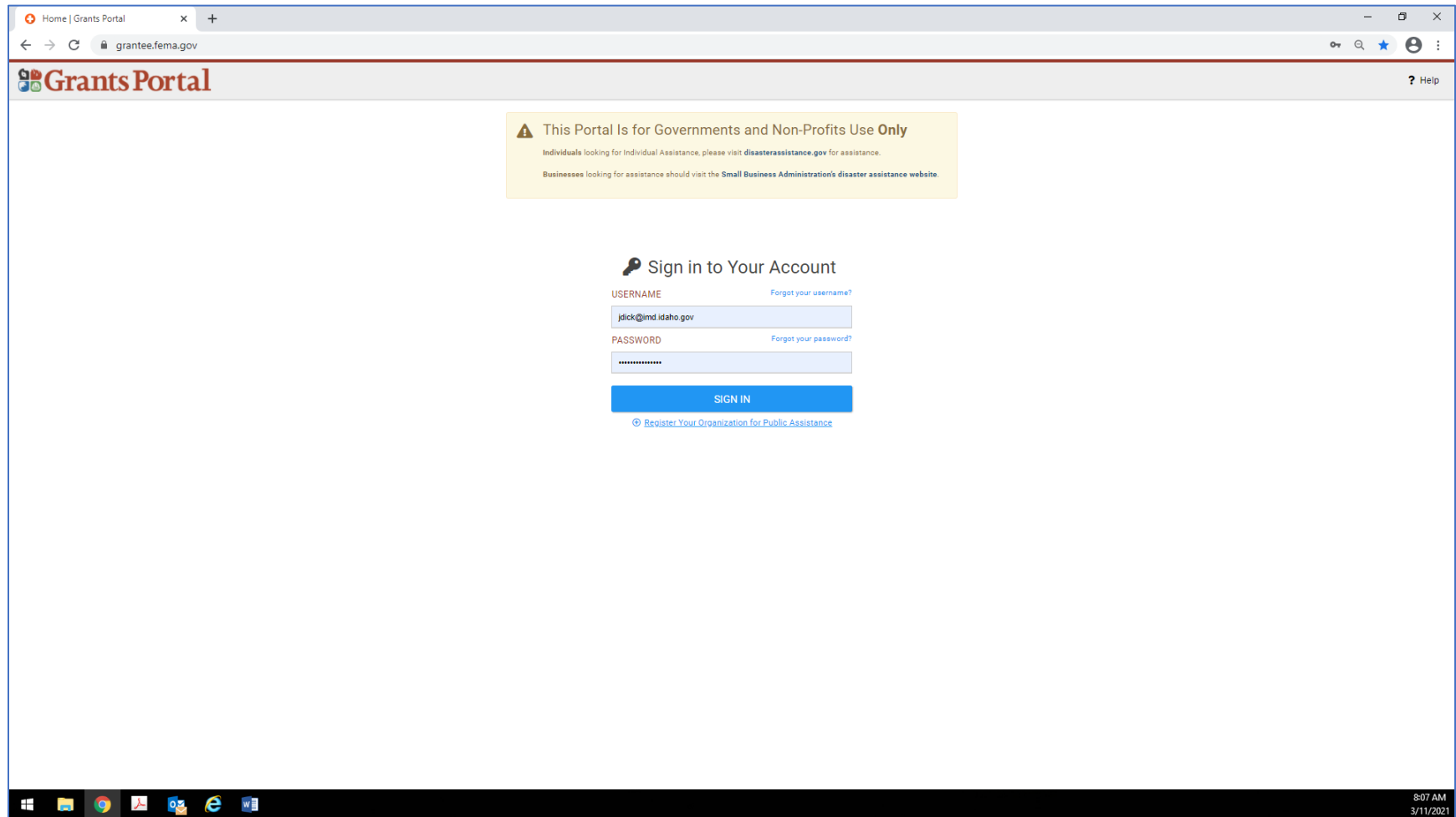


ESTABLISHING A GRANTS PORTAL ACCOUNT

- Visit <https://grantee.fema.gov/>



The screenshot shows a web browser window with the URL grantee.fema.gov. The page features the FEMA logo and the text "Grants Portal" in the top left. A yellow warning box in the center states: "This Portal Is for Governments and Non-Profits Use Only. Individuals looking for Individual Assistance, please visit disasterassistance.gov for assistance. Businesses looking for assistance should visit the [Small Business Administration's disaster assistance website](#)." Below this is a "Sign in to Your Account" section with fields for "USERNAME" (containing "jdick@md.idaho.gov") and "PASSWORD" (masked with dots). A "SIGN IN" button is located below the password field. A link for "Register Your Organization for Public Assistance" is at the bottom of the sign-in area. The Windows taskbar at the bottom shows the time as 8:07 AM on 3/11/2021.

- Select "Register Your Organization for Public Assistance"



This Portal Is for Governments and Non-Profits Use **Only**

Individuals looking for Individual Assistance, please visit disasterassistance.gov for assistance.

Businesses looking for assistance should visit the **Small Business Administration's disaster assistance website**.



Sign in to Your Account

USERNAME

[Forgot your username?](#)

jdick@imd.idaho.gov

PASSWORD

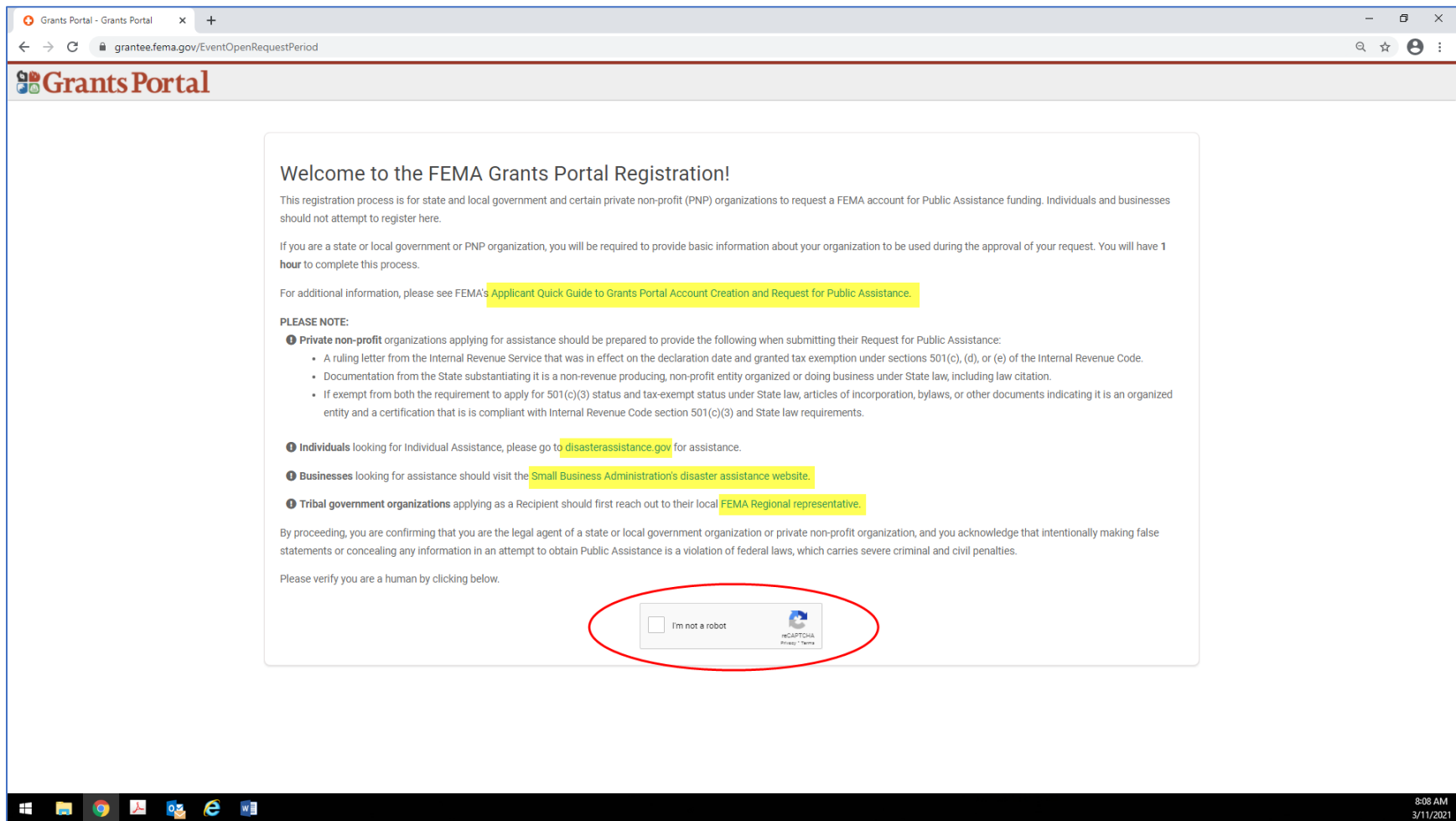
[Forgot your password?](#)

.....

SIGN IN

[⊕ Register Your Organization for Public Assistance](#)

- The site contains useful links to disaster-related resources
- Check the "I'm not a robot" box



- Provide information about your organization
- Select "Proceed" when complete

The screenshot shows a web browser window with the URL grantee.fema.gov/#organizationrequest/enroll?templd=f4c6de41-ba06-4d17-a3e2-5f7bd2c77faf. The page header includes the "Grants Portal" logo and a "Help" link. A blue banner at the top reads "Register Your Government or Private Non-Profit Organization for Public Assistance" with a sub-note: "Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for FEMA Public Assistance Funding. Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval." Below this is a progress bar with four steps: "Organization" (active), "Contact Info", "Locations", and "Submit". The main heading is "Section I - Organization". A light blue box contains a warning: "Businesses and individuals should not attempt to register for Federal Assistance here. Please see guidance on the Grants Portal Registration Welcome Page." The form fields are highlighted in yellow and include: "Within which state / territory / tribe is your organization?" (dropdown menu), "Organization Name" (text input), "Organization Type" (dropdown menu), "EIN Number" (text input), and "DUNS Number" (text input). A blue "PROCEED >" button is located at the bottom right of the form area. The Windows taskbar at the bottom shows the time as 8:09 AM on 3/11/2021.

- Provide a Primary and Alternate Contact for the organization. Additional staff members and permissions can be added upon completion of the organization profile.

The screenshot shows a web browser window with the URL grantee.fema.gov/#organizationrequest/enroll?templd=f4c6de41-ba06-4d17-a3e2-5f7bd2c77faf. The page header includes the "Grants Portal" logo and a "Help" link. A blue banner at the top contains the text: "Register Your Government or Private Non-Profit Organization for Public Assistance" and a sub-note: "Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for FEMA Public Assistance Funding. Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval." Below the banner is a progress bar with four steps: "Organization" (checked), "Contact Info" (active), "Locations", and "Submit". The main heading is "Section II - Contact Info". A light blue box contains a note: "To expedite your request approval process, official email addresses (.gov) and no personal email addresses should be used." The form is divided into two columns: "Primary Contact Info" and "Alternate Contact Info". Each column has five input fields: "First Name", "Last Name", "Title", "Phone Number", and "Email". At the bottom left is a "< BACK" button and at the bottom right is a "PROCEED >" button. The Windows taskbar is visible at the bottom of the browser window, and the system clock shows 8:09 AM on 3/11/2021.

- Provide the organization's primary location and mailing address (if different)

The screenshot shows a web browser window with the URL grantee.fema.gov/#organizationrequest/enroll?tmplId=f4c6de41-ba06-4d17-a3e2-5f7bd2c77faf. The page header includes the "Grants Portal" logo and a "Help" link. A blue banner contains the title "Register Your Government or Private Non-Profit Organization for Public Assistance" and a note: "Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for FEMA Public Assistance Funding. Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval." Below the banner is a progress bar with four steps: "Organization" (checked), "Contact Info" (checked), "Locations" (active), and "Submit". The main content area is titled "Section III - Locations" and is divided into two columns: "Primary Location" and "Mailing Address *Only if different from the Primary Address". Each column contains input fields for "Address 1", "Address 2", "City", "State" (a dropdown menu), "Zip Code", and "County" (a dropdown menu). At the bottom of the form, there are two buttons: a grey "BACK" button on the left and a blue "PROCEED" button on the right. The Windows taskbar is visible at the bottom of the screen, and the system clock in the bottom right corner shows "8:10 AM 3/11/2021".

- Review to ensure information is accurate and select "Submit"
- Once submitted, IOEM and FEMA will review for approval

Direct Applicant Registration | Gr x +
grantee.fema.gov/#organizationrequest/enroll?tmpld=f4c6de41-ba06-4d17-a3e2-5f7bd2c77faf

Grants Portal

Section IV - Submit

Please review the information below to ensure everything is entered correctly. Click the Submit button below to proceed.

Organization Information

- State / Territory / Tribe -
- Organization Name -
- Organization Type -
- EIN Number -
- DUNS Number -

Primary Contact Info

- First Name -
- Last Name -
- Title -
- Phone Number -
- Email -

Alternate Contact Info

- First Name -
- Last Name -
- Title -
- Phone Number -
- Email -

Primary Location

- Address 1 -
- Address 2 -
- City -
- State -
- Zip Code -
- County -

Mailing Address *Only if different from the Primary Address

- Address 1 -
- Address 2 -
- City -
- State -
- Zip Code -
- County -

Disclaimer:

It is important to know that, upon submittal, the request becomes a legal document. The Recipient or FEMA may use external sources to verify the accuracy of the information entered. It is a violation of Federal law to intentionally make false statements or hide information when applying for Public Assistance. This includes claiming representation of a private non-profit or government organization. This can carry severe criminal and civil penalties including a fine of up to \$250,000, imprisonment, or both. (18 U.S.C. §§ 287, 1001, 1040, and 3571)

By clicking submit below, I certify that:

- All information I have provided regarding this request is true and correct to the best of my knowledge.
- I understand that if I intentionally make false statements or conceal any information in an attempt to obtain Public Assistance, it is a violation of federal laws, which carry severe criminal and civil penalties. (18 U.S.C. §§ 287, 1001, 1040 and 3571)

[← BACK](#) [SUBMIT](#)

8:10 AM
3/11/2021