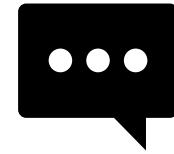


# Webinar Housekeeping

- All participants are muted.
- If you have a question, please use the chat feature to submit your question.
- If you are unable to utilize the chat feature, please send your question to [mitigation@mass.gov](mailto:mitigation@mass.gov).
- **A recording of this webinar will be posted on our website.**



# Introduction to FEMA Go



## FEMAs Grant Outcomes Portal

Massachusetts Emergency Management Agency

October/November 2020

**FEMA**  
**GRANTS**  
**OUTCOMES**



# How to Create an account in FEMA GO

Step 1: Go to  
<https://go.fema.gov>

Step 2: Click “Create an  
account”

Step 3: Enter your Email  
– Confirm your Email

Step 4: Complete the  
CAPTCHA to verify you  
are not a robot

**Welcome to FEMA Grants Outcomes!**  
Grants Outcomes (GO) is FEMA's new platform for submitting, approving, and managing FEMA grants.

**Log in**

Email

Password


[Forgot password?](#)


**Log in**

**Create an account**

**FEMA employees**

United States Government

  
John Doe



**Department of Homeland Security**


You are also provided for other security classified name modification other criminal disclosures and any relationship or misuse, a

**Register a New Account**

Email

Confirm Email

I'm not a robot

  
reCAPTCHA  
Privacy - Terms

**Submit**

[Cancel](#)

# How to create account (cont'd)

Step 5: You will receive an email with a link to complete your registration. Click on the link in the email to complete registration .

(Please check your SPAM and Junk Folders if you do not receive an email after several minutes)

Step 6: Complete Registration Screen

Enter your First Name, Last Name, and create a password. Retype the password in “Confirm password”. Click “Submit”.

Password Requirements:

- 15 characters minimum
- 1 lowercase letter
- 1 uppercase letter
- 1 number
- 1 special character (!@#\$%^&\*?)



# Step 7: Log in to the FEMA GO site

## + Search for your organization POCs

FEMA GO automatically adds your organization from SAM.gov.

- If you are the eBIZ POC, you will automatically see your organization if you registered in FEMA GO with the same email address.
- If you are not the eBiz POC please search for them using your DUNS# below and contact them to be added to your organization.

You can use the [DUNS Number lookup tool](#) to find your DUNS number, or the [DUNS Request Service](#) to request a new DUNS Number.

Enter your DUNS number

**Search**

Look up your Organization eBIZ POCs

Enter an organization's DUNS number to retrieve the organization's eBIZ POC information. If you are the eBIZ your account should link automatically.

If you are not the eBIZ, **you must contact the eBIZ** and request they create a FEMA GO account and successfully complete registration. You have to await approval from the EBiz POC to add you to the Organization at this step.

# System for Award Management (SAM.gov)

- Registering with SAM.gov is required to start and submit an application – It's FREE!
- You need to create a login.gov account to create a sam.gov account. Login.gov provides secure and private online access to government services and applications.
- The account must remain active throughout evaluation process It is only active for one year and must be renewed annually
- Verify your Electronic Business POC



# What is an eBIZ and who is SAM?

The eBIZ POC is likely to be your organization's chief financial officer or authorizing official, and there can only be one EBiz POC per DUNS number when registering with SAM.

Your organization's eBIZ POC must authorize roles prior to being able to complete or submit application packages on behalf of your organization. This safeguards your organization from individuals who may attempt to submit grant application packages without permission.

A SAM registration is required for any entity to bid on and get paid for federal contracts or to receive federal funds. These include for-profit businesses, nonprofits, government contractors, government subcontractors, state governments, and local municipalities.

[www.sam.gov](http://www.sam.gov)

The SAM registration is valid for one year from the date the registration is complete and must be renewed before 60 days of expiration to avoid potential penalties.

# Manage my Team

Click on the “Manage” action to review and update contact information, roles, and permissions assigned to a member of your organization.

Only a Subrecipient Authorized Representative (SAR) can manage a team. The eBIZ is the default SAR until another user is added in FEMA GO

The screenshot shows the 'Manage my team' interface for the Albany Sioux Tribe organization. The interface includes a sidebar with navigation options: 'My organization', 'Organization profile', 'Manage my team', and 'Manage pending registrations'. The main content area displays the organization name 'Albany Sioux Tribe' and a 'Manage my team' section. A table lists team members with columns for Name, Roles, Phone, Email, and Actions. The 'Manage' action for the first team member is highlighted with a red box.

Name	Roles	Phone	Email	Actions
first last	2 Roles,	(111) 111-1111 ext. 123	aor@microsoft.test	<a href="#">Manage</a>



## Role permissions:

**Subrecipient Authorized Representative** - can view, edit, and submit a subapplication and give other users subrecipient role permissions.

**Subrecipient Member** - can view and edit a subapplication.



# Add a new team member

The eBIZ will need to:

- Click to add a new team member
- Enter the email address of the new team member
- You need to tell the person to create a FEMA GO account – FEMA GO will not email them at this step

The screenshot shows the FEMA GO interface for the 'Albany Sioux Tribe' organization. The 'Manage my team' section is active, displaying a table with one team member: 'first last' with 2 roles and phone number '(111) 111-1111 ext. 123'. A red box highlights the 'Add new team member' button. A modal dialog is open in the foreground with the following content:

**Add a new team member to your organization**

Enter an email address for a colleague to add to your organization. Then identify the role and grant programs (optional) to assign within the FEMA GO system. If you do not choose a grant program or group of grant programs, the user will be assigned the role you choose for all grant programs you belong to in the system.

**Enter email**

*Enter email and click enter button.*

# Add a new team member (cont'd)

- Click “Yes” to confirm that you wish to add the person whose email address you entered.
- Select a user role within the organization.
- Click “Add this team member” to submit the request.

**Add a new team member to your organization**

Enter an email address for a colleague to add to your organization. Then i (optional) to assign within the FEMA GO system. If you do not choose a gr programs, the user will be assigned the role you choose for all grant progr

**Enter email**

junives@gmail.com

**Enter**

**This email address is not associated with a registered user in**  
You can assign this person roles and add them to your organization. A not registration. They will show up on your pending registration list until they r

Is this the person you wish to add to your organization?

junives@gmail.com

**Yes** [Enter another email address](#)

**Assign roles**  
Choose a role:

Role 1

- i** **Role permissions:**
- Subrecipient Authorized Representative** - can view, edit, and submit a subapplication and give other users subrecipient role permissions.
  - Subrecipient Member** - can view and edit a subapplication.



# FEMA GO Help Desk

For technical questions such as error messages or forgotten password.

[femago@fema.dhs.gov](mailto:femago@fema.dhs.gov)

1-877-611-4700

# Contact Us:



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