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

Insert your PIV card into your smart card reader

Log in with your PIV card

Step 2: Click “Create an Account”

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.
Step 3: Enter your Email – Confirm your Email

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

From "no-reply@fema.dhs.gov"
Subject FEMA GO Registration
To test@user.com

Thank you for registering with FEMA Grants Outcomes (GO). Please select the following link to complete your registration:

https://dev.dgmmsparta.com/createPW?token=56c93090-0cab-420f-8e96-17a546097c21&email=test@user.com

This URL will expire in 24 hours. To request a new link, you must re-register in FEMA GO.
Thank you,
The FEMA GO Team
go.fema.gov
**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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
</tbody>
</table>

**Your password must be between 15 and 64 characters.**

**Your password must contain:**
- 1 lowercase letter
- 1 uppercase letter
- 1 number
- 1 special character

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td></td>
</tr>
<tr>
<td>Confirm Password</td>
<td></td>
</tr>
</tbody>
</table>

**Submit**

**Cancel**
Step 6a: Complete Registration
User will receive an error message if format is not followed.

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

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.
Step 9: My organization profile

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

If you belong to more than one organization click here to select a different one.
Step 10: Manage my team

To view roles and permissions hover here

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.

YOUR Grant’s Landing Page VIEW will depend on your ROLE/ROLES in FEMA GO
Step 10: Manage my team

To add a team member click this button

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

YOUR Grant’s Landing Page VIEW will depend on your ROLE/ROLES in FEMA GO
Step 11: Manage pending registrations

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
<table>
<thead>
<tr>
<th></th>
<th>AOR for the Grant</th>
<th>Any AOR</th>
<th>Financial Member</th>
<th>Programmatic Member</th>
<th>Organization Member</th>
<th>Grant Writer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application</strong></td>
<td>Create</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>View</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td></td>
<td>Edit</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td></td>
<td>Submit</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td><strong>Award Acceptance</strong></td>
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<td>X</td>
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<td>Edit</td>
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<td>X</td>
<td>X</td>
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<tr>
<td></td>
<td>Submit</td>
<td>X</td>
<td>(need to allow some mechanism for changing AOR for the grant) X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>View</td>
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<td></td>
<td>Withdraw</td>
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<td>X</td>
<td>X</td>
<td>X</td>
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<td></td>
<td>Submit</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td><strong>Amendment Request</strong></td>
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<td><strong>Organization Page</strong></td>
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<td>X</td>
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<tr>
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<tr>
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<tr>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
Please send any questions to: FEMAGO@fema.dhs.gov