



Pay special attention to which option you select from the Request Type field.

If you are a new user, select that option. If you are an existing user, select the other option.

A screenshot of a form with two fields: "Request Type:" and "Reason for Requested Access:". The "Request Type:" dropdown menu is open, showing four options: "Select One", "New User Requesting Access", and "Existing User Requesting Additional Access". The "Reason for Requested Access:" field is a large text area. Green arrows point from the text above to the dropdown menu and the text area.

Within the Reason for Requested Access field, explain what it is you are wanting. Even if you picked the wrong drop down boxes, we can determine what grants you wanted access to by your descriptions.

The Is Applicant field is very important. You need to mark this Yes.

A screenshot of a form with three fields: "Reason for Requested Access:", "Is Applicant:", and "Organization:". The "Is Applicant:" dropdown menu is open, showing three options: "No", "Select One", and "Yes". The "Yes" option is highlighted. A green arrow points from the text above to the "Is Applicant:" dropdown menu.

Note: If you mark it "No" the form assumes you are an internal state employee for HSEMD and none of the critical boxes appear for you to complete.

After you've selected Yes from the Is Applicant field, the applicant field should appear.

Click the dropdown arrow and select from the correct Applicant listing.

A screenshot of a form with several fields: "Is Applicant:", "Applicant:", "Grant Number:", "Permission Level:", "Position:", and "Assignment Description:". The "Is Applicant:" dropdown menu is set to "Yes". The "Applicant:" dropdown menu is open, showing a long list of applicant names. A green arrow points from the text above to the "Applicant:" dropdown menu.

Note: Make sure you pick the correct "Applicant". For example if the Benton Co. EMA coordinator wants to submit a NOI for Region 6 LEPC, the coordinator selects that applicant (Region 6 LEPC) instead of Benton Co. EMA. It makes a difference on the payment side.

After you've selected the applicant, select the Grant Number to which you want access.

Applicant:

Grant Number:

If you are going to start an NOI, you should pick the grant number/name i.e. 2016 EMPG. If you are wanting access to an existing project in an open grant make sure you pick the correct grant. The grants are not in order in the selection box, so you have to take care to find the correct one. You can pick more than one grant by holding down the control button when you select.

For the Permission Level, pick Full Access if you are the one who will submit a Notice of Interest, work on an application, submit reimbursement requests, etc, you need to pick "Full Access" from the drop down.

Permission Level:

Position:

Assignment Description:

If you don't want this user assigned to all Grants & Projects for the given organization, specify the ones which they should be restricted to.

Note: Even if you are a county coordinator, if you select County Coordinator, you'll only have read only access to projects in your county.

When you select the Register button, the request goes to Angela Chen to handle the non-disaster registration requests.

Note: If you are a new user requesting access, you'll be sent an automated message with temporary password from the EMGrantsPro (MB3 System) once your registration has been confirmed. There have been cases where the contact's firewall or spam filter prevents the email from getting through, so follow-up with HSEMD if you haven't received confirmation after seven days.