



FEMA

There are many reasons for providing someone else access to an application, including:

1. You are going on vacation and will need someone else to continue working on it.
2. You want some advice on how to complete the application or would like someone to review what you have done.
3. There is more than one person working on the application.
4. You do not have the sign/submit authority and need someone who does to sign and submit the application.

As a grant applicant, you create a variety of applications—Paper Intake Subgrant Applications, Grant Acting as Subgrant Applications, and Grant Applications. The process to provide access to each of these types of applications is the same, except for the first step to access the application.

You can control the level of access (View/Print, Create/Edit, and/or Sign/Submit), as well as the period of time for access. Keep in mind that the level of access you can give the person depends on what level of access he or she has for eGrants. For example, if someone does not have Sign/Submit access, then you will not be able to give them Sign/Submit access to applications.

NOTE: FEMA can reassign permission to all of a grant user's applications to another grant user as necessary. For example, if a user retires and has not authorized access to all of their applications. Similarly, grant users can reassign permission to all of a subgrant user's applications to another subgrant user.

Authorizing Access to Applications—Grant Applicants

The following steps will walk you through the process of authorizing access to an application.

1. Start from the Grant Applicant Home Page.
2. Select the appropriate link to access the application.
 - a. For Paper Intake subgrant applications, select either the **Work on Un-submitted Paper Intake Subgrant Application(s)** link or the **Work on Submitted Paper Intake Subgrant Application(s)** link.
 - b. For Grant as Subgrant Applications, select either the **Work on Un-submitted Subgrant Application(s)** link or the **Work on Submitted Subgrant Application(s)** link.
 - c. For Grant Applications, select either the **Work on Un-submitted Grant Application(s)** link or the **Work on Submitted Grant Application(s)** link.
3. You will see a list of the applications you have access to. From this list, select the **View Details** link under the **Authorize/Revoke Access** column for the application you are providing access to.
4. Select the **Authorize Access** button.
5. Input the search criteria you are using to search for the person to whom you are providing access.
 - a. You can choose to search by any combination of First Name, Last Name, E-mail, and/or Agency.
 - b. You can also choose to sort the results by search criteria and by the number of results you want to display.
6. Once you have entered the search criteria, select the **Search** button.
7. From the list of results, select the radio button corresponding to the name of the person you wish to provide access to.
8. Select the **Authorize Access** button.
9. Determine the access level.
10. Determine the Period of Time and the Unit of Time.
 - a. The unit of time can be in Day(s), Week(s), Month(s), and Year(s).
11. Select the **Save and Continue** button.
12. The person to whom you wish to provide access should now show up in the list of people who have access to the application.