



Grants Management Modernization (GMM) FEMA GO Template USER REGISTRATION/LOGIN Desktop Reference Library

Jan 2020

Prepared by: GMM Change Management Office (CMO)



Revision Number	Revision Date	Page Number	Revision Summary	Name of Reviewer
V1.0	07/22/2019	All	Initial Draft	M. Hinton
V.1.1	07/26/2019	ALL	Updated screenshots on how to add an organization and added verbiage	P. Brito
V.1.2	07/30/2019	ALL	Updated screenshot sizes and formatting/508 compliance	A. Cotton
V1.3	08/20/2019	Page 18	Added HELPDESK Number	M. Hinton
V.2.0	09/04/2019	Page 16,17,18	Added Instructions for deleting a member	M. Hinton
V.2.1	09/16/2019	Page 13,14	Added screen shot of message received if you are not the EBIZ POC	M. Hinton
V.2.2	09/18/2019	Page	Added screen shot for view of adding a team member	M. Hinton
V.3.0	12/11/2019	All	Verified Screen Shots and step by step procedure based on Training Environment	M. Hinton
V.4.0	2/5/2020	All	Removed slides dealing with adding your organization.	M. Hinton


Introduction

FEMA Grants Outcomes (FEMA GO) – Step-by-step process to register and create an account in FEMA GO

Step 1:

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

FEMA
GRANTS
OUTCOMES



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

USA 

Insert your PIV card into your smart card reader

Log in with your PIV card

 **Department of Homeland Security (DHS) Consent**

You are about to access a Department of Homeland Security computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines or imprisonment. This computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.



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Step 2: Click
"Create an Account"


Step 3: Enter your Email – Confirm your Email

Register a New Account

Email *

Confirm Email *

 I'm not a robot



reCAPTCHA
[Privacy](#) - [Terms](#)

[Cancel](#)[Submit](#)

You will be prompted to select all of the images that contain a certain thing, like a crosswalk, car, or bridge.


Step 4: Complete the CAPTCHA

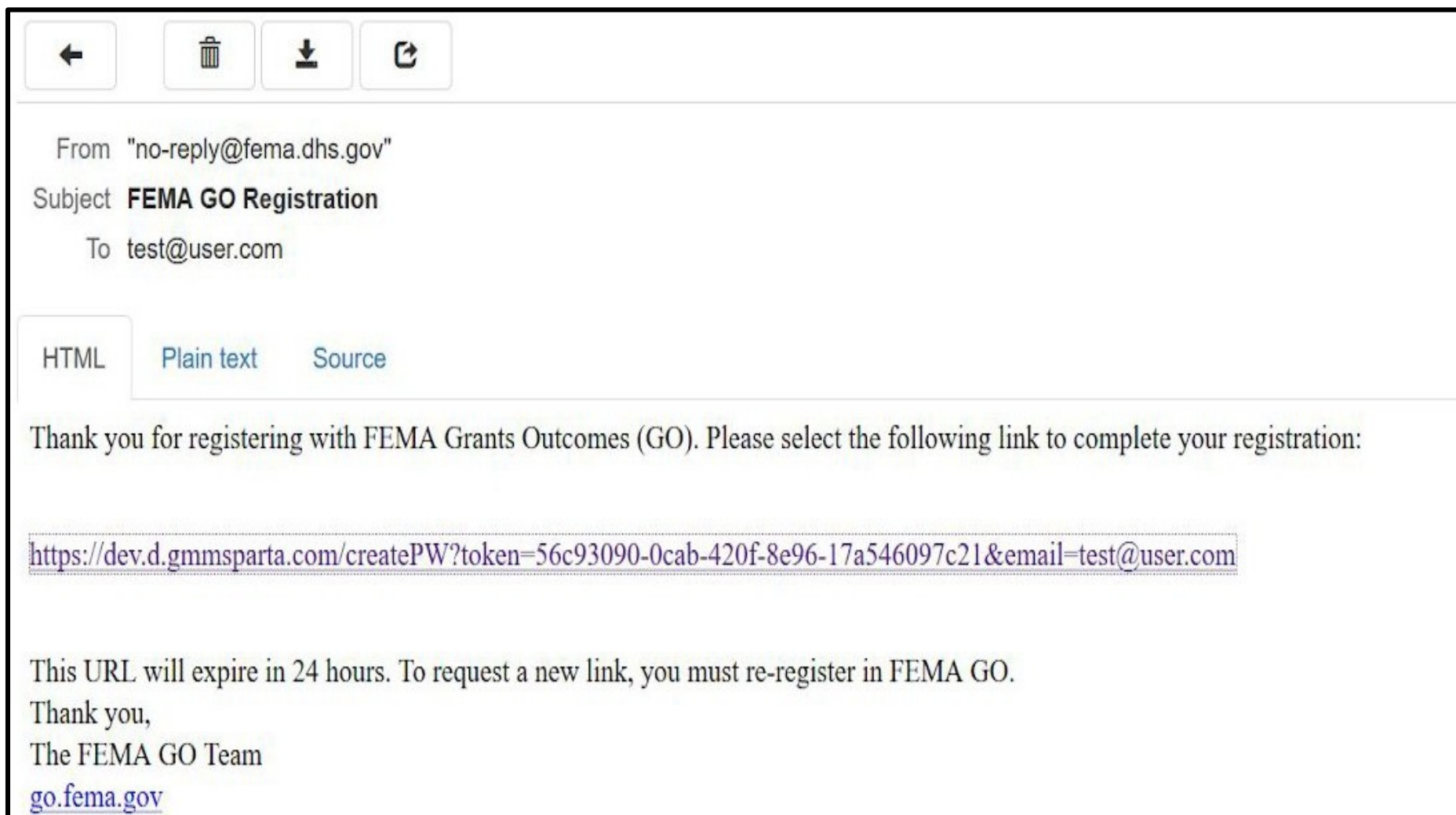
Select all images with
crosswalks
Click verify once there are none left.



⌂ 🎧 ⓘ

VERIFY

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



Step 6: Complete Registration

Enter First Name, Last Name,
and a password with:

- 1 lowercase letter
 - 1 uppercase letter
 - 1 number
 - 1 special character
-
- Confirm password
 - Submit

Welcome to FEMA Grants Outcomes!

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

Account Creation

First Name

Last Name

Your password must be between 15 and 64 characters.

Your password must contain:

- 1 lowercase letter
- 1 uppercase letter
- 1 number
- 1 special character

Password

Confirm Password

Submit

[✕ Cancel](#)

Step 6a: Complete Registration

User will receive an error message if format is not followed.

FEMA GO

Welcome to FEMA Grants Outcomes!

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

Account Creation

First Name

Matthew

Last Name

Hinton

Your password must be between 15 and 64 characters.

Your password must contain:

- 1 lowercase letter
- 1 uppercase letter
- 1 number
- 1 special character

Password

Your password must be between 15 and 64 characters

Confirm Password

Your password and confirm password must match

Submit

[Cancel](#)



Step 7:
Log in to FEMA GO
Enter your email and
password

FEMA
GRANTS
OUTCOMES

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

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Step 8: WELCOME to FEMA's new grant system!

The screenshot shows the FEMA GO Grants landing page. The top navigation bar is dark blue with the FEMA GO logo, 'Grants' and 'Organizations' links, a search bar with 'Grant Identifier' and 'Search...' labels, and a user profile for 'james taylo'. The main content area is light gray. It starts with a 'Hello, james!' greeting. Below this is a white box with the heading 'Welcome to FEMA's new grant system!' and a paragraph: 'Grants Outcomes (GO) will support applying for, managing, and closing your FEMA grants. As the system is developed, more features and grant programs will be available, so check back often.' The page is divided into two columns. The left column, titled 'My grants', lists two grants: 'Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER)' with Grant ID: EMW-2018-FH-10029 and a 'Manage grant' link, and 'Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER)' with Grant ID: EMW-2018-FH-10093. The right column, titled 'Apply for a new grant', shows 'Applications currently available to you' and lists 'Fiscal Year (FY) 2019 Assistance to Firefighters Grants application' with a 'Start application' link and an 'Application period: 11/01/2019 - 01/01/2021'.

FEMA GO | Grants Organizations

Grant Identifier Search... Q james taylo

Hello, james!

Welcome to FEMA's new grant system!

Grants Outcomes (GO) will support applying for, managing, and closing your FEMA grants. As the system is developed, more features and grant programs will be available, so check back often.

My grants

Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER)
Grant ID: EMW-2018-FH-10029
[Manage grant](#)

Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER)
Grant ID: EMW-2018-FH-10093

Apply for a new grant

Applications currently available to you

Fiscal Year (FY) 2019 Assistance to Firefighters Grants application [Start application](#)
Application period:
11/01/2019 - 01/01/2021

YOUR Grant's Landing Page VIEW will depend on your ROLE/ROLES in FEMA GO

How Users Get Associated with an Organization

FEMA GO pulls in organizations from SAM.gov nightly. The electronic business (e-biz) person of contact (POC) is automatically associated with their organization within FEMA GO when their email address used in SAM.gov is the same as registered in FEMA GO.

Note: *Must use same email address as registered in SAM.gov in order to gain access and have profile automatically linked.*

If you are not the electronic business POC then you can email the electronic business POC to request to be added to the organization in FEMA GO. If you don't know who your e-biz POC is, you can search for them using their DUNS.

Add Your Organization

To add an organization, you must:

- Be the eBiz point of contact for your organization in sam.gov
- Enter your DUNS number below

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

Add

Step 9: My organization profile

The screenshot shows the FEMA GO interface. The top navigation bar includes the FEMA GO logo, a 'Grants' dropdown, and an 'Organizations' dropdown (highlighted with a red box). To the right of the navigation bar are fields for 'Grant Identifier', a search bar, and a user profile for 'Testy McTesterson'. On the left sidebar, under 'My organization', the 'Organization profile' link is highlighted with a red box. Below this are links for 'Manage my team' and 'Manage pending registrations'. Under 'My suborganizations', there is a link for 'All suborganizations'. The main content area is titled 'Dulles Disaster Recovery' and contains a dropdown menu to 'Select an organization' (highlighted with a red box). Below this is the 'Organization information' section, which includes 'Summary information' and 'SAM.gov information'. The 'Summary information' section displays the following data:

Mailing address	Physical address	EIN#	DUNS#
6305 Dawnfield Lane Richmond, VA 23231	6305 Dawnfield Lane Richmond, VA 23231	987987987	789789789

The 'SAM.gov information' section displays the following data:

Doing business as name	Registration status
Dulles Disaster Recovery, INC.	--

Below this, there are four columns of information:

Registration last updated date	Registration expiration date	Has active exclusion?	Debt subject to offset?
--	--	--	--

A callout box on the right side of the page contains the text: 'If you belong to more than one organization click here to select a different one.'

YOUR Grant's Landing Page VIEW will depend on your ROLE/ROLES in FEMA GO

Step 10: Manage my team

FEMA GO | Grants | Organizations | Grant Identifier | Search... | Testy McTesterson

My organization

- Organization profile
- Manage my team**
- Manage pending registrations

My suborganizations

- All suborganizations

Dulles Disaster Recovery

To view roles and permissions hover here

Manage my team

+ Add new team member | Search | Clear

Role permissions:

- Authorized Organization Representative** - can manage team members and has all the permissions for the organization, including submitting information to FEMA.
- Organization Member** - can view and edit all information, but cannot submit to FEMA or manage teams.
- Grant Writer** - can view and edit all information for an application or subapplication.
- Programmatic Member** - can view and edit all information and can only submit amendments and programmatic reports.
- Financial Member** - can view and edit all information, and can only submit payments or draw down requests, financial reports, and amendments.

Name	Roles	Phone	Email	Manage
Test Org Member Karsun	2 Roles			
Testy McTesterson	2 Roles			
Lakshmi Nuvvula	2 Roles			
Bindu S AOR	Authorized Organization Representative			
Jane Smith	Authorized Organization Representative			
Bindu Somana	Authorized Organization Representative			
Bindu Somana Financial Member	Financial Member			
Bindu Somana Grant Writer	Grant Writer			
Bindu Somana OM	Organization Member			
Bindu Somana Programmatic Member	Programmatic Member	(202) 999-9999	bindu.pm@google.com	Manage
User10 Test	2 Roles		testuser10@test.com	Manage
User11 Test	Grant Writer		testuser11@test.com	Manage
User1 Test	2 Roles	(703) 346-8930	testuser1@test.com	Manage
User13 Test	Financial Member		testuser13@test.com	Manage
Shervonne Tester	Programmatic Member	(202) 555-1212 ext. 3456	shervonne@microsoft.com	Manage

YOUR Grant's Landing Page VIEW will depend on your ROLE/ROLES in FEMA GO

Step 10: Manage my team

FEMA GO | Grants | Organizations | Grant Identifier | Search... | Testy McTesterson

My organization

- Organization profile
- Manage my team**
- Manage pending registrations

My suborganizations

- All suborganizations

Dulles Disaster Recovery

Manage my team

[Roles & permissions](#)

+ Add new team member

Select an organization

Search

Search by Name

Clear

Name	Roles	Phone	Email	Actions
Test Org Member Karsun	2 Roles	(571) 999-8786	testuser_pm@microsoft.com	Manage
Testy McTesterson	2 Roles	(703) 346-8930	testuser11@test.com	Manage
Lakshmi Nuvvula	2 Roles			
Bindu S AOR	Authorized Organization Representative			
Jane Smith	Authorized Organization Representative			
Bindu Somana	Authorized Organization Representative	(703) 346-8930		
Bindu Somana Financial Member	Financial Member			
Bindu Somana Grant Writer	Grant Writer	(202) 555-1212 ext. 3456		
Bindu Somana OM	Organization Member			
Bindu Somana Programmatic Member	Programmatic Member	(202) 999-9999	bindu.pm@google.com	Manage
User10 Test	2 Roles		testuser10@test.com	Manage
User11 Test	Grant Writer		testuser11@test.com	Manage
User1 Test	2 Roles	(703) 346-8930	testuser1@test.com	Manage
User13 Test	Financial Member		testuser13@test.com	Manage
Shervonne Tester	Programmatic Member	(202) 555-1212 ext. 3456	shervonne@microsoft.com	Manage

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](#)

[Cancel](#)

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](#)

Input email and click "Enter" button

YOUR Grant's Landing Page VIEW will depend on your ROLE/ROLES in FEMA GO

Step 10: Manage my team

FEMA GO

Grants Organizations

Grant Identifier Search...

Testy McTesterson

My organization

Organization profile

Manage my team

Manage pending registrations

My suborganizations

All suborganizations

Dulles Disaster Recovery

Manage my team

Roles & permissions

+ Add new team member

Name	Roles	Phone	Email	Actions
Test Org Member Karsun	2 Roles	(571) 999-6786	testuser_om@microsoft.com	Manage
Testy McTesterson	2 Roles	(709) 890-9000 ext. 444	aor@microsoft.test	Manage
Lakshmi Nuvvula	2 Roles		testuserlak@gmail.com	Manage
Bindu S AOR	Authorized Organization Representative		bindu.aor@fe	
Jane Smith	Authorized Organization Representative		aor_org@fe	
Bindu Somana	Authorized Organization Representative	(703) 999-9999	bindu.aor@g	
Bindu Somana Financial Member	Financial Member		bindu.fm@g	
Bindu Somana Grant Writer	Grant Writer	(202) 999-9999	bindu.gw@g	
Bindu Somana OM	Organization Member		bindu.om@g	
Bindu Somana Programmatic Member	Programmatic Member	(202) 999-9999	bindu.pm@g	
User10 Test	2 Roles		testuser10@	
User11 Test	Grant Writer		testuser11@	
User1 Test	2 Roles	(703) 346-8930	testuser1@te	
User13 Test	Financial Member		testuser13@	
Shervonne Tester	Programmatic Member	(202) 555-1212 ext. 3456	shervonne@	

Select an organization

Search

Search by Name

Filter by

Click here to manage this team member

Manage this team member

Review and update contact information, roles and permissions assigned to this member of your organization.

Email: aor@facebook.test

Phone:

Assigned roles

Edit role or delete this member

Role 1

Authorized Organization Representative

Edit

Delete

+ Add another role

Add a role

Role permissions:

Authorized Organization Representative - can manage team members and has all the permissions for the organization, including submitting information to FEMA.

Organization Member - can view and edit all information, but cannot submit to FEMA or manage teams.

Grant Writer - can view and edit all information for an application or subapplication.

Programmatic Member - can view and edit all information and can only submit amendments and programmatic reports.

Financial Member - can view and edit all information, and can only submit payments or draw down requests, financial reports, and amendments.

Save & close

Cancel

YOUR Grant's Landing Page VIEW will depend on your ROLE/ROLES in FEMA GO

Step 11: Manage pending registrations

The screenshot displays the FEMA GO web application interface. The top navigation bar includes the FEMA GO logo, 'Grants' and 'Organizations' dropdown menus, a 'Grant Identifier' search field, and a user profile for 'Testy McTesterson'. The left sidebar shows 'My organization' (State of Maryland) and 'My suborganizations'. The main content area is titled 'Manage pending registrations' and includes a '+ Add new team member' button. A table lists pending registrations with columns for Email, Roles, and Actions. The user 'Karsun_testuser1@test.com' is listed with '2 Roles'. The 'Actions' column for this user contains a link 'Remove unregistered user', which is highlighted by a red box. A modal dialog titled 'Remove unregistered user' is open, displaying the user's email and roles. The dialog asks for confirmation to remove the user and provides 'Yes, remove unregistered user' and 'Cancel' buttons.

My organization

Organization profile

Manage my team

Manage pending registrations

My suborganizations

All suborganizations

State of Maryland

Manage pending registrations

Roles & permissions

+ Add new team member

Email	Roles	Actions
Karsun_testuser1@test.com	2 Roles	Remove unregistered user

Remove unregistered user

Are you sure you want to remove this unregistered user?

Karsun_testuser1@test.com

Role 1
Authorized Organization Representative

Role 2
Programmatic Member

Yes, remove unregistered user

[Cancel](#)

YOUR Grant's Landing Page VIEW will depend on your ROLE/ROLES in FEMA GO

Glossary of Terms used in FEMA GO:

Grants Management Modernization (GMM) Program is developing the new FEMA GO system. It's a multi-year effort to modernize and transform the way the FEMA conducts grants management.

FEMA Grants Outcomes (FEMA GO) is the new grants management system supporting all grants programs in the Agency.

AFGP – Assistance to Firefighters Grant Program.

Grants – FEMA GO uses this term to reference all types of federal financial assistance that FEMA administers.

Non-FEMA User Roles in for organization – The following roles and permissions have been defined for external FEMA users.

Roles:

- **Authorized Organization Representative (AOR)**
- **Non-FEMA Organizational Member**
- **Financial member**
- **Programmatic member**
- **Grant writer**

		AOR for the Grant	Any AOR	Financial Member	Programmatic Member	Organization Member	Grant Writer
Application	Create	X	X	X	X	X	X
	View	X	X	X	X	X	X
	Edit	X	X	X	X	X	X
	Submit	X	X				
Award Acceptance	View	X	X	X	X	X	
	Edit	X	X	X	X	X	
	Submit	X	(need to allow some mechanism for changing AOR for the grant)				
Payment Request	Create	X	X	X	X	X	
	View	X	X	X	X	X	
	Edit	X	X	X	X	X	
	Withdraw	X	X	X	X	X	
	Submit	X	X	X			
Amendment Request	Create	X	X	X	X	X	
	View	X	X	X	X	X	
	Edit	X	X	X	X	X	
	Withdraw	X	X	X	X	X	
	Submit	X	X	X	X		
Closeout Report	Create	X	X	X	X	X	
	View	X	X	X	X	X	
	Edit	X	X	X	X	X	
	Submit	X					
Organization Page	View	X	X	X	X	X	
Sub-organizations Page	View	X	X	X	X	X	
Grant Landing Page	View	X	X	X	X	X	
Grants Tab	View	X	X	X	X	X	X

Please send any questions to:
FEMAGO@fema.dhs.gov



FEMA