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## INSTRUCTIONS FOR SAMHSA RECIPIENTS

### How to Register for an eRA Commons Account

All SAMHSA applicants/grant recipients must register with NIH's eRA Commons. The individual from your organization with legal signing authority must complete the registration. This individual must be the SAMHSA Business Official (BO) listed in Part C of the HHS 5161 Checklist form or the Authorized Organization Representative (AOR) in the SF-424. The organization must also register their Authorized Organizational Representative (AOR) in [Grants.gov](https://www.grants.gov). If applying through eRA [Application Submission System and Interface for Submission Tracking \(ASSIST\)](#), the AOR's credentials must be entered.

The following is a brief overview of the process:

1. Complete and submit the online Institution Registration form at <https://public.era.nih.gov/commons/public/registration/registrationInstructions.jsp>.
2. eRA will email you a hyperlink to confirm your email address. Click the hyperlink in the confirmation email to verify your email address before the link expires in 48 hours
3. Once your email address is verified, eRA will review your request and respond with the result via email.
4. If your request is denied, eRA will send you an email notifying you of the reason. If your request is approved, eRA will send you an email with a hyperlink to confirm your registration information.
5. Once you confirm your registration information is correct, you will receive a second email containing your eRA Commons user ID and temporary password.
6. You must log into eRA Commons within 48 hours with your temporary password to change it to a permanent one. If you do not log in within 48 hours, the temporary password will expire and you will have to contact the [eRA Service Desk](#) to have it reset.
7. The BO or AOR must click the eRA Commons Application Link to review and accept (electronically sign) the registration request. **Please review your registration information carefully.**
8. Once the registration request has been electronically signed, your organization will be active in eRA Commons. One eRA account with the Signing Official (SO) role is automatically created for the BO/AOR during registration.
9. The SO may create and maintain additional accounts for organization staff, including other SOs. The SO must create accounts for the Program Directors/Project Directors (PDs) associated with current active grants in order to ensure access to the grant information in the eRA Commons system.

#### Additional Resources:

1. eRA Commons 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)
2. eRA Commons 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)
3. The eRA Service Desk is accessible:  
Web site: <https://public.era.nih.gov/commonshelp>  
Hours: Mon-Fri, 7 a.m. to 8 p.m. Eastern Standard Time, except for Federal holidays  
Toll-free: 1-866-504-9552 (Press 1 for eRA Commons or ASSIST and 3 for iEdison).  
Phone: 301-402-7469 (Press 1 for eRA Commons or ASSIST and 3 for iEdison).
4. If you have SAMHSA specific questions about eRA Commons Accounts, please send an email to [DGMCorrespondence@samhsa.hhs.gov](mailto:DGMCorrespondence@samhsa.hhs.gov).