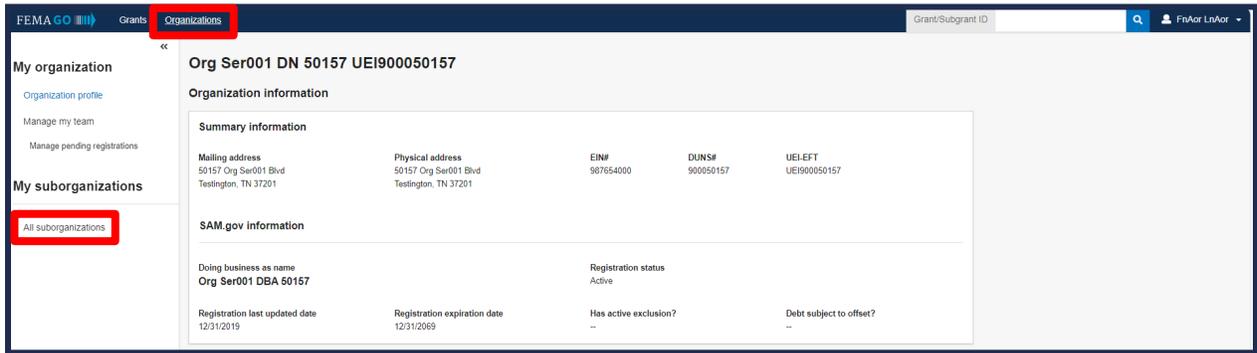


# Adding a Suborganization

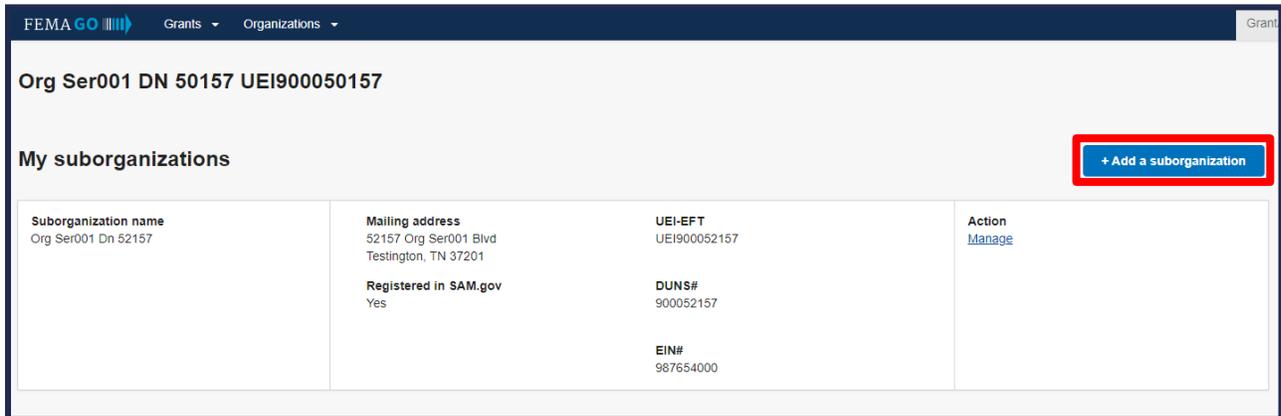
This task can be performed by an Authorized Organization Representative (AOR) with unrestricted access.

## Navigate to the My Suborganizations page.

- Once you have logged in to FEMA GO as an AOR, you will be taken to the Grants Landing page.
- Select the **Organizations** link from the top blue banner. This will take you to the Organization information page.
- Select the **All suborganizations** link in the left navigation panel. This will take you to the My suborganizations page.



- On the My suborganizations page, select the **Add a suborganization** button in the main body.



## Add a Suborganization.

- Add a suborganization by searching for a 12 character Unique Entity Identifier (UEI), or a 12 character-4 character Unique Entity Identifier-Electronic Funds Transfer indicator (UEI-EFT).
- Provide the **UEI or UEI-EFT number** in the text field and select the **search icon**.

**Search for the suborganization you wish to add**

You can add a suborganization by searching for a 12 character or 12 character-4 character Unique Entity Identifier-Electronic Funds Transfer indicator (UEI-EFT). The results will be displayed for you to confirm before adding. If the organization does not exist in SAM.gov, you must add this suborganization manually.

**Search by UEI or UEI-EFT**

Q

[x Cancel](#)

- If listed in FEMA GO, the information will populate based on what is currently in SAM.gov.
- To view a detailed suborganization profile, select the **View existing organization details page** button.

**Search for the suborganization you wish to add**

You can add a suborganization by searching for a 12 character or 12 character-4 character Unique Entity Identifier-Electronic Funds Transfer indicator (UEI-EFT). The results will be displayed for you to confirm before adding. If the organization does not exist in SAM.gov, you must add this suborganization manually.

**Search by UEI or UEI-EFT**

Q

**i** An organization with the matching details already exist in your suborganization list.

**Org Ser001 DN 52157**

52157 Org Ser001 Blvd Testington TN 37201

UEI-EFT	DUNS#	EIN#
UEI900052157	900052157	987654000

View existing organization details page

↪ [Try a new search](#)

[x Cancel](#)

### Helpful Tip:

If the organization does not exist in SAM.gov, you must add this suborganization manually.

## Add programs to the suborganization.

- To add programs to this suborganization, select the Edit link. This will open a new window.

The screenshot shows the FEMA GO interface for a suborganization. On the left is a sidebar with 'My suborganization' and 'All suborganizations'. The main content area is titled 'Org Ser001 DN 52157' and contains 'Suborganization Information'. This section is divided into 'Summary information', 'SAM.gov information', and 'Assigned Programs'. An 'Edit' button is highlighted with a red box in the top right corner of the summary information section.

Summary information				
<b>Mailing address</b> 52157 Org Ser001 Blvd Testington, TN 37201	<b>Physical address</b> 52157 Org Ser001 Blvd Testington, TN 37201	<b>EIN#</b> 987654000	<b>DUNS#</b> 900052157	<b>UELEFT</b> UEI900052157

SAM.gov information			
<b>Doing business as name</b> Org Ser001 DBA 52157		<b>Registration status</b> Active	
<b>Registration last updated date</b> 12/31/2019	<b>Registration expiration date</b> 12/31/2069	<b>Has active exclusion?</b> --	<b>Debt subject to offset?</b> --

**Assigned Programs**

- Building Resilient Infrastructure and Communities
- Flood Mitigation Assistance
- Hazard Mitigation Grant Program
- Hazard Mitigation Grant Program Post Fire
- Pre-Disaster Mitigation

- In the new window, select the programs you wish to add to this suborganization, then select the **Update this suborganization** button to complete the process.

The screenshot shows the 'Assign programs' dialog box. It prompts the user to 'Choose programs you wish to add to this suborganization.' A list of programs is shown with checkboxes. Two programs are checked: 'FEMA Fire Management Assistance Grant Program' and 'FEMA Public Assistance Grant Program'. The 'Update this suborganization' button is highlighted with a red box.

**Assign programs**  
Choose programs you wish to add to this suborganization.

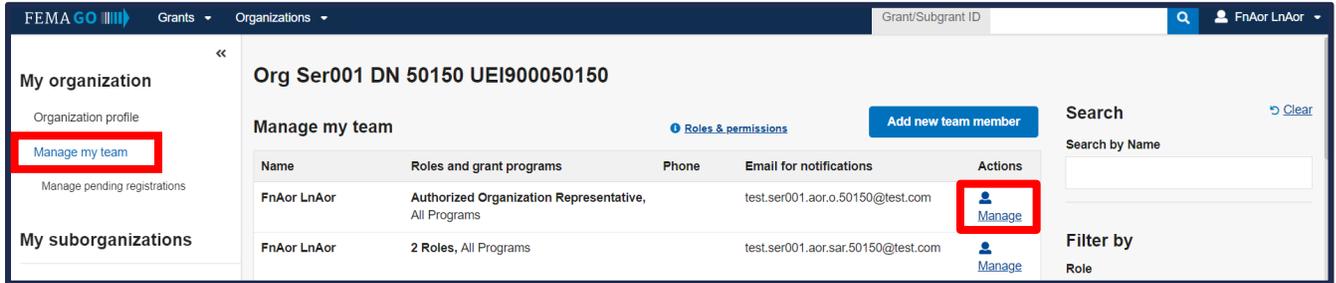
- Recovery: Assistance for Organizations/Governments
- FEMA Fire Management Assistance Grant Program
- FEMA Public Assistance Grant Program
- Preparedness: Community Security
- Homeland Security Grant Program
- Nonprofit Security Grant Program

**Update this suborganization** ✓

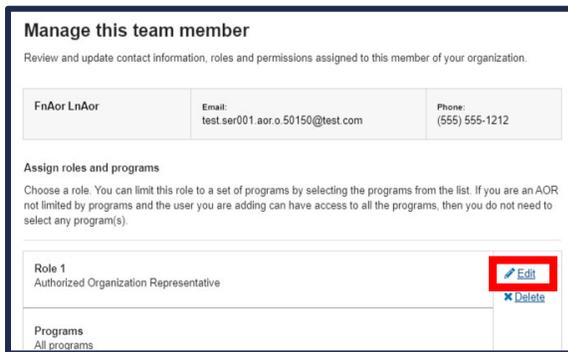
✕ Cancel

## For an AOR to add suborganizations, designate the AOR for ALL programs at the organizational level.

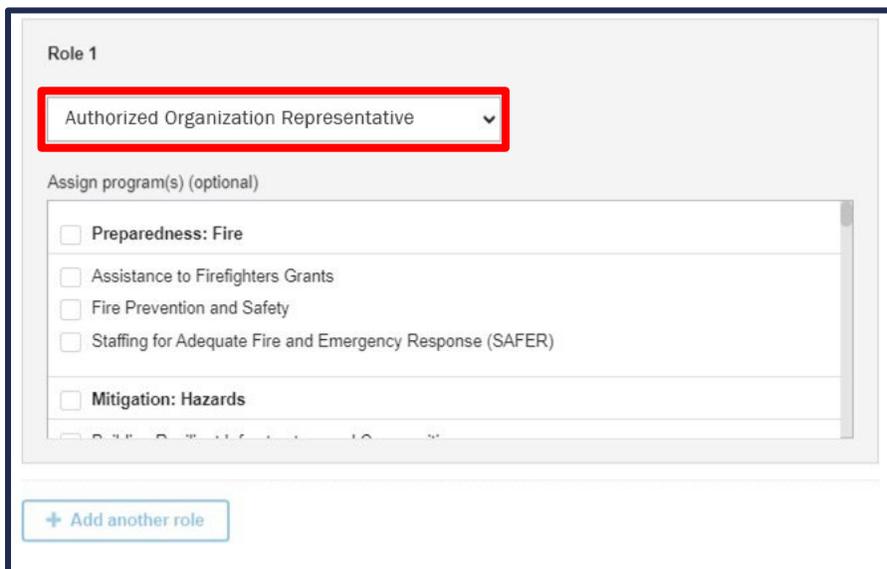
- Select **Manage my team** from the left navigation panel. A list of current team members within your selected organization, as well as their role and contact information, will display.
- Locate the team member you wish to designate and select **Manage** under the **Actions** column.



- Select **Edit** to update the permissions for the selected team member. This opens a new window.



- In the new window, use the **Role dropdown menu** to designate the team member as an AOR.
- In order to give the AOR organizational permissions for ALL programs, ensure that **no programs are selected**, then select the **Save & Close** button in the Manage this team member window.



# FEMA GO Help Desk Information

Please send any questions to:

[FEMAGO@fema.dhs.gov](mailto:FEMAGO@fema.dhs.gov)

**1-877-585-3242**

**Hours: Mon.-Fri. 9 a.m. – 6 p.m. ET**