate to the Login page and click on the link that says "New User? Register Here".



User Registration Process:

1. Complete the registration form with all the necessary details. You will need to fill out name, organization name, and if known SAM/UEI #, FEIN #, address, email, phone, and domain. Please make sure to choose the domain: Oklahoma Office of the Attorney General. After you've filled in all the fields, click on the REGISTER button to submit the form.
2. OAG staff members will then review your registration form. It is a manual process that ensures compliance and accuracy.
3. After the OAG staff has completed the review, the user will receive an email confirmation regarding their registration status.

User Registration Process:

4. Additional User Registration: Additional users can register in the system using the standard registration process. Alternatively, a pre-existing user in the same organization with an “Agency Administrator” or “Authorized Official” role can add new users to both the organization and to existing documents for that organization.

Organization Registration When registering an organization on the portal, it's important to keep in mind the following considerations:

- **Organizational Leadership**: Typically, the first person to register an organization in the system should be a senior leader within the organization, such as a Project Director. They should have the authority to complete and sign off on paperwork in the system.

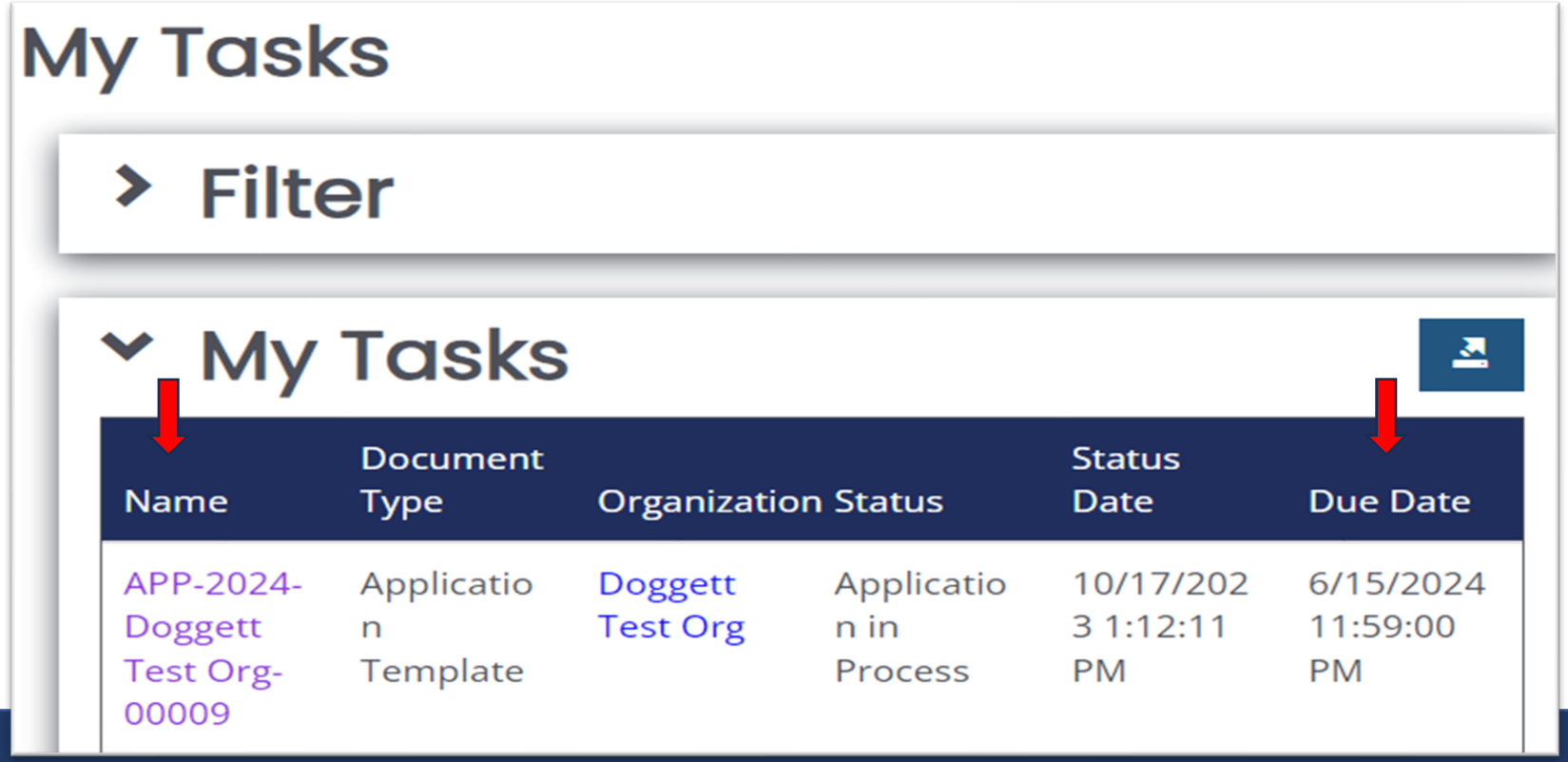
Dashboard Panels

Once a user has successfully logged into OGX, they will be directed to their Dashboard page. The **Dashboard** page provides a comprehensive overview and easy navigation to various essential elements within the portal.

My Tasks

The "My Tasks" section is dedicated to the documents that require your immediate attention. Documents may include **incomplete or pending applications** that need revisions, reports approaching their due dates, or any other task-relevant documents. To open a document, simply click on the link provided in the "Name" column.

The application initiated for your organization will be listed under **Name**. The Due Date shows the date the application/document is due. You will **NOT** be able to submit after that date.



My Tasks Filter Section

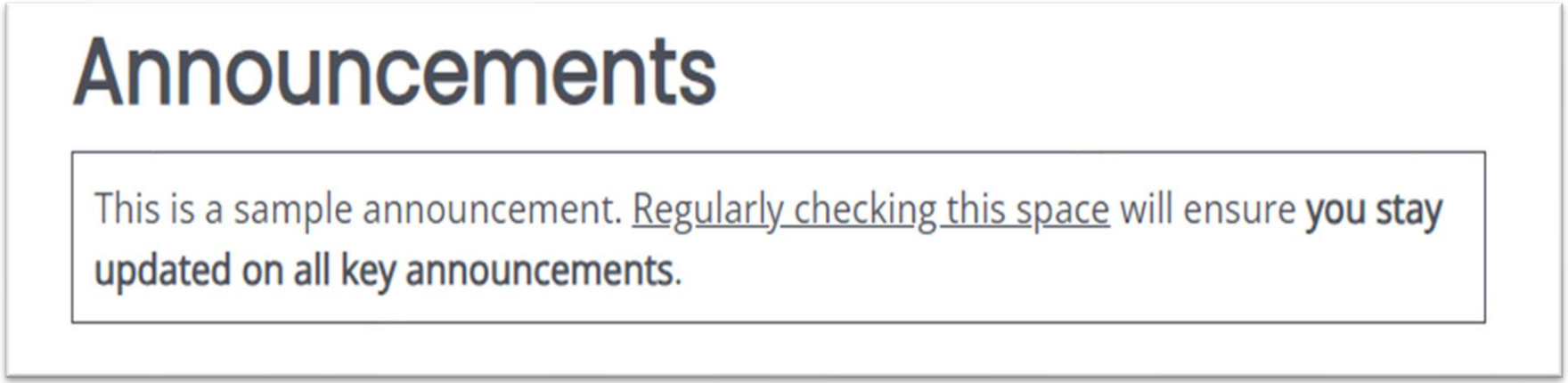
The "My Tasks Filter" section helps refine the tasks displayed in the My Tasks area. It includes the following fields:

- **Name**: Text box where you can enter keywords related to task names.
- **Organization**: Text box for inputting organization names.
- **Type**: Drop-down field for selecting the document type.
- **Status**: Drop-down field for specifying the status of a document.
- **Active Documents**: Drop-down field for specifying the type of included documents.

After filling these fields as necessary:

- Click the SEARCH button to generate search results based on the provided criteria.
- Click the CLEAR button to remove all search parameters.

Announcements This panel provides timely announcements, including information about upcoming system maintenance, changes in policies, new features, or any other relevant information.



Navigation – Universal Buttons

Ribbon Links

The navigation ribbon contains a collection of links that allows quick access to different sections of the portal.

Users are redirected to the **Dashboard** page from any point in the system.

This link opens a dropdown menu providing various search options organized by document type. This includes: Recent Documents, Applications, Progress Reports, and Financial Reports.

Button Links

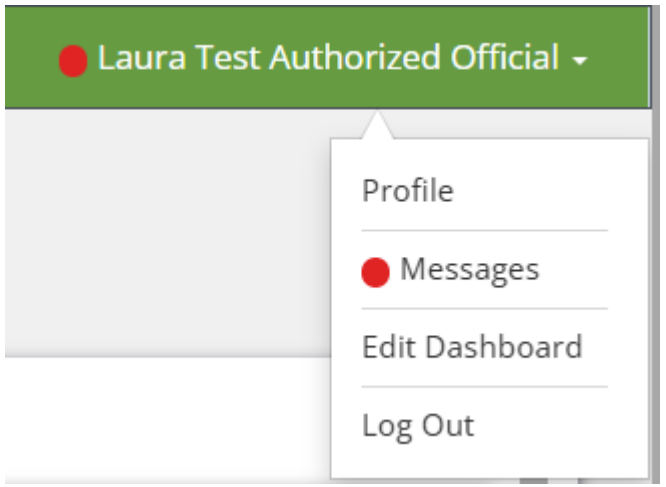
High Contrast Mode is an additional handy feature that allows you to switch the portal's theme to grayscale.

The **Contact Info** button facilitates easy access to important contact information for state agencies and support staff.

The **Training Materials** button provides users easy access to a list of user resources supplied by the state agency.

The **Show Help** button allows access to form-specific guidance provided to the user.

Name Link The **Name Link** (the user's first and last name located on the right side of the page) is a personalized feature designed to provide a convenient, centralized hub for all user-specific information.

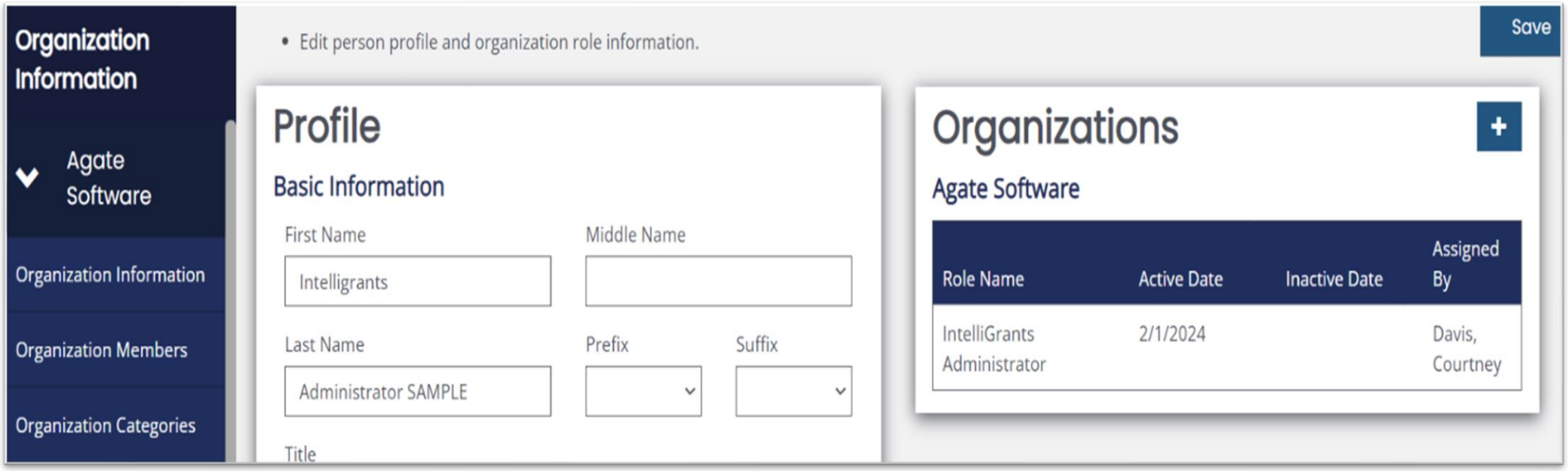


The **Name Link** is organized into these categories:

- **Profile**: This section houses all of the user's personal and organization-related details, including contact information and login credentials. This section allows users to update their individual details when necessary. The user may also be able to update the organization’s details when necessary, depending on their organization role. Please check that all the information on this page is correct before applying for the grant. This information will pull over onto the application’s Agency Information page.
- **Messages**: All system-generated emails dispatched to the user are stored here for future reference.
- **Logout Link**: This handy feature provides a way for users to log out.

Profile Page Navigation

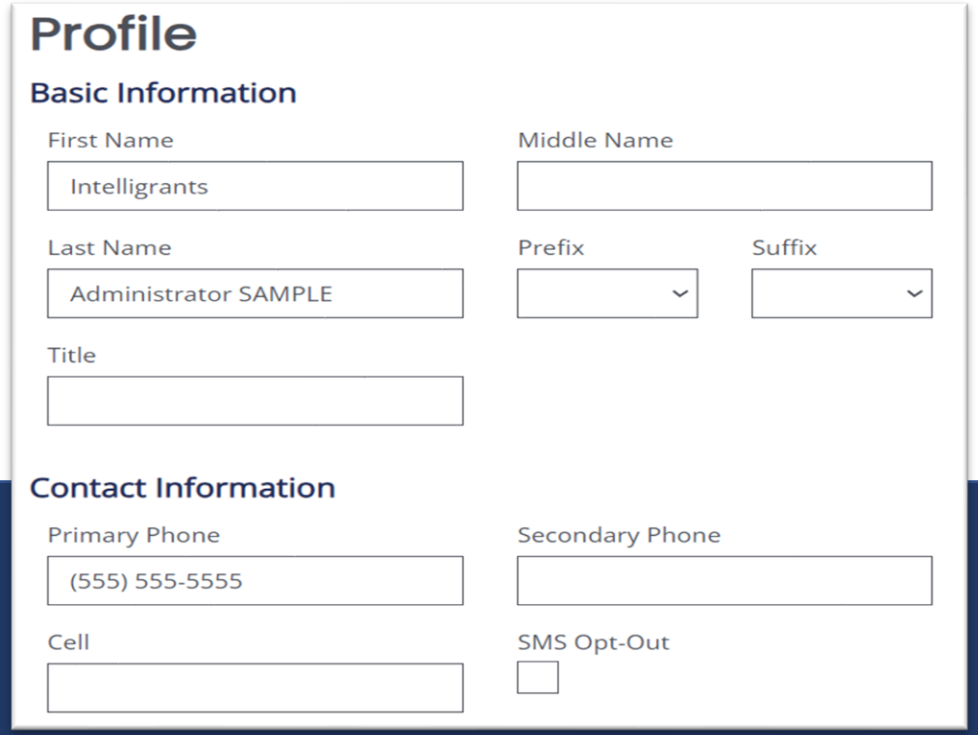
The **Profile Page** is designed with user-oriented features, providing personalized information and preferences, and security settings.



Profile Page Navigation

Person Information Page (Center)

This central section offers general information about the user, including contact details. The bottom of the page has an additional security features section.

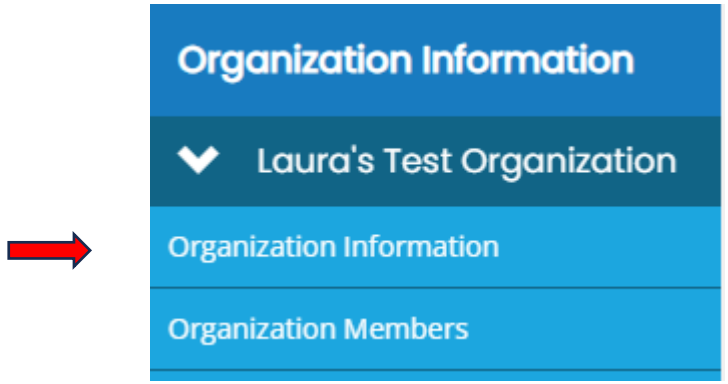


Organization Information Column (Left Side)

Updating the Organization Information Page

To update the **Organization Information** page, please follow these instructions:

1. Click the **Name** link. Next, click the **Profile** link.
2. Click the **Organization Information** link.
3. Complete the updates and click the SAVE button.

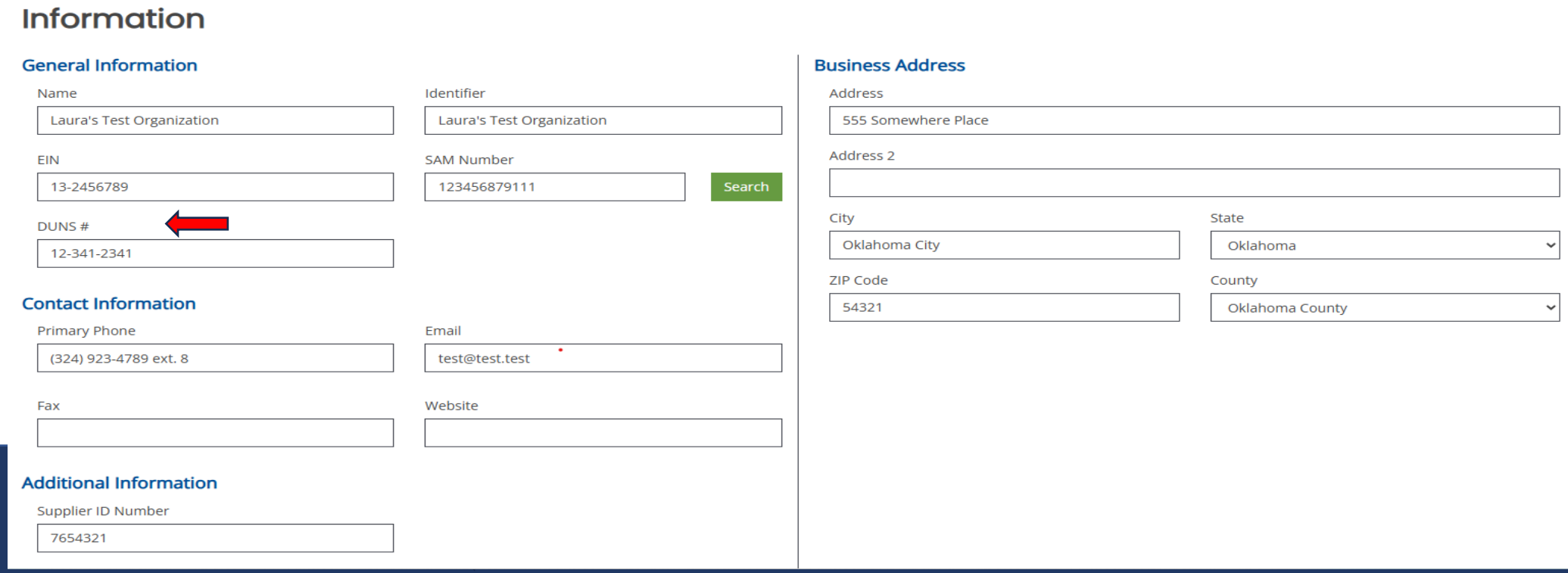


NOTE: If the field is grayed out, please reach out to the OAG for assistance in getting the information updated.

Organization Information Column (Left Side)

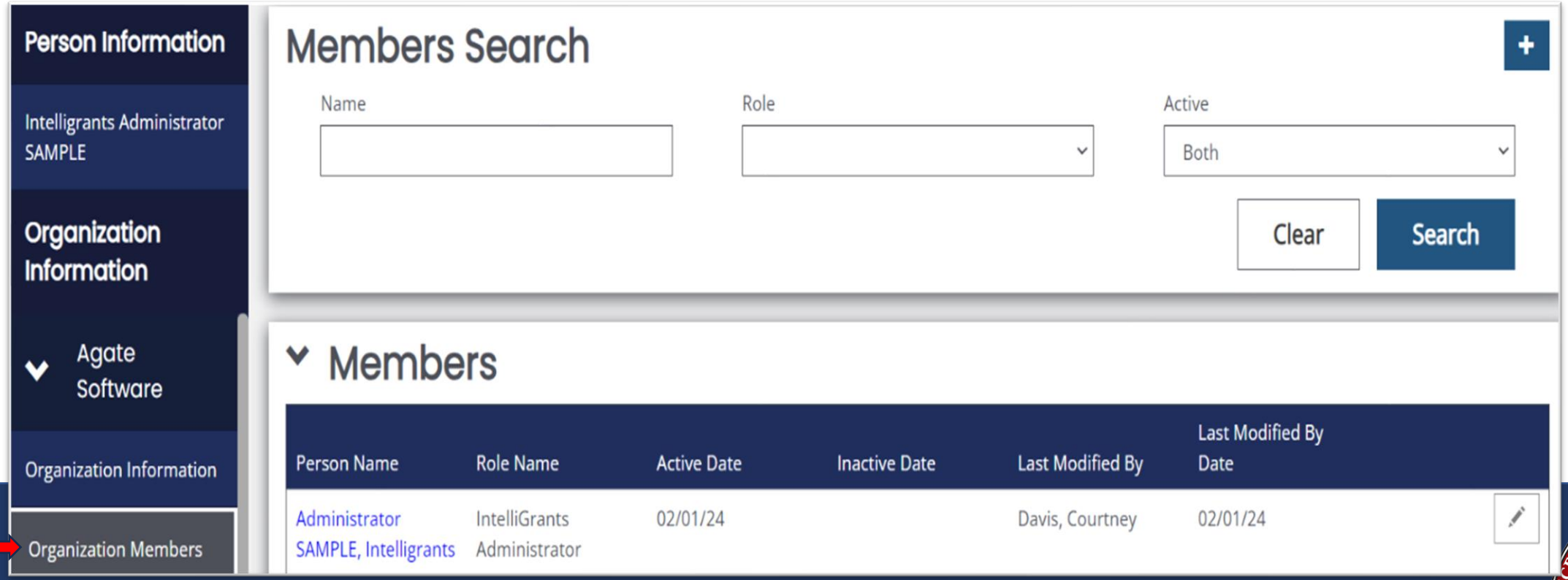
Disregard the **DUNS # text box.** It is no longer valid.

In this section, click the link in the column to find details about your associated organization(s), organization member(s), and categories. Make sure this information is correct as it will pull over into your Agency Information page in the application.



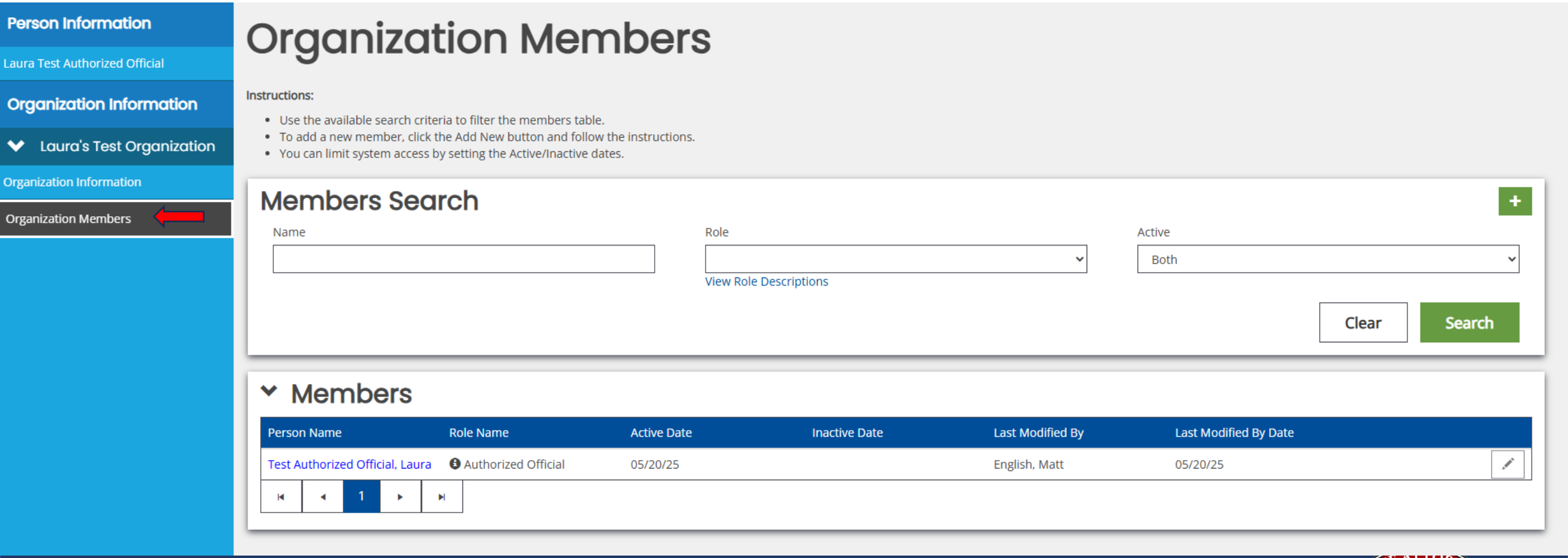
The Organization Members Section

The **Organization Members** section is an important section that lists all the members in your organization and allows you to add new members.



Viewing Members

You can view all current members of the organization and filter results.



Viewing Members

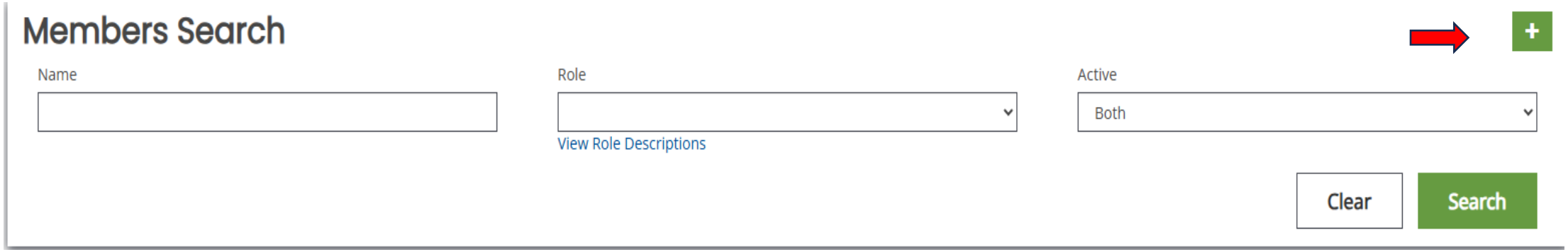
- Names appearing as links can be edited if you have proper permissions, otherwise, hovering over a user's name displays "Inadequate permissions to view this person" message.

- You can search the member list by typing in the **Name** column or selecting items from either drop-down list before clicking SEARCH.

Adding New Members – Creating an Account

To ADD new members to the organization, please follow these steps:

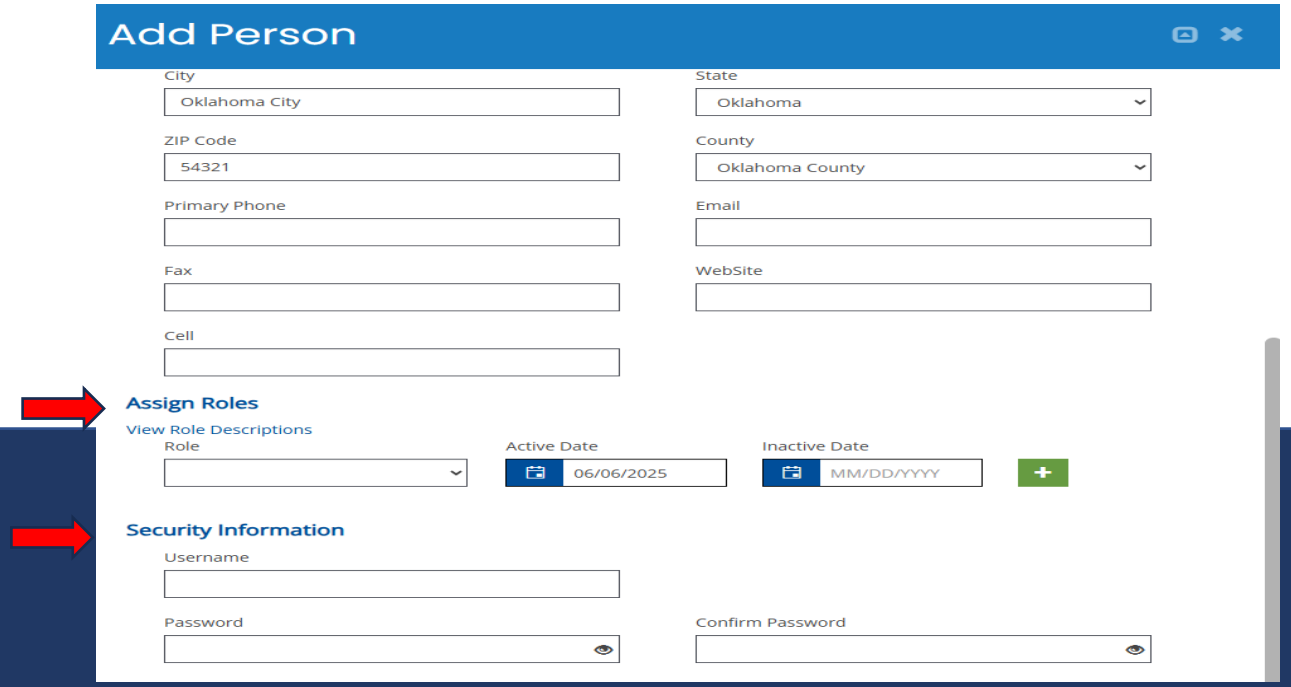
1. Click the **Name** link. Then click the **Profile** link.
2. Click the **Organization Members** link.
3. Click on the PLUS SIGN button in the **Member Search** section.



Adding New Members

4. Click the ADD NEW USER TO ORGANIZATION button.

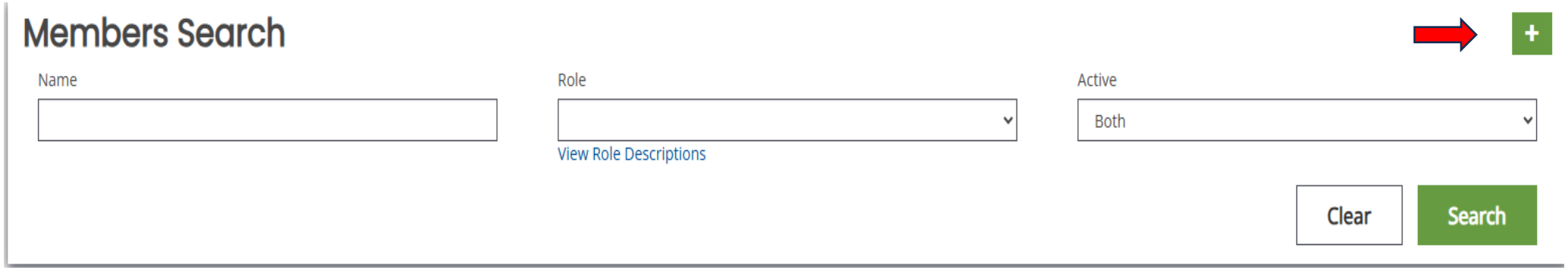
5. This brings up a **New User** registration page. Fill in the required fields and additional ones if needed, then click SAVE. Here you would be able to assign the roles and put in a username and temporary password.



Adding Existing Users – Connecting Organization(s) to an Existing Account

Administrative users have the ability to add existing users:

1. Click the **Name** link. Then click the **Profile** link.
2. Click the **Organization Members** link.
3. Click on the PLUS SIGN button in the **Member Search** section.



Adding Existing Users – Connecting Organization(s) to an Existing Account

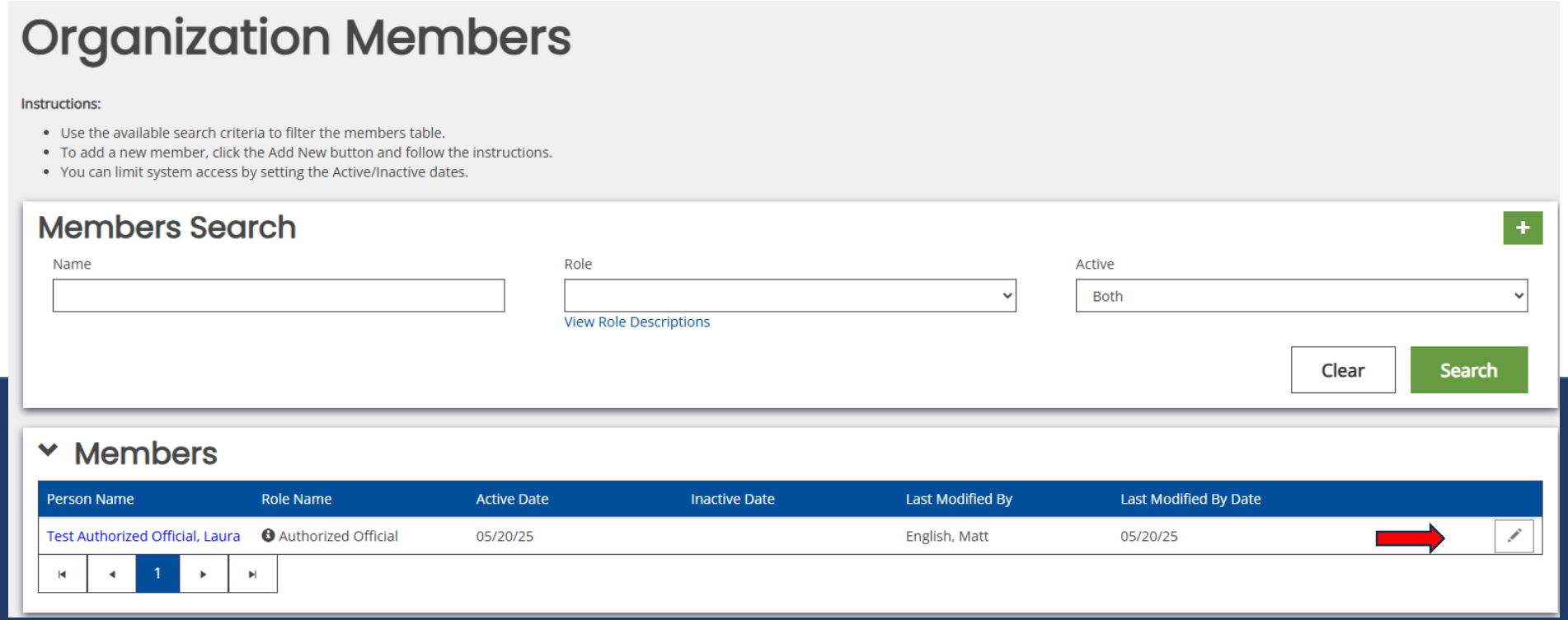
4. Click the ADD EXISTING USER TO ORGANIZATION button.
5. Fill in the fields and click SEARCH.
6. Select a role for the visible users in the bottom panel, then click SAVE.

NOTE: Use the Add/Edit People link in the Tools section to add the user to specific documents.

Removing Members

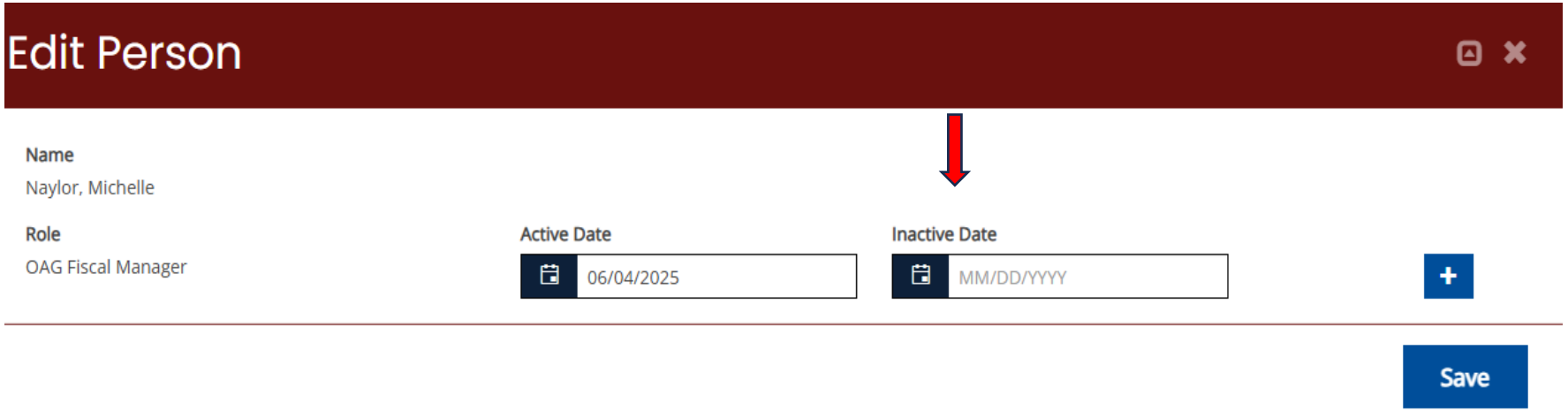
To remove a member or set them as inactive:

1. Click the **Name** link. Then click the **Profile** link.
2. Click the **Organization Members** link.
3. Click the EDIT button at the end of the specific user's row.
4. Update the dates, especially in the Inactive Date field, then click SAVE.



Removing Members

5. Fill in the Inactive Date field, then click SAVE. The user will be inactive beginning on that date.



Grant Process Overview

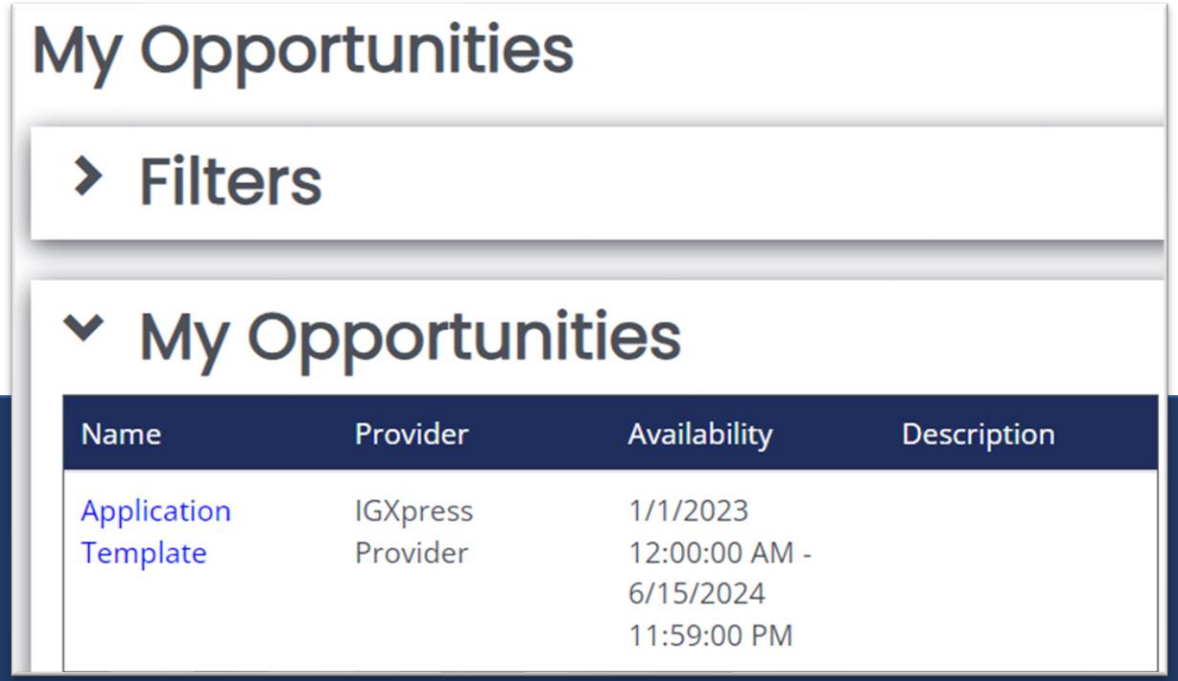
Generally, a grant process has this type of structure:

- “Organization(s)” is shortened to “Org(s)”
- “Document(s)” is shortened to “Doc(s)”
- “Active Dates” refers to the start date for an opportunity or related doc.
- “Inactive Dates” refers to the end date for an opportunity or related doc.
- “State Agency” refers to the agency offering the funding.

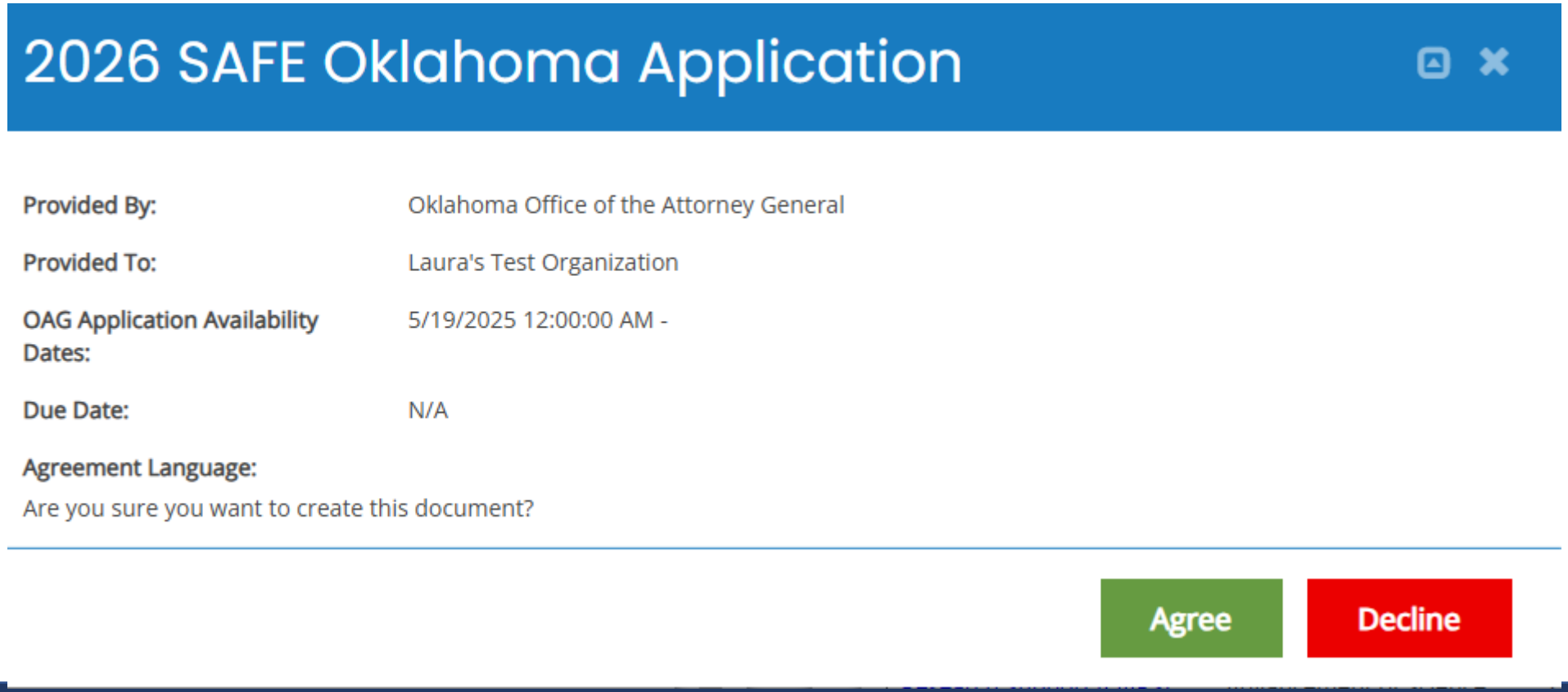
Starting a Grant Opportunity

Log in with a role that has the permissions to start the application.

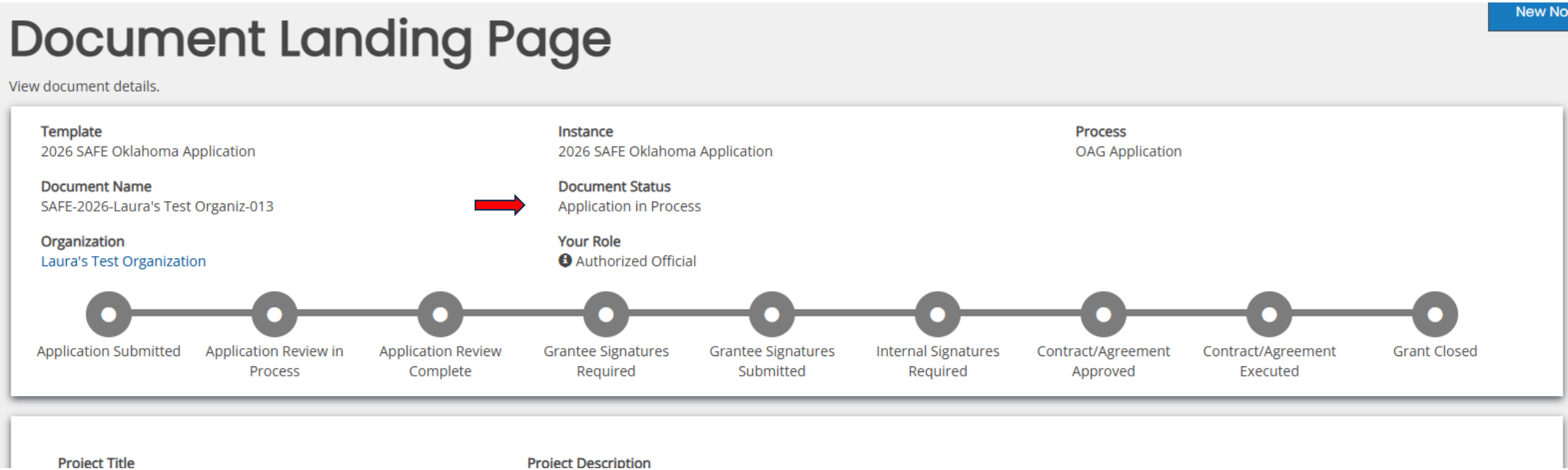
1. Navigate to the **My Opportunities** dashboard panel where current grant opportunities are displayed. **You will want to select 2026 SAFE Oklahoma Application under Name. The name would be 2026 SAFE Oklahoma Application**. The availability would be **6/9/2025 12:00:00 AM – 7/25/2025 11:59:00 PM.**



Once you click on the application name, the box below will pop up. Click on Agree.



Upon starting the document, the system will navigate you to the document's **Landing Page**. This is usually the main page for the ongoing document where you can view status. Please note your application is in Application in Process status at this time.



Navigating the Document Landing Page

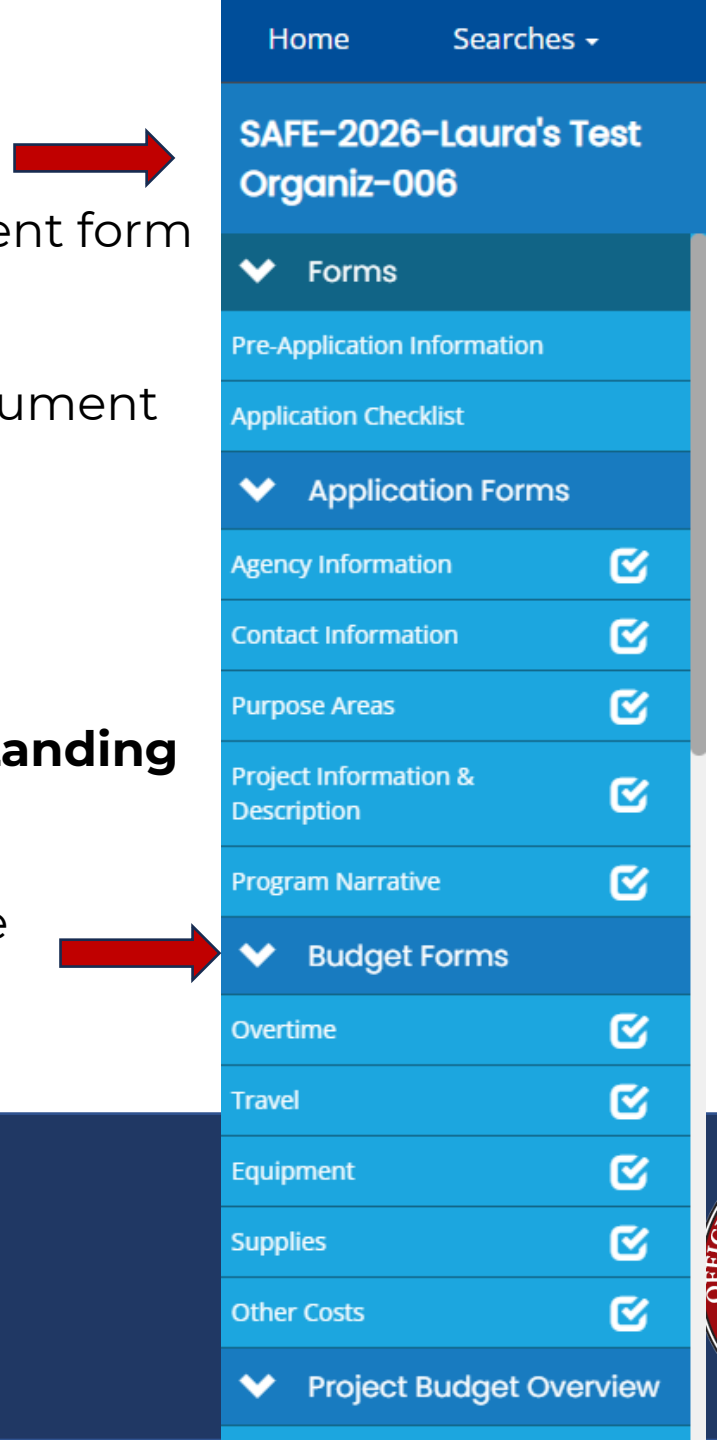
- **Document Details Section** – The main section of the document landing page is where all document-specific information is displayed, such as the document's name, status, what organization the document belongs to, your user's role on the document, specific dates related to the document such as due date and project period dates, and summary information gathered from various forms that have been completed.

- **Left-hand Side Navigation Column** – A menu with links to other parts of the document, including forms, document tools, links to submit documents, and related documents connected to this document.

Forms

This section functions like a table of contents for document form links.

- The number listed above the **Forms** header is the document number.
- Hovering over the document number supplies more information.
- Clicking on it brings the user back to the **Document Landing Page**.
- There are dropdown arrows next to the header to hide sections.



Document Navigation Overview

Form Options (Header)

Buttons are located in the upper right of a form that allow the user to complete specific functions.

Common buttons include:

- **New Note**: Enables the user to generate a new note for other users.
- **Save**: Lets the user preserve changes to the form.
- **Add**: Permits the user to create an additional instance of the form, like stapling an extra piece of a specific form to an existing paper form packet.
- **Delete**: Allows the user to eliminate the currently visible instance of the form, like tearing off a page from a packet of stapled forms.
- **Print:** Clicking the PRINT button allows the user to download a .pdf version of the current form.

Document Navigation Overview

Form Options (Footer)

Navigation buttons for proceeding to the "Next Form" or returning to the "Previous Form" are furnished at the bottom of the page. On the final page of the application, you will have a “Save and Submit” at the bottom.

Form Buttons in the Left Side Navigation Column

This sidebar encompasses all forms connected to the current application that require completion before submission.

- Form names serve as links to their respective forms (like pages in a paper application).
- To get more information about a button, users can hover over it.
- All forms must be marked saved before the application can be submitted.

Form Icons

A blank square indicates that the form is empty, and no data has been entered.

This button indicates that the form contains saved data and is complete.

This indicates that the form has errors that need to be addressed.

Clicking on the button brings up a list of different instances of the form.

The envelope shows that there are multiple occurrences of the form, and the user can click on the arrow to access them.

Application Forms

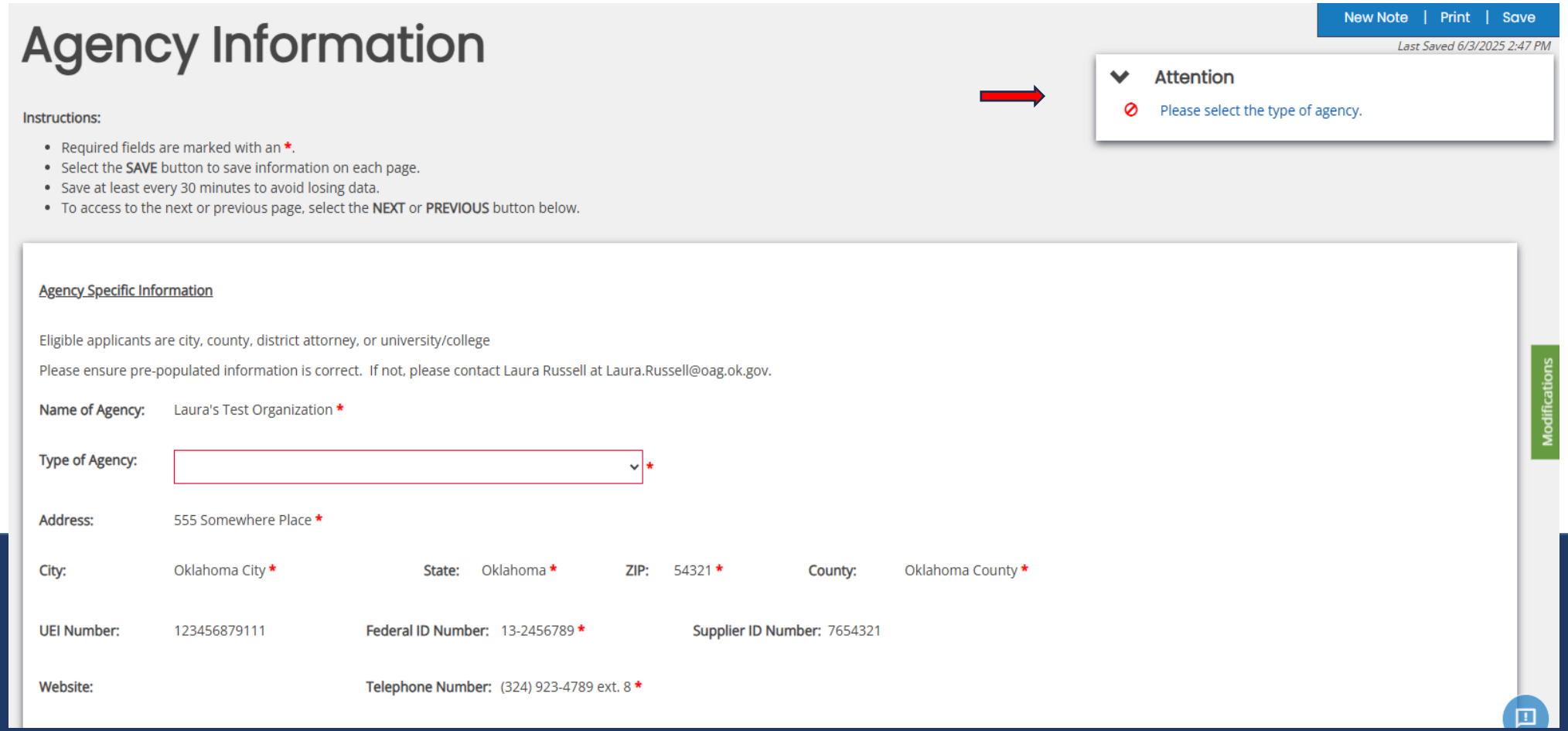
1. Start at the top and work down. You can exit the application whenever you want and come back to it later; just make sure you save the form before logging out.

2. Make sure to read the Pre-Application Information carefully. There is nothing to fill out and the form does not need to be saved but be sure to read it! It has a lot of information that relates to the grant and the application.

3. The Application Checklist form should be printed and then reviewed before changing the status of the application to submitted. Again, there is nothing to fill out on this form and it does not need to be saved.

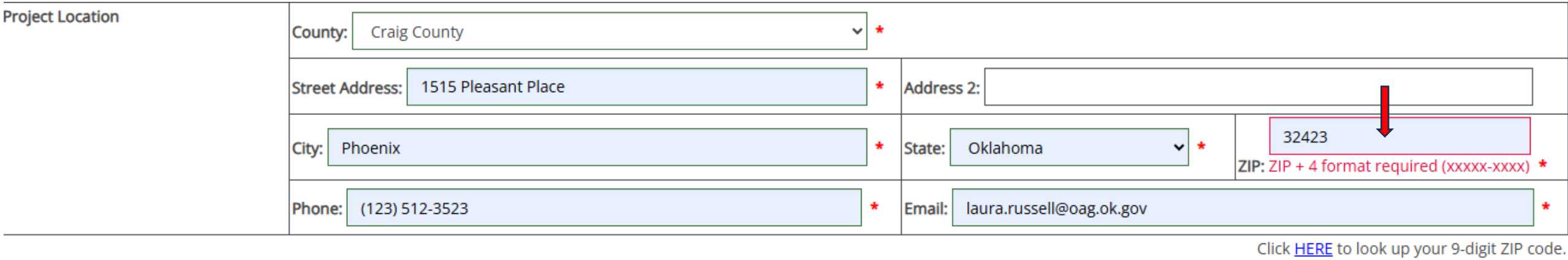
Application Forms

If there is something missing on the form you won't be allowed to save the form; instead, an error message will pop up letting you know what needs to be fixed and instead of a check mark in the button, there will be an exclamation mark to let you know the form is not complete.



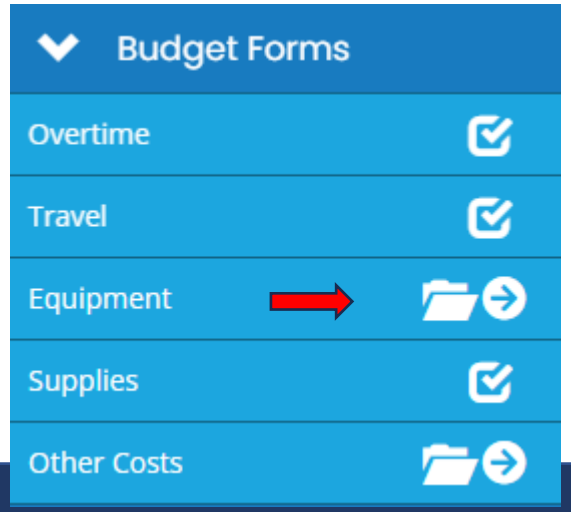
Application Forms

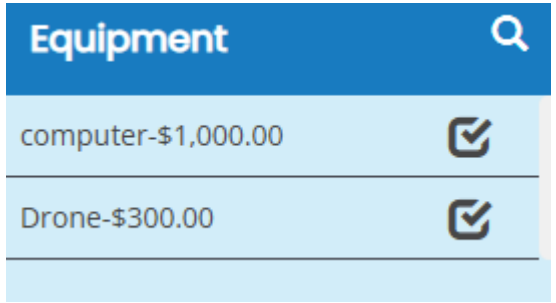
On the Project Information & Description Form, a ZIP + 4 format is required. If you don't enter all 9 digits, it won't save the page with an error message popping up. If you look at the ZIP field, there will be a red notice that this is required. Once you put in all 9 digits (with the dash), it will let you save the page.



Budget Forms

These forms are where you will put your requested budget items. If you are not requesting a budget category, just save the form without entering any information on the form. On some forms, each item under that budget category will be on a separate form. If you have several forms under that category, you will see the multiple form icon. If you click on the open folder, it will bring up all the forms under that budget category.





Budget Forms

All of the budget forms require a narrative to explain how grant funds requested will be utilized by the proposed project.

If a quote is required, you will get an error message if there is nothing uploaded; however, OGX has no way to verify what was uploaded so make sure to upload the correct quote. Quotes must be dated within the last six (6) months.

Attachments

The **Agency Use Only** is where the Office of the Attorney General can download documents. This is NOT for your use.

Miscellaneous is for narratives that did not fit on a text box on previous forms. This would include text boxes on the Project Information and Description Form, the Program Narrative Form, and the Budget Forms.

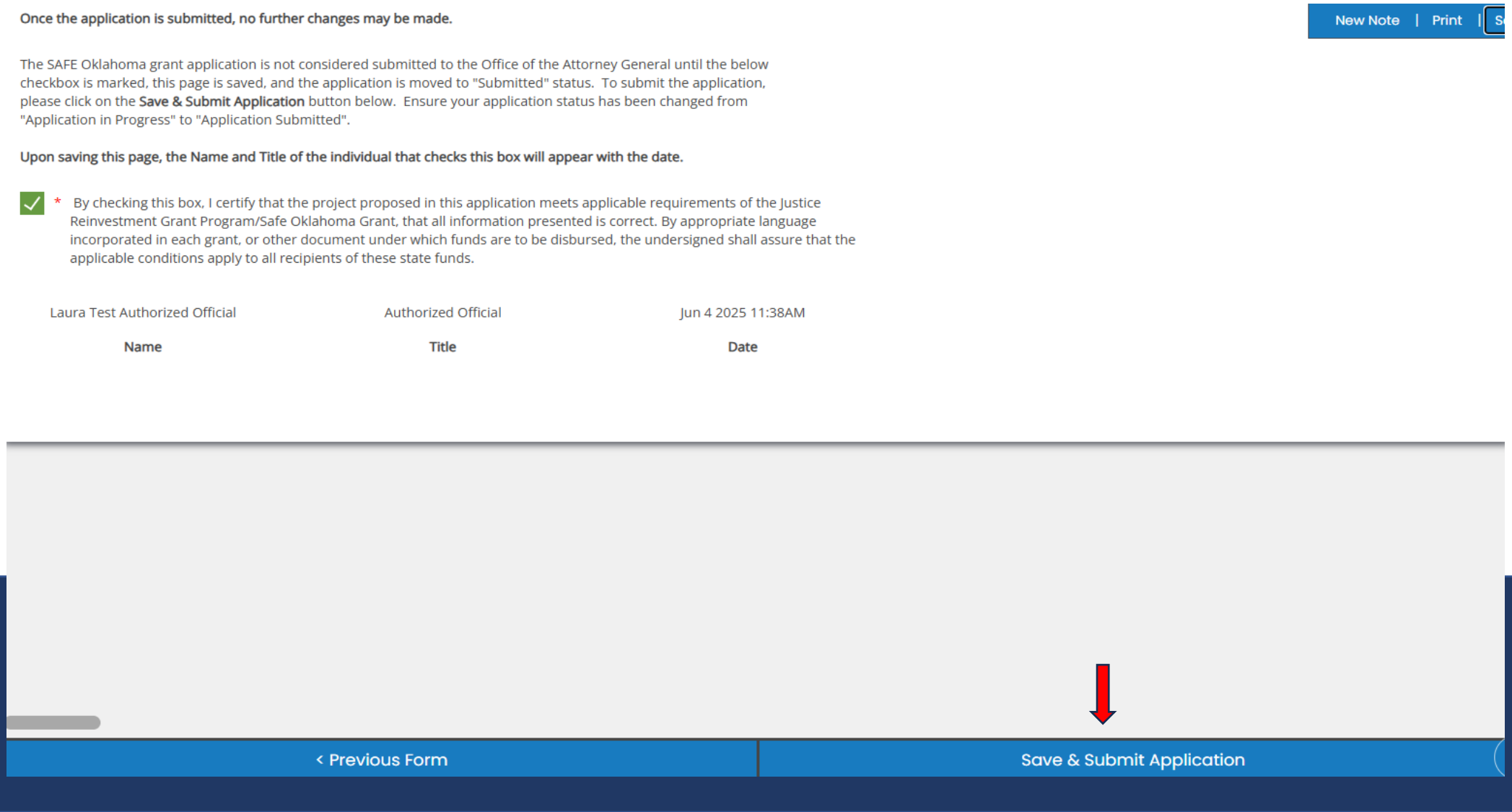
Certified Assurances and Special Provisions

Please read this carefully; these are conditions of the grant that your agency has agreed to abide by.

Once you click save, it will pull over the name and title of the individual saving the page. It will also date the signature.

Application Submission

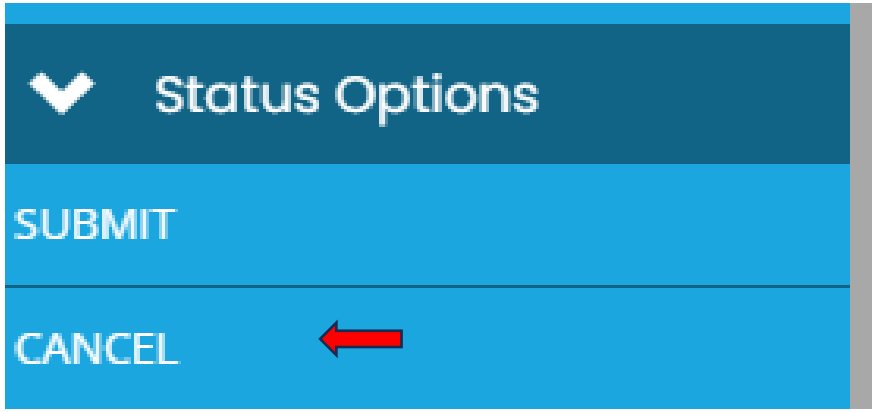
The application is submitted on **this form**.



Status Options

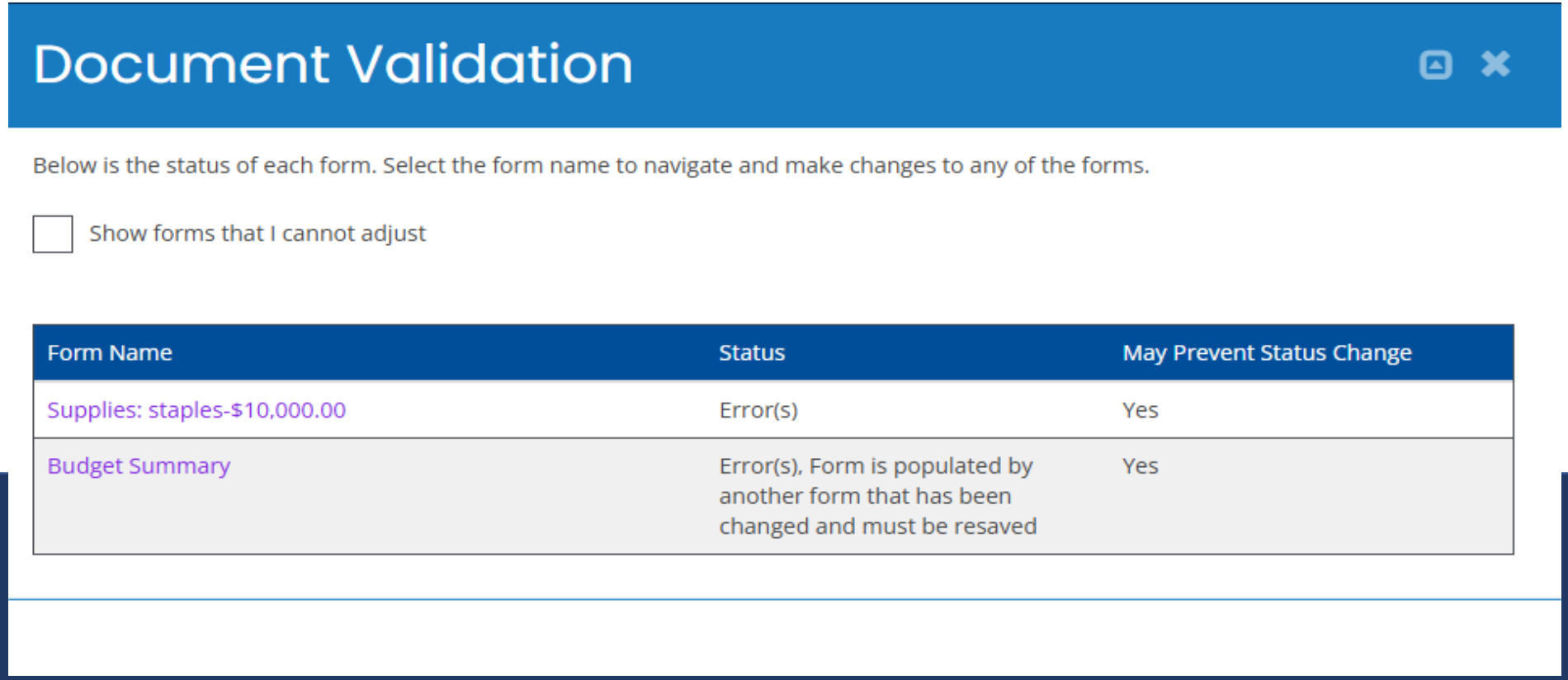
Under Tools is Status Options.

The SUBMIT form under Status Options will be used later once the grant is awarded to make changes to the grant. If you want to cancel an application, it would be done here using the CANCEL button.



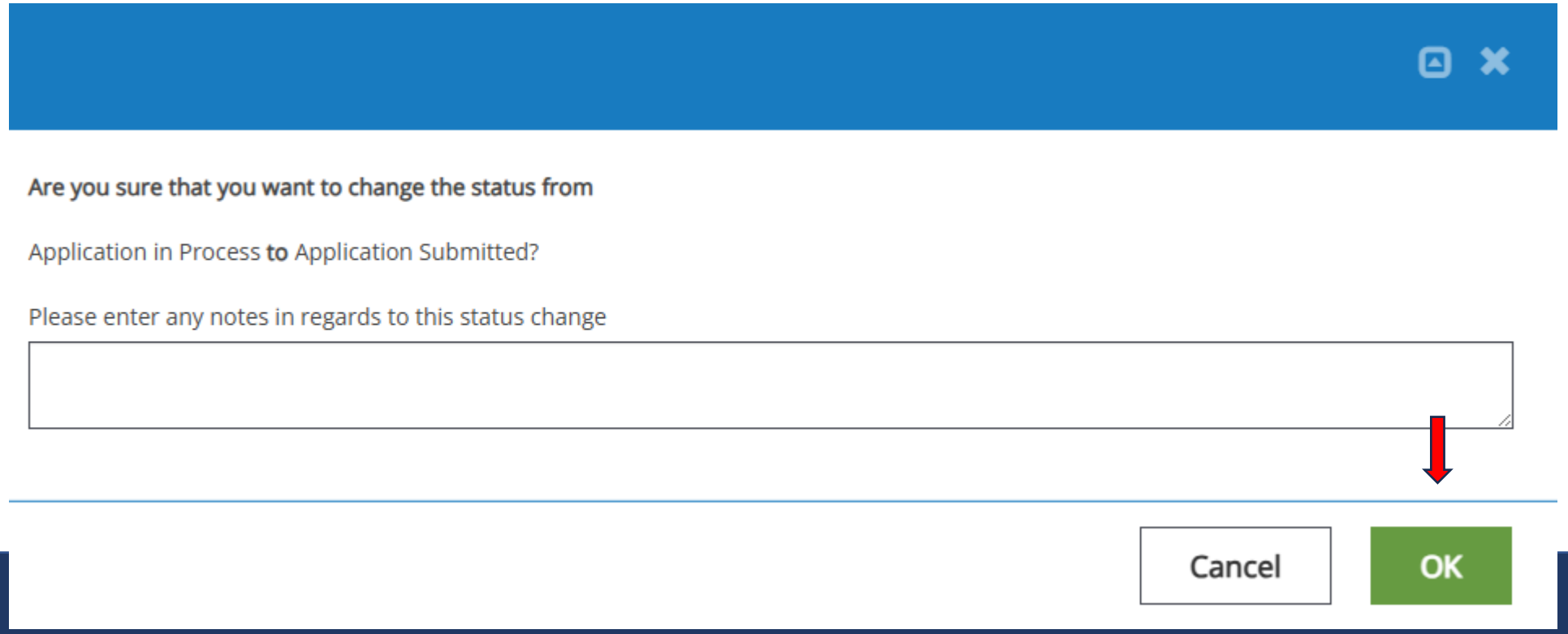
Application Submission

If there are errors on any of the forms, you will not be able to submit. You must go back to the form(s) with the error, make the required corrections, and re-save the page. After every budget form that requires correction, it will require you to go back and open the Budget Summary Form page and re-save that form.



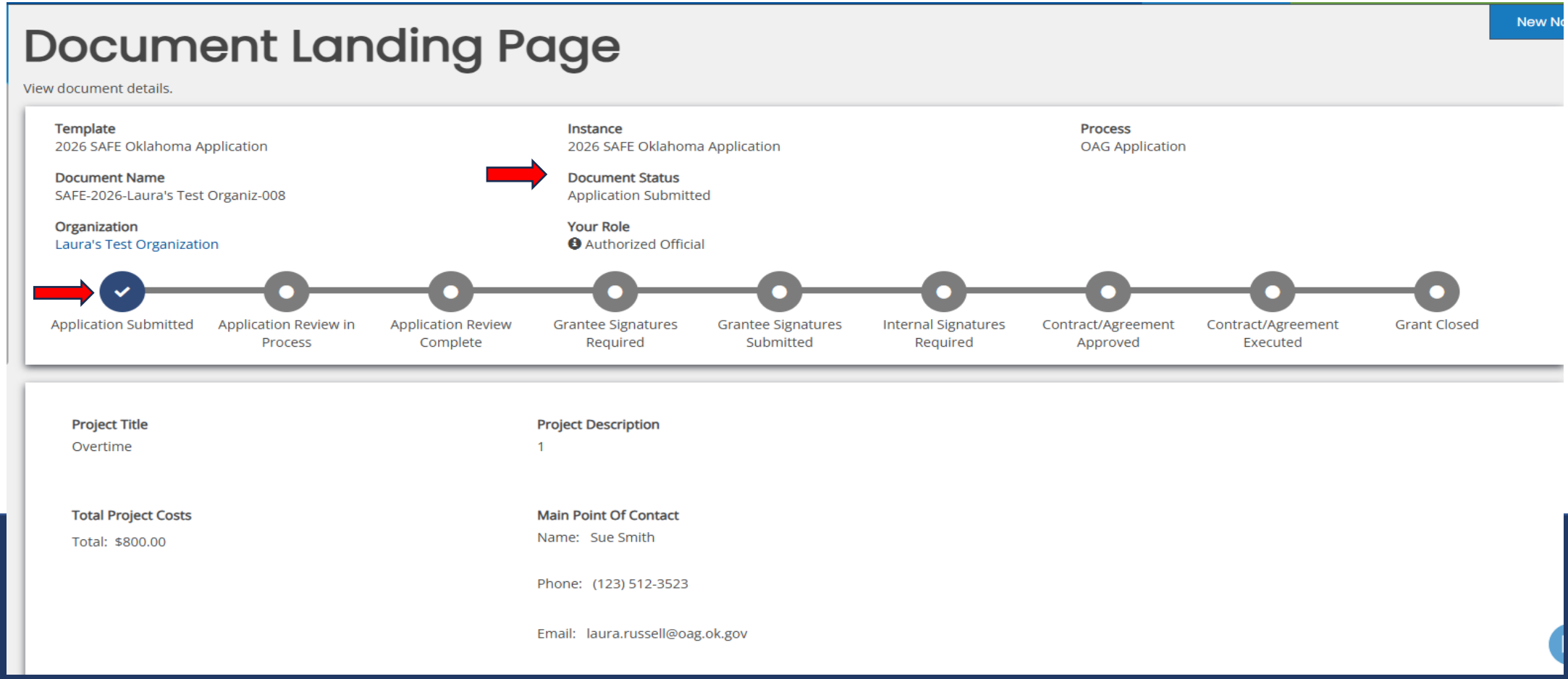
Application Submission

Once all the errors have been corrected, and you click on the Save and Submit button, it will then ask you to confirm that you want to change the status to submitted. If so, click OK.



Application Submission

Once you have submitted the application, it will bring up the Document Landing Page. This will show you that your application page has been submitted. **Your application will not be considered for funding if the application is not submitted by 11:59 p.m. on July 25, 2025.**



Tools Section

The Tools section includes a list of personalized tools available to users based on their designated role. The available tools are designed to assist users as they complete the document.

The user's role determines the available tools.

Landing Page

The LANDING PAGE LINK redirects the user to the Document Landing Page.

Add/Edit People Tool

The ADD/EDIT PEOPLE LINK directs the user to the Add/Edit People page. Here, users can add or update user profiles, and/or their roles and/or dates.

Adding Users to the Application/Grant

To add users, click the PLUS SIGN button, search for a user, assign a role from the dropdown menu and click SAVE (the **Active Date** field is optional).

NOTE: Users from other organizations can only be added to specific documents, not the entire organization from this menu.

Removing Users

To remove users, click the PENCIL button, set an inactive date, and click the SAVE button. After this date, the user will lose document access.

Status History

The STATUS HISTORY LINK provides a table displaying the various document statuses, the date/time when the document received its status, the user who performed the status change, and any notes entered during the status change.

Date Modification

The DATE MODIFICATION HISTORY shows the date the document was modified.

Attachment Repository

The ATTACHMENT REPOSITORY LINK directs the user to a page listing all currently uploaded document files. Users can open uploads by clicking the hyperlinked name under the Attachment link column. For multiple file access, users can tick the “Zip” checkbox then click the “Zip” button to download them as a zip file.

Modification Summary

The MODIFICATION SUMMARY LINK shows all changes made during version steps, comparing earlier versions of information entered on a form to later or current versions. It only displays changes between versioned steps, not all value changes.

Document Validation

The DOCUMENT VALIDATION LINK enables users to check for errors in the document forms before submission.

Notes

The NOTES LINK displays all document notes. Users can add notes from any document page or other tool pages by clicking the “New Note” button in the screen's top right corner. This opens a page where users can enter and format their notes.

To save/post the note, click the AIRPLANE button.

Print Document

The PRINT DOCUMENT tool provides users with the ability to create a printable PDF variant of any document in the system, including all the questions and their recorded answers. Click specific radio buttons to customize the PDF before clicking the PRINT button.

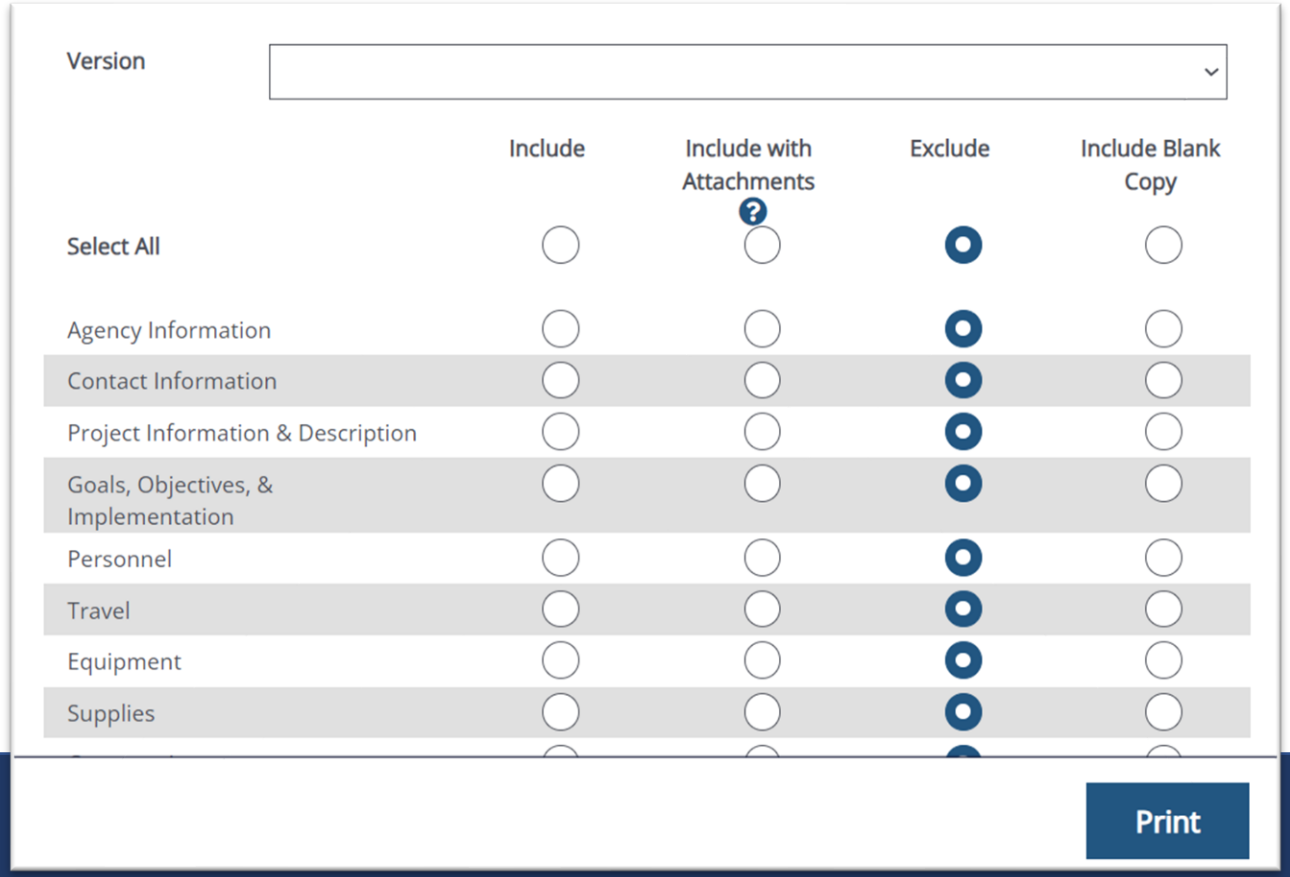
- Select a “version” from the dropdown to download the PDF for that version.
- If you want to apply one option to all the forms, you can use the "Select All" feature located at the top of each column. This option lets you select a single preference for all forms at once.

Here's a summary of the options available for each form or document:

- **Include**: Includes a form with all its filled-out answers in the PDF.
- **Include with Attachments**: Chose this selection if you want to include both the form with its responses and any related attachments.

Print Document

- **Exclude**: Omits a particular form to appear in your PDF copy.
- **Include Blank Copy**: Choose this option if you prefer to include a blank version of the form.



Document Messages Tool

The Document Messages tool is designed to facilitate sending and receiving both email and in-system notifications relating to a specific document.

Message Search Section: A search bar allows users to filter for specific messages about the document. If all fields are left blank and the SEARCH button is clicked, a complete list of emails about that document will be displayed.

By leveraging this tool, users can keep track of all communication pertaining to a specific document, ensuring all actions, changes, or requirements are easily accessible, visible, and understandable.

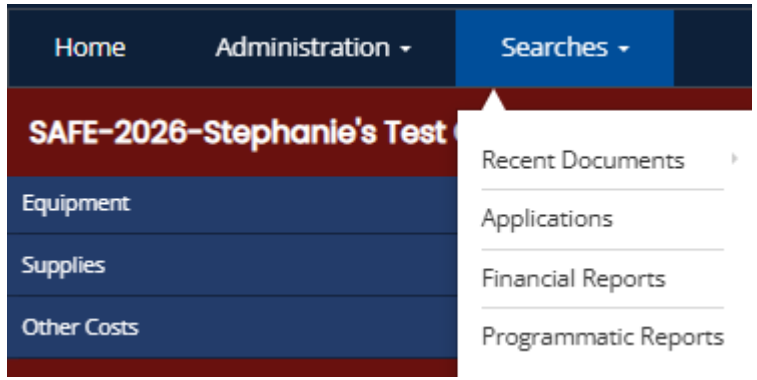
The **Status Options** tool enables users to modify the status of a document. This is typically utilized when submitting reports, signing contracts, or requesting modifications to grants.

- This section is vital for transitioning contracts between different statuses. For instance, shifting a application to "Application Cancelled“.
- When you attempt a status change, a confirmation message will appear, prompting you to press OK to confirm the change, or CANCEL to abort it. Sometimes a text field appears where the user can add information about the status of the document.
- If the document contains any errors, a page will display providing information about these errors and links to specific pages where these errors are present.

Navigating Back to an Initiated Grant Using the Searches Tab

Finding a specific document, such as an application, is a straightforward process. Here are the steps you can follow:

1. Click on the **Searches** link located in the main navigation menu at the top left of the screen.
2. A dropdown menu or list will appear, displaying diverse types of documents. Click on the link that corresponds to the type of document you are working on.



3. Now, you need to input search details. This could be partial or full information related to the document you're looking for. The details could go into one of the search fields or be selected from a dropdown item. **Note: The more specific the information you enter, the more likely you are to filter out unrelated search results**.

4. With your details entered, click on the SEARCH button.
5. The **Search Results** section will be generated at the bottom of the page, displaying documents that match your search criteria.
    - Browse through the results and click on the specific document.
    - Clicking on a result will take you to the document's **Landing Page** where you can view or continue working on it.

Using the My Tasks Dashboard Panel

The **My Tasks** dashboard panel lists all the tasks or documents, including application assigned to you or that require your attention.

To access this panel, please follow these steps:

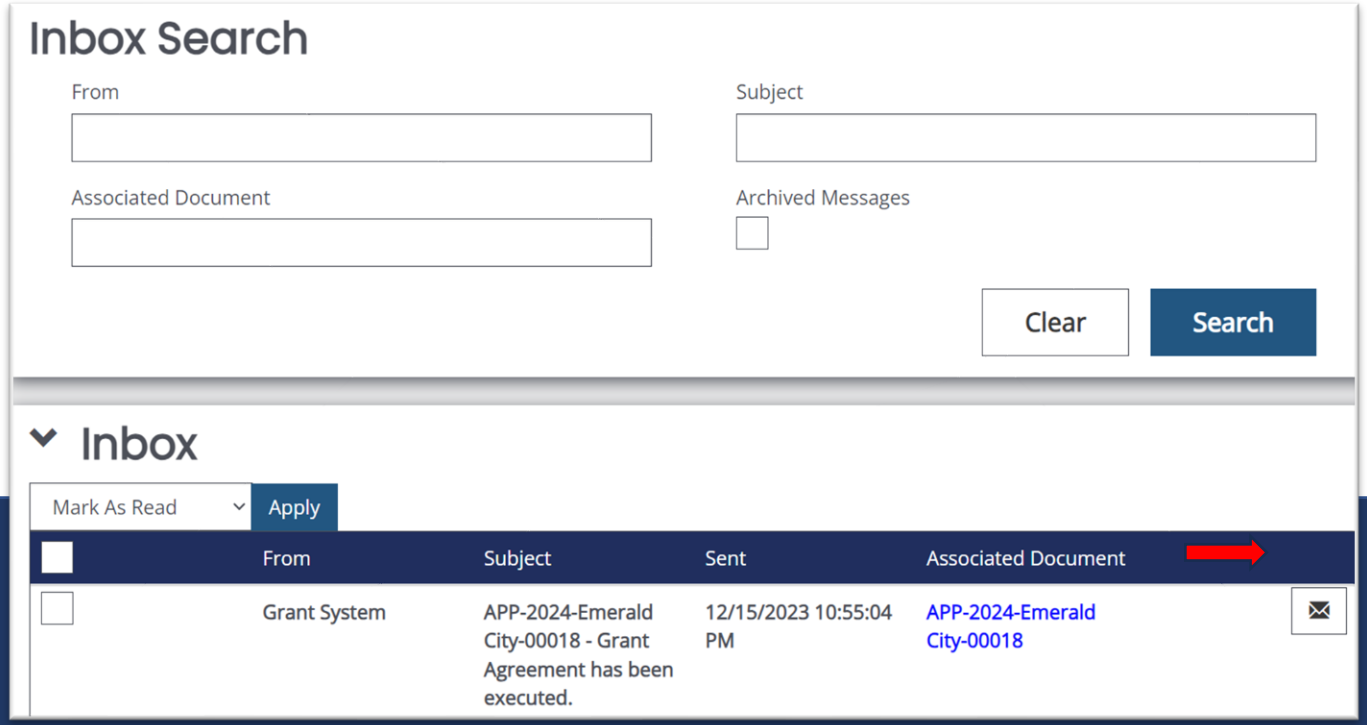
1. Navigate to the **My Tasks** dashboard panel on the **Home/Dashboard** page.
2. Locate your document in the task list. If you've recently started a grant opportunity, it will most likely appear here.
3. Click on the link in the **Name** column to open the document again.

Remember to save your progress frequently to avoid loss of any information.

Accessing Your Inbox

Follow these steps to access the Inbox:

1. Click on the **Name Link** at the top of the page on the right side.
2. Click on the **Messages** link in the right-hand column.
3. To access a specific sent email, click on the ENVELOPE button on the right side of the row for that email.



- To mark a specific email as read, check the box(es) next to the email(s) you've read or want to mark as read and select 'Mark as Read' from the drop-down list before clicking the APPLY button.

Accessing Sent Messages

To access the system messages you have previously sent:

1. Click on the **Name Link** at the top of the page on the right side.
2. Click on the **Messages** link in the right-hand column.
3. Click the **Sent** link in the left-hand column
4. To access a specific sent email, click on the ENVELOPE button on the right side of the row for that email.

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For questions regarding OGX, please email grants@oag.ok.gov and put 2026 SAFE Application in the subject line.