

## User Registration Request Quick Start Guide

1. Access the LCLE Egrants site by going to [www.lcle.la.gov](http://www.lcle.la.gov). Click on the link to Egrants.
2. Click on the "Register" button. You will be transferred to the "LCLE Egrants User Registration Screen"

Please use upper and lower case letters to complete this form. The **Standards for Data Entry Quick Start Guide** should be used for additional data entry tips.

Notes: Fields that are marked with an asterisk are required fields and must be completed.

User ID: Must include 6-14 characters, beginning with a letter as the first character, followed by alphanumeric characters.

Write down your User ID and Password and keep them in a secure place for later use.

3. Click on the "Submit" button at the bottom of the screen when you have completed all the required fields.
4. When you register, or login, read the LCLE "Egrants Terms of Use" and click on "Agree" to proceed.

Note: You will not have access to the full Egrants system until security is established with LCLE. Until then, you will have limited access which includes the User Management Profiles and Work Manager tabs.

5. Complete the Egrants User Registration Request Form located on our website and return it via email to [egrants@lcle.la.gov](mailto:egrants@lcle.la.gov), or fax to (225) 342-1846, Attn: Egrants Support. Mail the original form to:

LA Commission on Law Enforcement  
Attn: Egrants Support  
PO Box 3133  
Baton Rouge, LA 70821-3133

This form must be signed **in blue** by the **head of the organization** in which you are requesting access to inquire, view, and/or submit on behalf of.

You will be notified by LCLE Egrants Support staff via email once credentials and Egrants roles are established.

If you have any questions, please contact Egrants support at [egrants@lcle.la.gov](mailto:egrants@lcle.la.gov), or call (225) 342-1968.