This document will guide you through completing registration in the Equity Portal and log in.

California Department of Public Health

Office of Health Equity

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Prepared By: Crowe LLC

If your Grant or Contract Manager or other Office of Health Equity Contact has asked you to use the Equity Portal to work with the Office of Health Equity either on Technical Assistance, a Grant, or a Contract. Before beginning work, you will need to complete your Registration.

The Equity Portal can be found [here](#).

Complete Registration

As an Awardee, use the registration link to Register in the Equity Portal

1. You will get an email like the one below, sent from your OHE contact. It will come from the "equityteam@cdph.ca.gov" email, which is the email connected to the Equity Portal

2. Click on the **Registration Link** in the email

You cannot share your Registration Link! It is unique to you. If you cannot find it in your inbox, reach out to your OHE contact to send it to you again. Please do not share with other people at your organization, you will need to register each person separately.
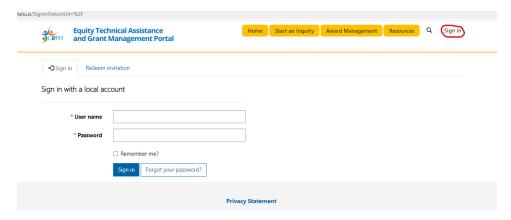
3. Follow the instructions to complete your log in credentials (username and password)
4. You will get a confirmation email when your registration has been approved and is complete

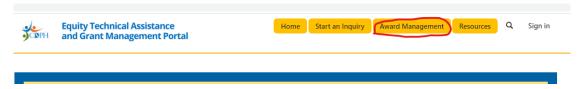You may choose to register your contacts yourself; you can reference the "Manage Contacts" User Guide to do this.

Sign In

Once Registration is complete, you will be able to Sign In with your credentials and select your Award

1. Navigate to the **Equity Portal** homepage
2. Select **Sign In** from the top right header of the Homepage

3. Enter in your username and password
4. Select the **Award Management** button in the header
5. If you have a Grant or Contract with OHE, you can select your award from the dropdown list to access the awardee type dashboard

6. You can also select **Start an Inquiry** to submit a request for Technical Assistance