Montana Grants and Loans Portal

User Registration

Last revised: 8.5.25

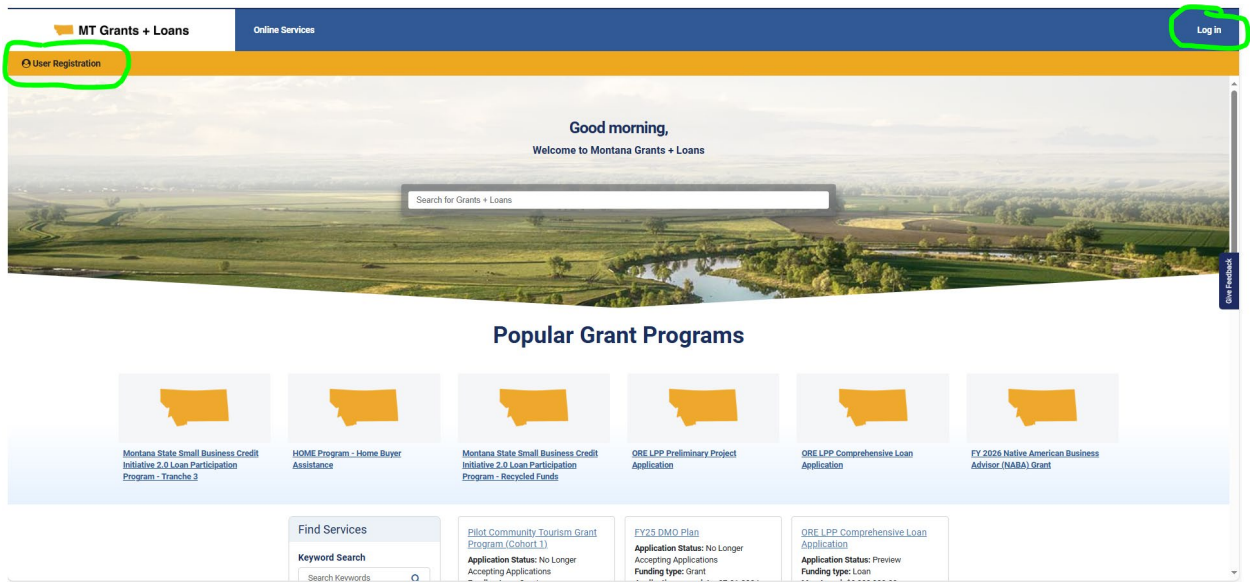
When using the Montana Grants and Loans portal, you do not need to log into an account to browse the funding opportunities (grants and loans) available in the portal. At the time you wish to apply for a funding opportunity, you will need to log in.

The portal takes advantage of the State of Montana single sign-on solution, Okta. You will only need to create one Okta account per email address. You may have an Okta account for your personal email, and you may have an Okta account for your work email. The purpose of this document is to outline how to create your Okta account for either type of email address.

If you are using a business email, you will be registering as part of that business account. If someone from your business has already create an Okta account, they will have received a registration code that you can use to add yourself as a contact within the business. If you are unsure if there is a registration code for your business, please contact the support desk at 406-444-2000.

Begin User Registration

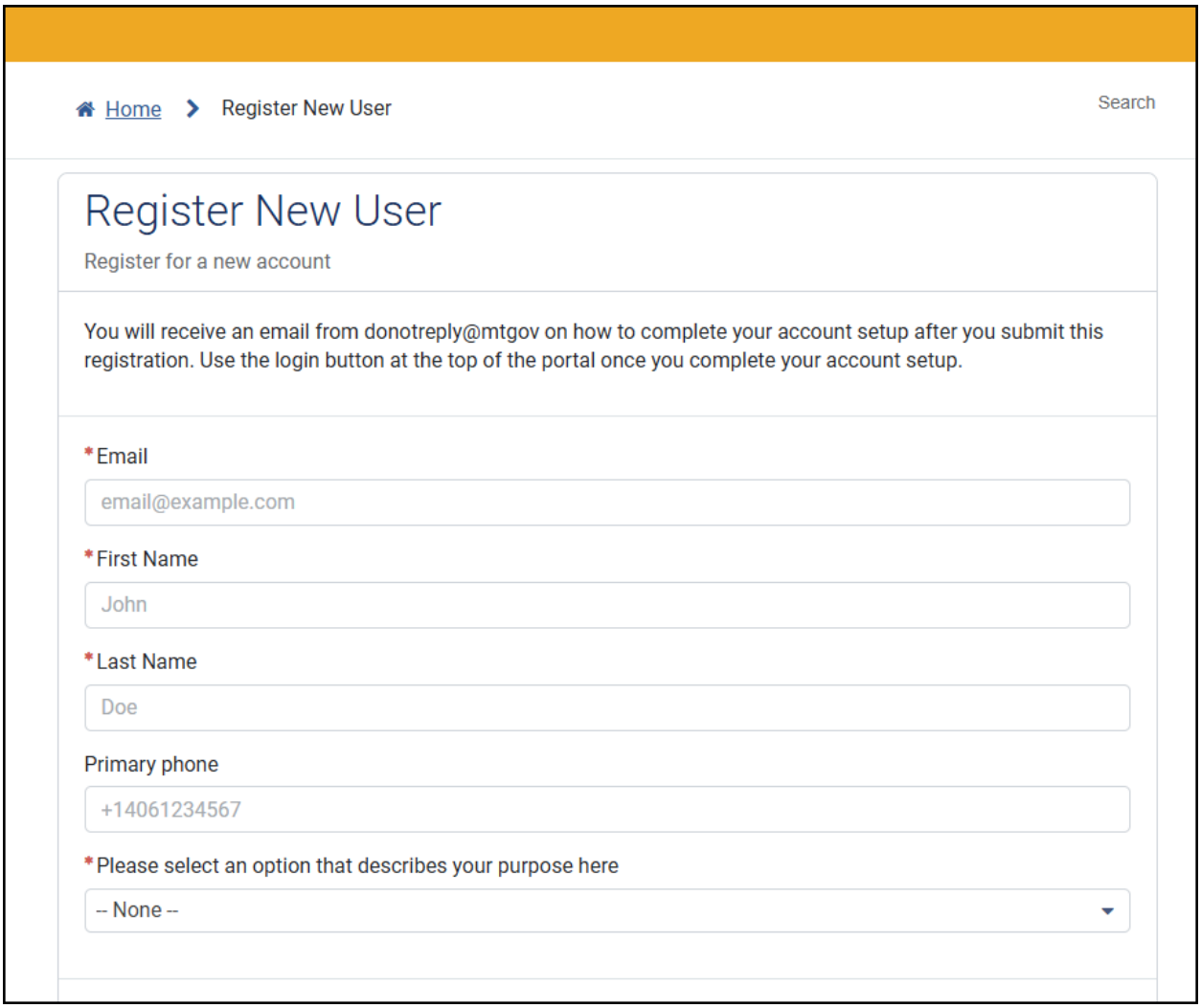
When you are in the portal, there is a top blue banner with the option to Log in on the right side of that banner. If you already have an Okta account to use, you may choose this option. If you need to create your account, choose User Registration in the gold banner located directly below the blue banner.



Fill out the Register New User Form

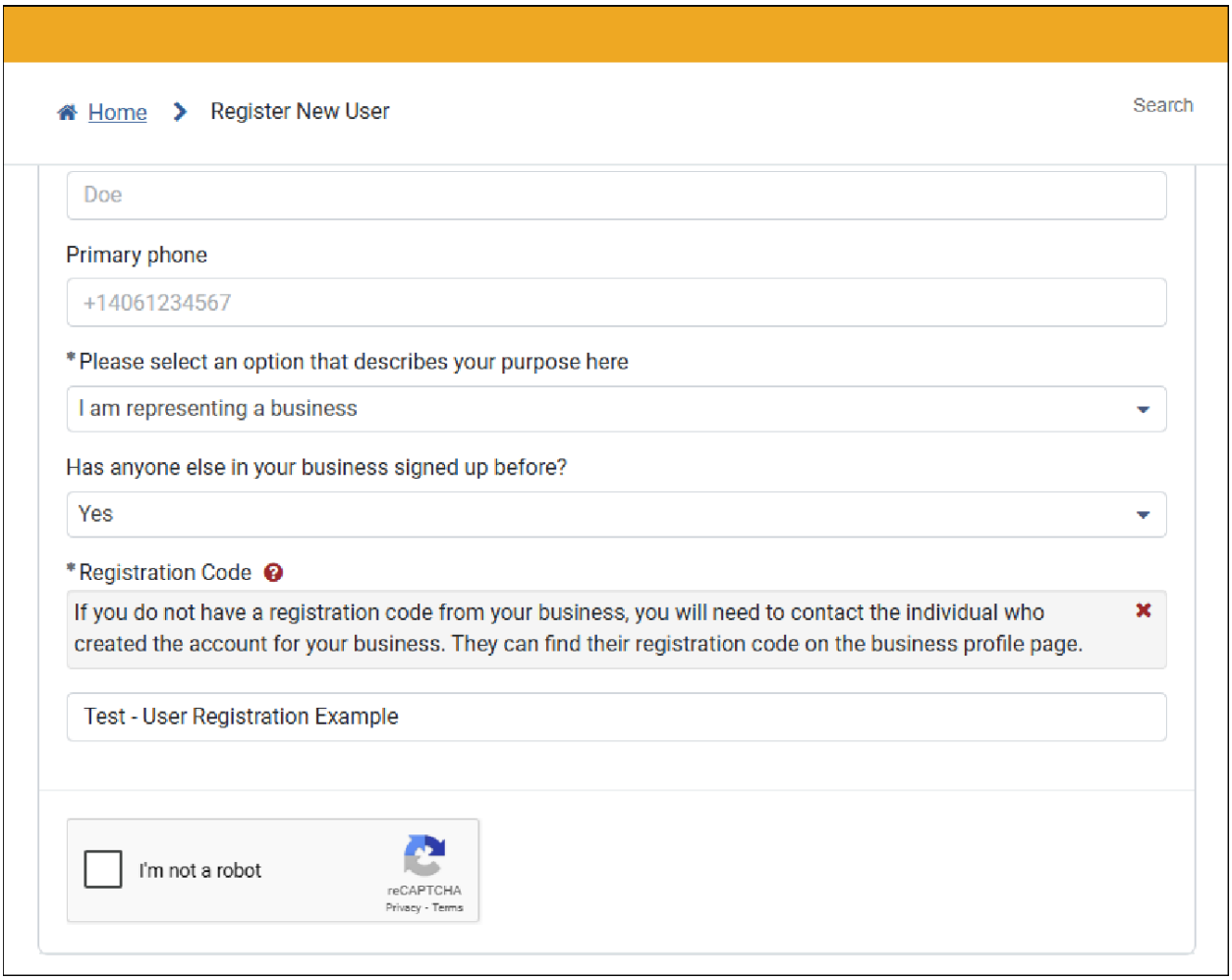
Your first step in registering for an Okta account is to fill out the Register New User form. Here, enter your email address, which will be used as your login username, your first and last names, and your primary phone. The phone does require a country code, so remember to use +1 before your number for US numbers.

The last selection is for your purpose. This is the purpose for the account. If you are creating an account for you to use with your business / work email, select the appropriate business selection. If you work for a local government, that is considered a business for the purposes of registration. If you are applying for a funding opportunity as an individual, you would choose that you are not representing a business.



Once youìve selected that you are representing a business or are a Sole Proprietor, you will need either connect to an existing business or create one. If you select that someone else in your business has signed up before, you will need to provide the registration code. If you select that no one has signed up from your business, you will need to enter your business name.

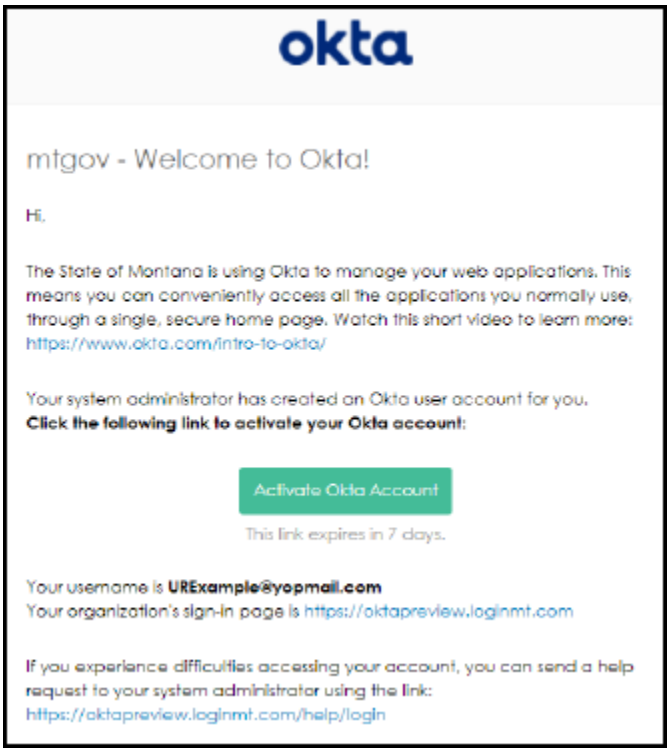
You may now complete the îI am not a robotï selection and press Submit.



Activate your account

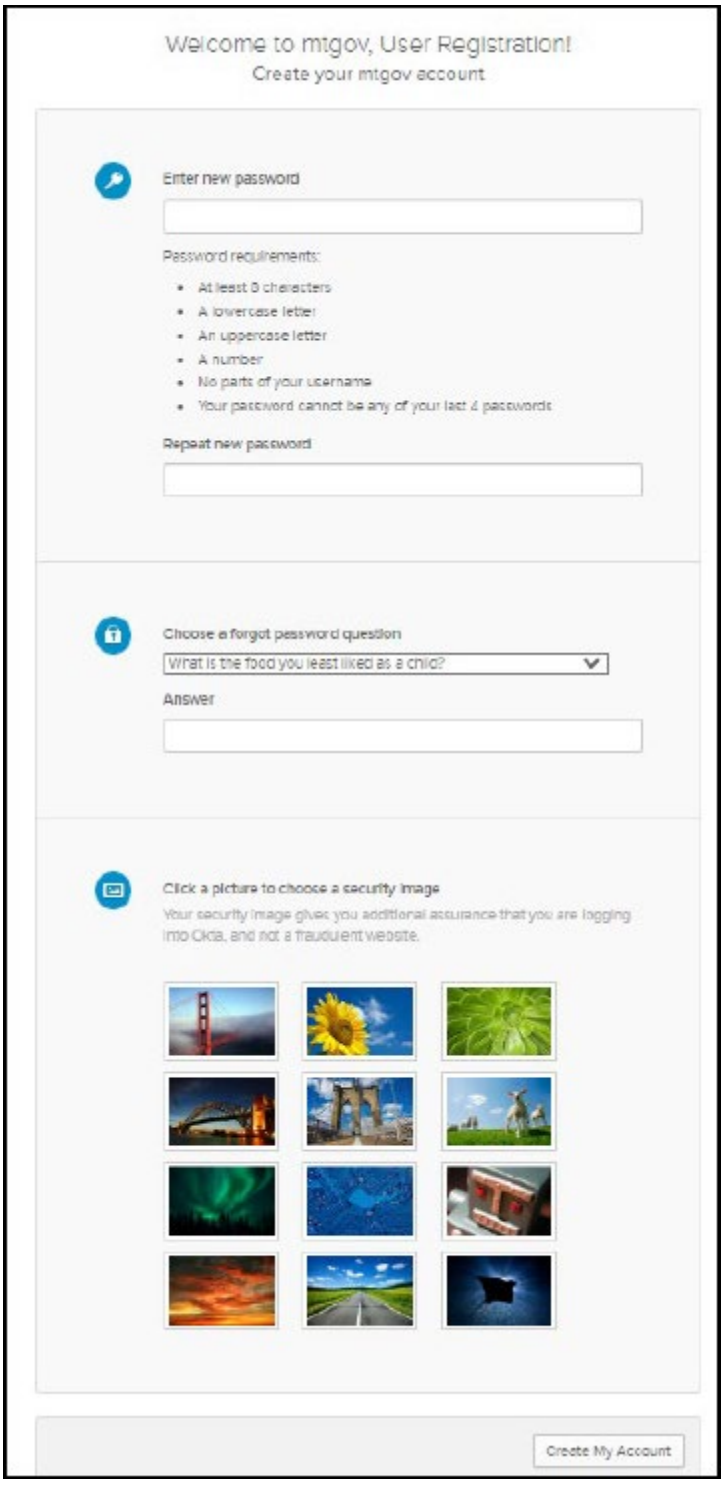
You will now have an email from Okta in the inbox of the corresponding email address you used for registration. If the email does not appear check your junk or spam folder. If the email does not appear, contact the Montana state helpdesk at 406-444-2000 for assistance.

Click on the button, îActivate Okta Accountï which will take you to a web page to finish the registration.



Complete the Registration

When you click on the activation link, you will be taken to a page to set your password and security question/picture. When you are done with filling out the form, select the îCreate My Accountï button.



Registration is done

You have now completed the registration process and created an Okta account. Remember your email and password, as you will use this account for logging into other State of Montana online services.

FAQs

I created my account and now Ìm not sure how to get back to the Grant and Loan system.

Go to Grants and Loans Portal - MT Grants + Loans. From now on, you wonìt need to register an account, you can log into the system with your Okta username and password by clicking on the Log in link in the upper right-hand corner.

I have an Okta account, but when I log in, I either get a 404 error or an error that I donìt have access.

This is because your original Okta registration didnìt involve the business or personal designation. Go to https://montana.servicenowservices.com/citizen and a pop-up screen will appear asking you to select an option that describes your purpose here. If this screen does not appear, contact the Montana State helpdesk at 406-444-2000 for assistance. Otherwise, you will be able to select your business designation and return to https://commerce.mt.gov/Business/Business-Assistance/Montana-Wood-Products-Revolving-Loan-Program and try applying again.

Someone in my business already registered but they do not know where to get the registration code. Have the person who registered your business go to https://montana.servicenowservices.com/citizen?id=user_profile. This is their profile page and includes account name and registration code. Have them email you the registration code. If they are unable to find it, they can contact us at https://business.mt.gov/Business-Assistance/Montana-State-Small-Business-Credit-Initiative-Program/Contact for assistance.