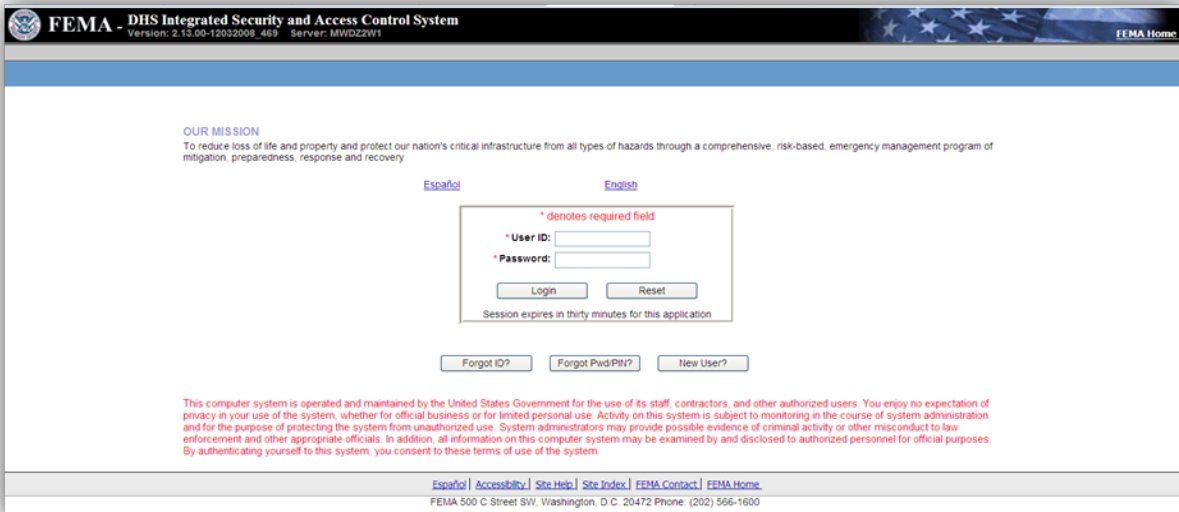


Non Disaster (ND) Grants System Grantee Registration Instructions

To get access to the ND Grants system you must first register with FEMA. The registration process can be initiated through the FEMA Portal. After the registration process is complete with FEMA, you will have a User ID and password that can be used to log into ND Grants

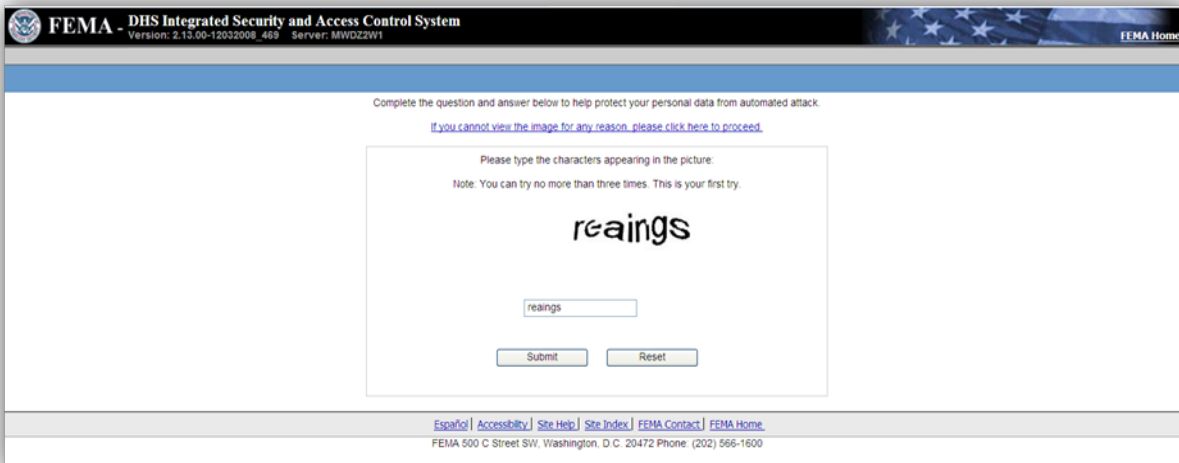
 **NOTE:** If you already have a FEMA Portal account, you may skip to step 7.

- 1 Go to <https://portal.fema.gov>
▶ The **FEMA Login page** will be displayed



The screenshot shows the FEMA login page. At the top, it says "FEMA - DHS Integrated Security and Access Control System" with version and server information. Below that is the "OUR MISSION" statement. There are links for "Español" and "English". The main form has fields for "User ID:" and "Password:", both marked with an asterisk as required. Below the fields are "Login" and "Reset" buttons. A message states "Session expires in thirty minutes for this application". At the bottom of the form are buttons for "Forgot ID?", "Forgot Pwd/PIV?", and "New User?". A red disclaimer is at the bottom of the form area. The footer contains links for "Español", "Accessibility", "Site Help", "Site Index", "FEMA Contact", and "FEMA Home", along with the address "FEMA 500 C Street SW, Washington, D.C. 20472 Phone: (202) 566-1600".

- 2 Click the "New User?" button at the bottom of the login screen
▶ An **Image Verification page** *may be* displayed



The screenshot shows the image verification page. It asks the user to "Complete the question and answer below to help protect your personal data from automated attack." There is a link: "If you cannot view the image for any reason, please click here to proceed." The main instruction is "Please type the characters appearing in the picture:" followed by "Note: You can try no more than three times. This is your first try." The image shows the word "reaings" in a stylized font. Below the image is a text input field containing "reaings". There are "Submit" and "Reset" buttons. The footer is identical to the login page, including the FEMA logo, version/server info, and contact information.

- 3 Enter the characters appearing above the entry box, and click the *Submit* button
 ► A **Personal Information** page will be displayed

* denotes required field

PERSONAL INFORMATION

Title * Ms.

First Name *

Last Name *

LOGIN INFORMATION

You will need to save your user ID and password, it will be required each time you logon to the system.
 Please note that user ID is converted to all lowercase characters.

User ID * minimum length is 7, maximum length is 14, cannot contain ", space character, ', #

ADDRESS

Street *

City *

State * MD

Zip Code * format is 01234, 01234-5678

ADDITIONAL ADDRESS

Street

City

State Abbreviation - select one -

Zip Code format is 01234, 01234-5678

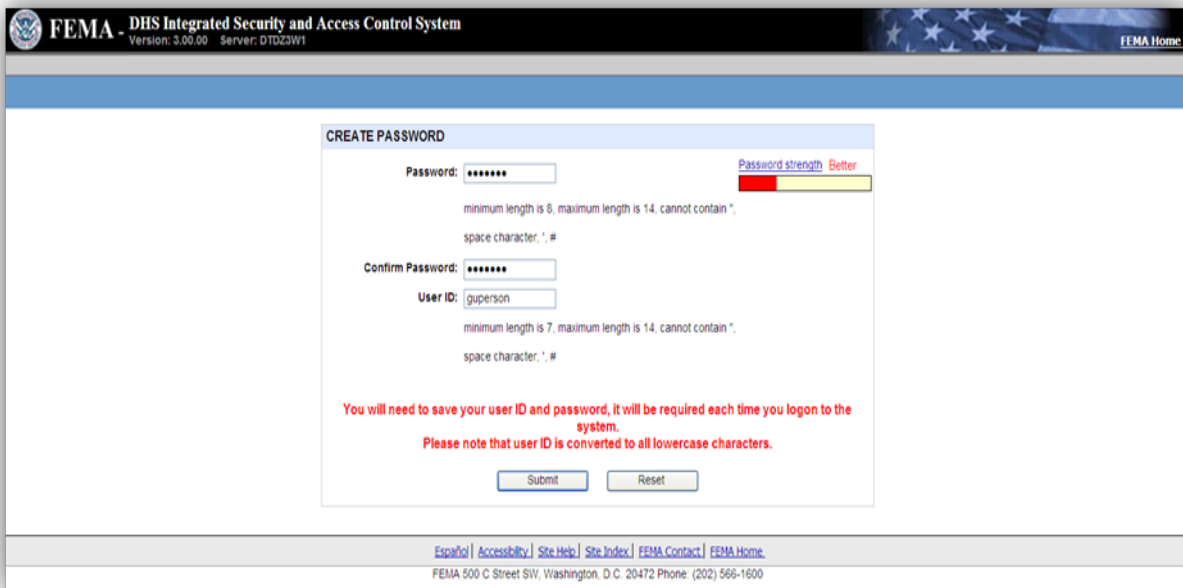
CONTACT(S)

Click the "Search" button to obtain a list of Organizations. Please do not enter duplicate names.

Organization [SEARCH](#)

Contact/Business Phone * -- Business phone extension

- 4 Enter the information requested
- 5 After you finish entering the details on the **Personal Information** screen, click the *Submit* button
 ► The **Create Password** page will be displayed



FEMA - DHS Integrated Security and Access Control System
 Version: 3.00.00 Server: DTD23W1 FEMA Home

CREATE PASSWORD

Password: Password strength **Better**

minimum length is 6, maximum length is 14, cannot contain ", space character, ', #

Confirm Password:

User ID:

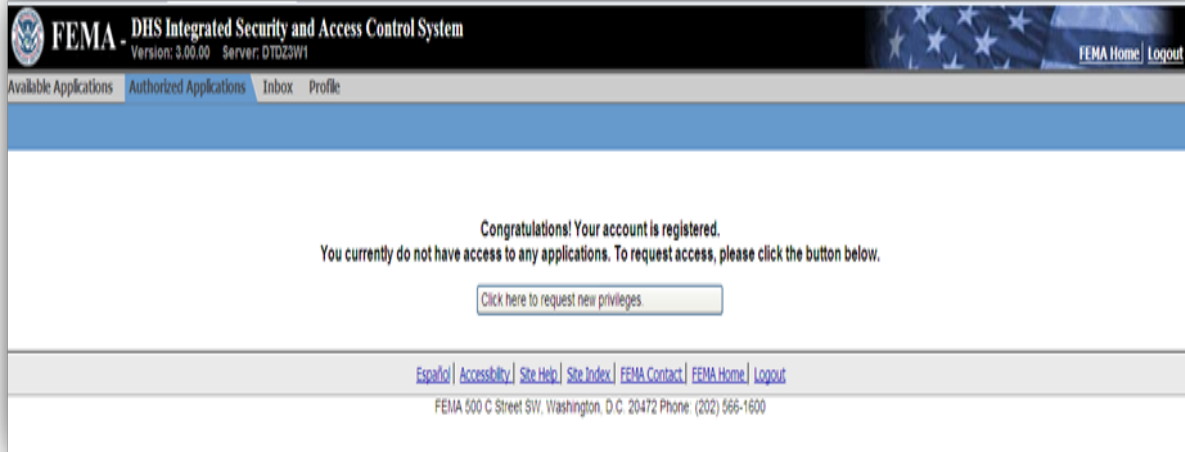
minimum length is 7, maximum length is 14, cannot contain ", space character, ', #

You will need to save your user ID and password, it will be required each time you logon to the system.
 Please note that user ID is converted to all lowercase characters.

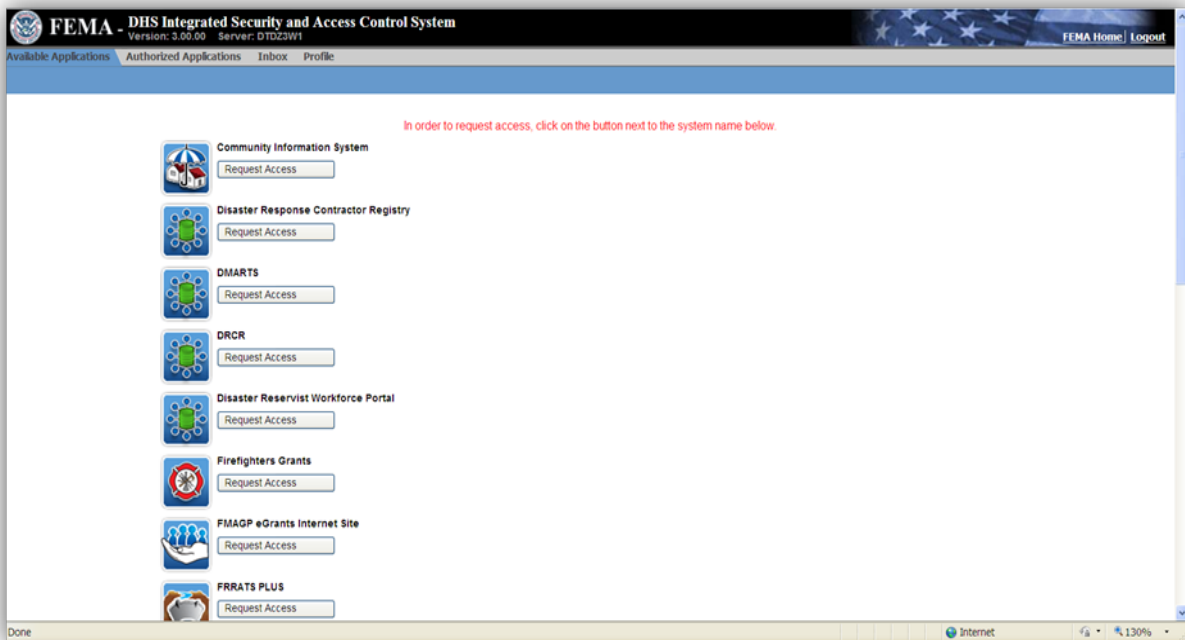
[Español](#) | [Accessibility](#) | [Site Help](#) | [Site Index](#) | [FEMA Contact](#) | [FEMA Home](#)

FEMA 500 C Street SW, Washington, D.C. 20472 Phone: (202) 566-1600

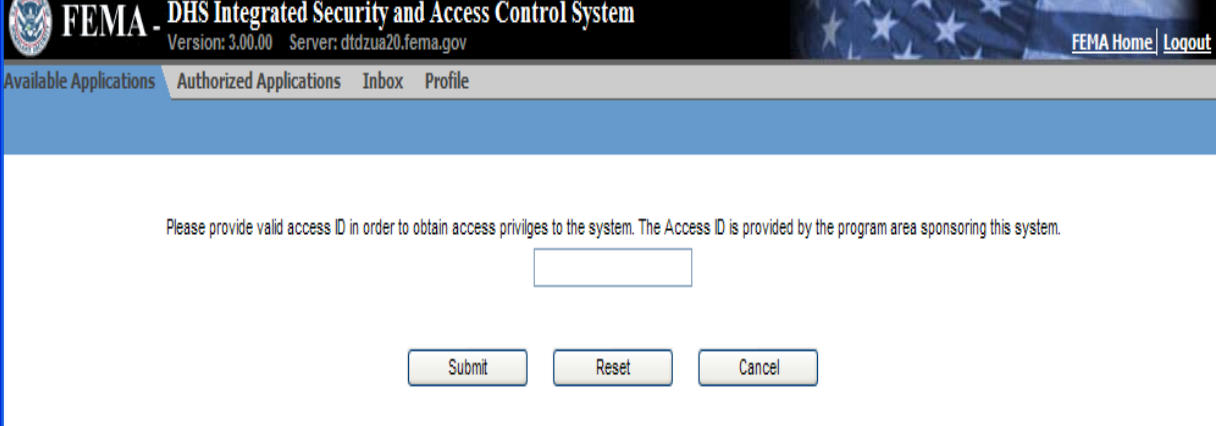
- 6 Enter your password and confirm your password, then click the *Submit* button. The password must be 7-14 characters long and cannot contain any special characters.
 - ▶ A **Congratulations** page will be displayed



- 7 Click on the *Click here to request new privileges* button.
 - If you already had a FEMA Portal account, you will see the *Click here to request new privileges* link after you log in.
 - ▶ A **Request Access** page will be displayed



- 8 Scroll down to the **ND Grants** icon and click the *Request Access* button next to the icon.
▶ An **Access ID** page will be displayed.



- 9 Enter the access code **8320** and click the *Submit* button
▶ The **Grantee Home Page** will be displayed indicating that you successfully logged into ND Grants

