



**FEMA**

## **Authorizing Access—Grant Applicants**

**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.**

**Another situation that can occur is when someone from your agency leaves and no one else has access to his or her applications. In this case, you can contact FEMA and request that they share all of the applications that were created by the person who has left to someone else.**

**You can select the level of access (View/Print, Create/Edit, and/or Sign/Submit) as well as the period of time for access that you want to give another person for the application. Keep in mind that the level of access depends on what level of access the person has for eGrants.**

**For example, you cannot provide someone Sign/Submit access to your application if he/she does not already have Sign/Submit access in eGrants. You can also update or revoke access to the application at any time.**

**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 navigating to the application.**





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, go to the Subgrant Applications section, select either the **Work on Un-submitted Paper Subgrant Application(s)** link or the **Work on Submitted Paper Subgrant Application(s)** link.
  - b. For Grant Applicant Acting as Subgrant Applicant, 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.

**Grant Applicant Home Page**

Welcome to the Grant Applicant section of eGrants. Please select the activity you want to perform by clicking on the appropriate link below.

Application Activities	
<a href="#">Administration</a>	allows you to activate administrative preferences and approve subgrant registrations
<a href="#">Print Blank Applications</a>	allows you to print blank applications.
Subgrant Applications	
<a href="#">Enter Paper Subgrant Application (Application Intake)</a>	allows you to enter new subgrant application(s) submitted in paper format.
<a href="#">Work on Un-submitted Paper Subgrant Application(s)</a>	allows you to work on existing subgrant applications, submitted in paper format, that you have not fully entered into the system.
<a href="#">Work on Submitted Paper Subgrant Application(s)</a>	allows you to manage subgrant applications, submitted in paper format, that you have fully entered into the system.
<a href="#">Review Submitted Subgrant Application(s)</a>	allows you to review and approve submitted subgrant application(s)
<a href="#">Review Un-submitted Subgrant Application(s)</a>	allows you to review un-submitted subgrant applications for which access has been granted.
Grant Applicant Acting As Subgrant Applicant	
<a href="#">Create New Subgrant Application</a>	allows you to create new subgrant application(s) for your agency.
<a href="#">Work on Un-submitted Subgrant Application(s)</a>	allows you to work on existing grant as subgrant application(s) that you have not fully entered into the system.
<a href="#">Work on Submitted Subgrant Application(s)</a>	allows you to manage grant as subgrant application(s) that you have fully entered into the system.
Grant Applications	
<a href="#">Create New Grant Application</a>	allows you to create new grant application(s).
<a href="#">Enter New Paper Grant Application (Application Intake)</a>	allows you to enter new grant application(s) submitted in paper format.
<a href="#">Work on Un-submitted Grant Application(s)</a>	allows you to work on existing grant application(s) that you have not yet submitted to FEMA.
<a href="#">Work on Submitted Grant Application(s)</a>	allows you to manage grant application(s) that you have submitted to FEMA.

**Grant Status: Un-submitted Grant Applications**

Grant applications that you have begun and have not submitted are listed below. To continue work on an application, please select an action for the corresponding application in the table below. To authorize or revoke access to an application, click on the *View Details* link under the *Authorize/Revoke Access* column.

**Note:** *p* indicates the application was submitted in paper format. Un-Submitted grant application with attached subgrants are not available for deletion. Subgrants will have to be de-attached prior to deletion of grant application.

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Select	Application Year	Application Title	Program	Grant Type	Authorize/Revoke Access	Action
<input type="checkbox"/>	2008	Florida EMA FMA Application	FMA	FMA Grant Application	<a href="#">View Details</a>	<a href="#">Update Application</a>
<input type="checkbox"/>	2008	Florida EMA Grant Application	PDM Competitive	PDM Competitive Grant Application	<a href="#">View Details</a>	<a href="#">Update Application</a>
<input type="checkbox"/>	2009	Florida FMA Grant Application 2009	FMA	FMA Grant Application	<a href="#">View Details</a>	<a href="#">Update Application</a>
<input type="checkbox"/>	2009	2009 Florida RFC Application	RFC	RFC Application	<a href="#">View Details</a>	<a href="#">Update Application</a>
<input type="checkbox"/>	2009	Test Application	FMA	FMA Grant Application	<a href="#">View Details</a>	<a href="#">Update Application</a>



4. Select the **Authorize Access** button.

### Authorize/Revoke Access

Application Title: [Test Application](#)  
Application Number:  
Grant Type: [FMA Grant Application](#)

Listed below are users that you have authorized access to the above application. To authorize access to another user, click on the *Authorize Access* button below. To update or revoke access from a user, click the appropriate link under the *Action* column.

No Records Returned.

Show 5

Name	Telephone Number	Email	Status	Date	Action
<input type="button" value="First"/> <input type="button" value="« Prev"/> <input type="button" value="Next &gt;&gt;"/> <input type="button" value="Last"/>					

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.

### Find Registered Users

Search for a user you want to authorize access to your application.

First Name	<input type="text"/>
Last Name	<input type="text" value="Johnson"/>
Email	<input type="text"/>
Agency	<input type="text"/>
Sort by	<input type="text" value="First Name"/>
Results per page	<input type="text" value="Show 5"/>

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.

**Search Results**

Listed below are users who match your search criteria. To authorize access to a user listed below, select the radio button beside the *First Name* and click the *Authorize Access* button. To search for other users, click the *Go Back* button.

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Select	First Name	Last Name	Telephone Number	Email	Agency
<input type="radio"/>	Deborah	Johnson	7034487944	atsang@c2ti.com	Florida Emergency Management Agency

9. In the Access Information section, Determine the access level. by choosing user Permissions.

10. Determine the Period of Time the user will have access to.

11. Determine the Unit of Time the user will have access to. The unit of time can be in Day(s), Week(s), Month(s), and Year(s).

12. The Justifications sections may be utilized to provide comments on why this user needs this access. Note: This is not a required field, but users are encouraged to use it.

13. Select the **Save and Continue** button.

**Update Access**

Application Title: Test Application  
 Application Number:  
 Grant Type: FEMA Grant Application

You have chosen to modify the following access information. When you are finished, click on the *Save and Continue* below.

User Information	
Title	Ms
Username	djohnson55
First Name	Deborah
Middle Initial	
Last Name	Johnson
Telephone	7034487944
Email	atsang@c2ti.com
Access Information	
*Permissions	<input checked="" type="checkbox"/> View/Print <input checked="" type="checkbox"/> Create/Edit <input type="checkbox"/> Sign/Submit <small>(Permissions can be View only, View &amp; Create, View &amp; Sign or All)</small>
*Period of Time	5 <small>(e.g. 30)</small>
*Unit of Time	Month(s) <small>(e.g. Days)</small>
Justifications	
<small>(Maximum 4000 characters)</small> Would like Deborah to review and provide comments.	





14. The person to whom you wish to provide access should now be displayed in the list of people who have access to the application.

**Authorize/Revoke Access**

Application Title: [Test Application](#)  
Application Number:  
Grant Type: [FMA Grant Application](#)

Listed below are users that you have authorized access to the above application. To authorize access to another user, click on the *Authorize Access* button below. To update or revoke access from a user, click the appropriate link under the *Action* column.

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Show 5

Name	Telephone Number	Email	Status	Date	Action
Deborah Johnson	7034487944	atsang@c2ti.com	Access Granted	09-09-2009	<a href="#">Update</a> <a href="#">Deny/Revoke</a>

You can update or deny/revoke access to the application for authorized users at any time as necessary by selecting either of these links in the **Action** column.

