

Creating a User Account & Organisation on IMS

Creating a User Account on IMS at ims.ecb.co.uk

Click on **'Create Account'**.

County Board / Foundation employees should contact grantmanagement@ecb.co.uk for access to IMS.

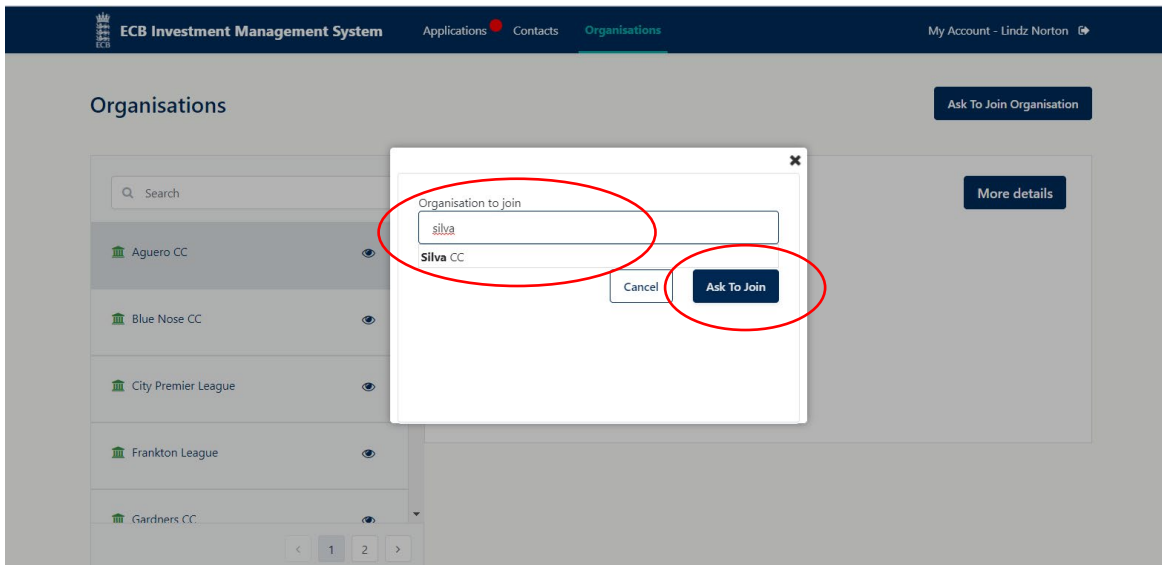
Fill in your personal contact details (using upper and lower case as standard).

Complete the tick boxes and click on **'Register'**.

You will receive an email to log on and create a password.

Once registered, if you are the Key Contact for your Organisation, you will need to go to the "Organisations" tab and click on the **Ask to Join Organisation** button.

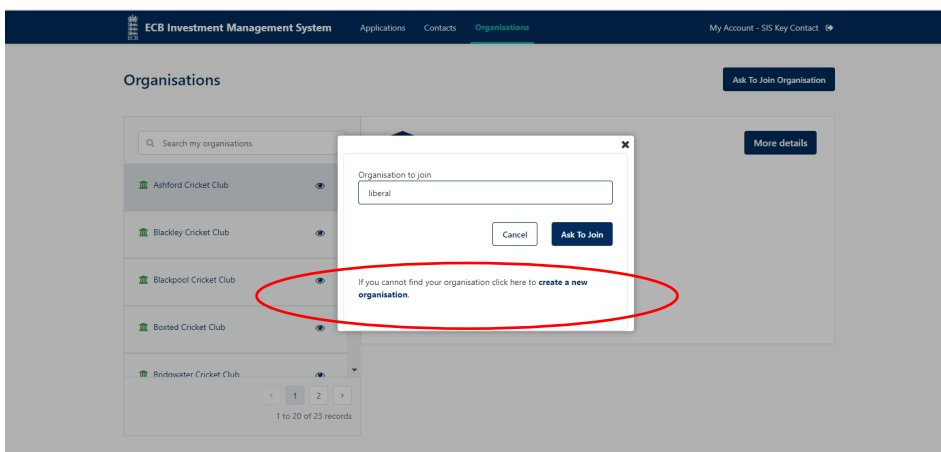
In the window, type in the name of the organisation. Select the organisation from the list that appears and click on **Ask to Join**.



If the Organisation is not on the system, refer to the **Create Organisation** section below.

The Second Signatory will also need to create a User Account and then go to the "Organisations" tab, type in the name in the window and click on **Ask to Join**.

Creating the Organisation



If the Organisation Name does not show, you will need to click on **create a new organisation** button.

Enter the Organisation details then click **Create Organisation**. Please note the Organisation address is for location purposes only – not correspondence, which will be done electronically.

More than one box can be ticked for 'Type of Organisation'.