

Step 1: Click on the link [HERE](#) to access the AACOG Grant Summary Form Platform.

Step 2: Applicants now have two options to create their login ID and Password

- a. Select the blue apply button next to the grant program the applicant wants to submit a grant summary form for (JAG, JJDP (SF), JJDP (TP), VOCA, or VAWA – These are the only funding streams that require applicants to go through AACOG’s regional process.

OR

- b. Select the Blue Login/Sign Up Button at the top right of the screen.

Step 3: You will be taken to a screen to Create an account for AACOG Criminal Justice. Select the tab that states “I am a new user” – If you applied last year, you can select the tab titled “I already have an account” and use the login you created last year for submitting your grant summary forms. If you are a reviewer on the CJAC and also applied last year – Please ensure you use the login you created for submitting your grant summary forms (NOT your reviewer login).

Step 4: Fill in the login credentials as you prefer (Applicants must use a valid email, valid phone number, and use a password they will remember)

Step 5: Select Create Account

Step 6: Applicants will be asked for a 6-digit verification code – this code will be emailed to the email address you used when creating your login id. Go to your email inbox to obtain the 6-digit verification code – check your junk and spam folders if you have not received it. This is what verifies your email address and will only need to be done one time unless you forget your password.

Step 7: Go back to the portal and enter the 6-digit code

Step 8: Once the 6-digit code is entered, the system will automatically take applicants into the portal system.

- a. If the account was created by selecting the blue apply button next to the grant program the applicant will be taken right into the Grant Summary form process. (REMINDER – Per AACOG’s grant application guidelines - you are only able to submit only one agency/department grant application per funding stream
- b. If the applicant selected the blue sign up button in the top right corner of the screen to create their account, they will be taken to the list of the five grant programs and required to select the blue apply button next to the grant program they want to submit a grant summary form for.

Step 9: Now follow the instructions to create your organizational profile, fill out, and submit your Grant summary form. View Grant Workshop Presentation Slides via the AACOG Website under Governments and then Public Safety and finally Criminal Justice FY 2026 Grant Materials.