

## **INSTRUCTIONS FOR SAMHSA GRANTEES** **HOW TO REGISTER FOR AN eRA COMMONS ACCOUNT**

**[ALL SAMHSA Grantees need to have an eRA Commons Account. Below is a brief overview describing the process and two \(2\) links that will walk you through registration and show you screenshots.](#)**

Below is a brief overview of the steps for Registering Your Organization in eRA Commons

1. Complete the online Institution Registration form at the link below and click submit: <https://public.era.nih.gov/commons/public/registration/registrationInstructions.jsp>
2. eRA will send you an email with the link to confirm your email address.
3. Once email address is verified, NIH will review your request and let you know the result via email.
4. If your request is denied, you will get an email from NIH notifying you of the reason for the denial.
5. If your request is approved, you will get an email from NIH with your Commons user ID and temporary password.
6. You will log into Commons with your temporary password and the system will prompt you to change the temporary password to a permanent one. The contact Signing Officials (SOs), Business Officials, or Authorized Representative will be prompted to electronically sign your registration request. **(Please review your registration information carefully.)**
7. Once the contact Signing Official, Business Official, or Authorized Representative has electronically signed the request, your organization will be active in Commons and you may create and maintain additional accounts for your staff.
8. The Signing Official, Business Official, or Authorized Representative must create accounts for the PDs associated with current active grants in order to ensure access to the grant information in the eRA Commons system. Step-by-step Instructions for Creating PD accounts (including screenshots):  
["https://era.nih.gov/erahelp/Commons/default.htm#Commons/1\\_Admin/mgacct\\_create.htm"](https://era.nih.gov/erahelp/Commons/default.htm#Commons/1_Admin/mgacct_create.htm)

Step-by-step Instructions for Registering an Organization (including screenshots):

["https://era.nih.gov/reg\\_accounts/register\\_commons.cfm"](https://era.nih.gov/reg_accounts/register_commons.cfm)

### **Finding Help:**

Web site: <https://public.era.nih.gov/commonshelp>

Hours: Mon-Fri, 7 a.m. to 8 p.m. Eastern Time, except for Federal holidays

Toll-free: 1-866-504-9552

Phone: 301-402-7469

If you have SAMHSA specific questions about eRA Commons Accounts, please send an email to [DGMCorrespondence@samhsa.hhs.gov](mailto:DGMCorrespondence@samhsa.hhs.gov) .