



How to register in MB3

Iowa Homeland Security & Emergency Management

Hazard Mitigation Projects

Instructions for Registering in MB3

If you wish to submit a Notice of Interest (NOI) form, registering is required if you have not previously registered and do not currently have access to MB3. If you wish to have additional assignments for a project, you will need to register for access for additional assignments.

Follow the steps below. Each step is illustrated on pages 3-9 of this document.

1. Go to <https://my.iowahomelandsecurity.org> as shown on page 3. (This will take you to the MB3 website.)
2. Click “Register for Access” as shown on page 3. (This will take you to the registration application, allowing you to request access to MB3.)
3. Ensure all red highlighted fields are completed (First Name, Last Name, Title, Email, Business Phone, Request Type, Reason for Requested Access, Type of Contact, Organization) as shown on page 4. (MB3 will not allow the registration to be submitted if any of these boxes are empty.)
4. If you have not used MB3 before, select “New User,” as shown on page 4.
5. Select “Existing User” if you are currently registered, but need additional access (e.g., processing payments, access to another project).
6. Enter the reason for requesting access (e.g., “Requesting to submit a Notice of Interest for the City of Smallville” for a new user, or “Requesting access to the City of Gotham under Disaster 1763” for an existing user) as shown on page 4.
7. As shown on page 5, all external contacts (non-HSEMD employees) will need to select “Yes.”
8. Choose the applicant from the drop-down list as shown on page 6 (e.g., “City of Smallville”). (This is the entity that will eventually be awarded the subgrant.)
9. Choose “Other” if your organization is not available in the drop-down list, as shown on page 7. Type the applicant name in the box to the right.
10. Select the appropriate funding source. For new NOIs, select “0000 – (HMGP) NOI Portal – Projects in Development” as shown on page 8. If requesting additional access to an application that has already been funded, select the appropriate grant.
11. For permission level, all contacts developing an NOI will typically select “Full Access” as shown on page 9. (Selecting “County Coordinator” or “Read Only” will result in read-only functionality within MB3.)
12. Click “Register” as shown on page 9. (This will send the access request to HSEMD for review.)

Once the MB3 registration is submitted and approved, you will receive an email verifying your registration. At this point, you will be able to begin completing the Notice of Interest (NOI) form. Follow the directions as listed in the “How to submit an NOI in MB3” document.

Once the NOI form is received by HSEMD, it will be reviewed for eligibility. Notification of approval or denial will be sent to the applicant.

https://my.iowahomelandsecurity.org

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IA HSEMD



Iowa Homeland Security & Emergency Management

my.IowaHomelandSecurity.org tracks Emergency Management grants in Iowa. The system manages the process from application through closeout.

Returning User Login:

Email:

Password:

Remember Me

[Sign In](#)

[Forgot Login?](#)

[Register for Access](#)

For New Users or Existing users wanting additional access. Click Register for Access

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About

This site is for the online application and management of Public Assistance (PA) and Mitigation grants from FEMA to State and local governments and Indian tribes.

News Releases

Jan 25, 2013 - **New Grant Management System Launched**
The new Grant Management System for Iowa Homeland Security & Emergency Management Agency was launched today....

Contact

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my.IowaHomelandSecurity.org

Iowa Homeland Security & Emergency Management

Version 4.0.012A
System Requirements

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Register

- Travel Voucher
- Damage Self Reporting
- Open Grants

Register for Access

Name Prefix:

First Name:

Middle Name:

Last Name:

Name Suffix:

Title:

Email:

Phone - Business:

Is Direct Line:
Is the number indicated above a direct line to this contact?

Phone - Fax:

Phone - Cell:

Request Type:
New User Requesting Access
Existing User Requesting Additional Access

Reason for Requested Access:

Is Applicant:
If this is an External contact with no Internal access to all data

Organization:

Permission Level:

Ensure all Red Boxes are complete. MB3 will not allow the registration to be submitted with empty Red Boxes

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Select New User if you have not used MB3 before

4

Select existing user if you currently have access but need additional assignments.

5

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Enter the reason for access: (ie. "requesting access to submit NOI for the City of Smallville").

- Travel Voucher
- Damage Self Reporting
- Open Grants

Register for Access

Name Prefix:

First Name:

Middle Name:

Last Name:

Name Suffix:

Title:

Email:

Phone - Business:

Is Direct Line: 

Is the number indicated above a direct line to this contact?

Phone - Fax:

Phone - Cell:

Request Type: 

Reason for Requested Access:

Is Applicant:

 fact with no Internal access to all data

Organization:

Permission Level: 

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Select "Yes"

Title:

Email:

Phone - Business:

Is Direct Line: Is the number indicated above a direct line to this contact?

Phone - Fax:

Phone - Cell:

Request Type:

Reason for Requested Access:

Is Applicant: If this is an External contact with no Internal access to all data

Applicant:

Grant Number:

Permission Level:

Position:

Assignment Description:

- Other...
- AASE Haugen Homes, Inc
- Abbe Center for Community Mental Health
- Abbe Inc.
- Access Energy Cooperative
- Ace Telephone Association
- Adair (County)
- Adair County Conservation Board
- Adair County Landfill
- Adair County Memorial Hospital
- Adair County Secondary Roads
- Adams (County)
- Adams County Conservation Board
- Adams County Emergency Management
- Adams County Secondary Roads
- Adams County Sheriff's Department
- Adams-Stokes Drainage District
- ADLM Environmental Public Health
- African American Heritage Foundation of Iowa
- Afton Manor Inc.
- Aging Services, Inc.
- AHST Community School District
- Aid to Women
- Albert City - Truesdale Community School District
- Albert City Threshermen and Collectors, Inc
- Alburnett Community School District
- Alden Community School District
- Alegent Health Mercy Hospital
- Algona Municipal Utilities

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Scroll down to find the desired applicant

Is Direct Line: Is the number indicated above a direct line to this contact?

Phone - Fax:

Phone - Cell:

Request Type:

Reason for Requested Access:

Is Applicant: If this is an External contact with no Internal access, email data

Applicant:

Grant Number:

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.

If the desired Applicant is not available select "Other" and type the Applicant name in the Red Box.

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Is Direct Line: Is the number indicated above a direct line to this contact?

Phone - Fax:

Phone - Cell:

Request Type:

Reason for Requested Access:

Is Applicant: If this is an External contact with no Internal access to all data

Applicant:

Grant Number:
2008 - (PDM) Pre-Disaster Mitigation
2013 - (PDM) Pre-Disaster Mitigation
2014 - (PDM) Pre-Disaster Mitigation
1854 - (HMGP) Severe Storms
1854 - (PA) Severe Storms
1727 - (PA) Severe Storms. Flooding

Permission Level:

Position:

Assignment Description:

For New NOI's select 0000 – (HMGP) NOI Portal – Projects in Development

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When requesting additional access scroll to the desired grant.

- Travel Voucher
- Damage Self Reporting
- Open Grants

Register for Access

Name Prefix:

First Name:

Middle Name:

Last Name:

Name Suffix:

Title:

Email:

Phone - Business:

Is Direct Line:
Is the number indicated above a direct line to this contact?

Phone - Fax:

Phone - Cell:

Request Type:

Reason for Requested Access:

Is Applicant:
If this is an External contact with no Internal access to all data

Organization:

Permission Level:
County Coordinator
FEMA -Application Review
Full Access
Read-Only

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Select the permission level seeking

Register Cancel

Click to Register 12