FISCAL YEAR 2013

HOMELAND SECURITY GRANT PROGRAM

SUPPLEMENTAL RESOURCE: ND GRANTS GRANTEE REGISTRATION INSTRUCTIONS

U.S. DEPARTMENT OF HOMELAND SECURITY

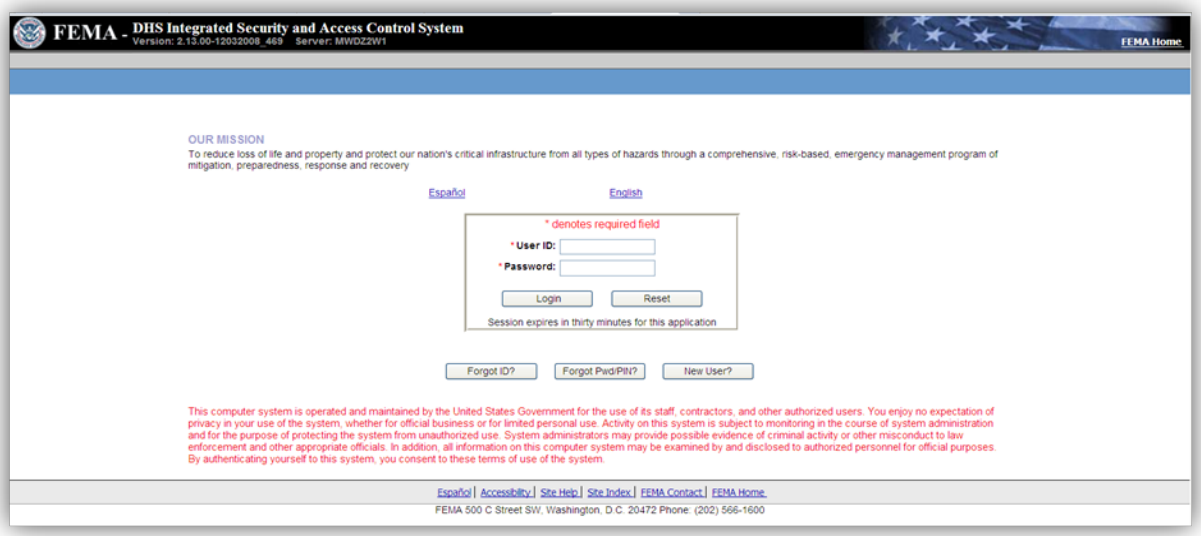
Non Disaster (ND) Grants System
Grantee Registration Instructions

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.

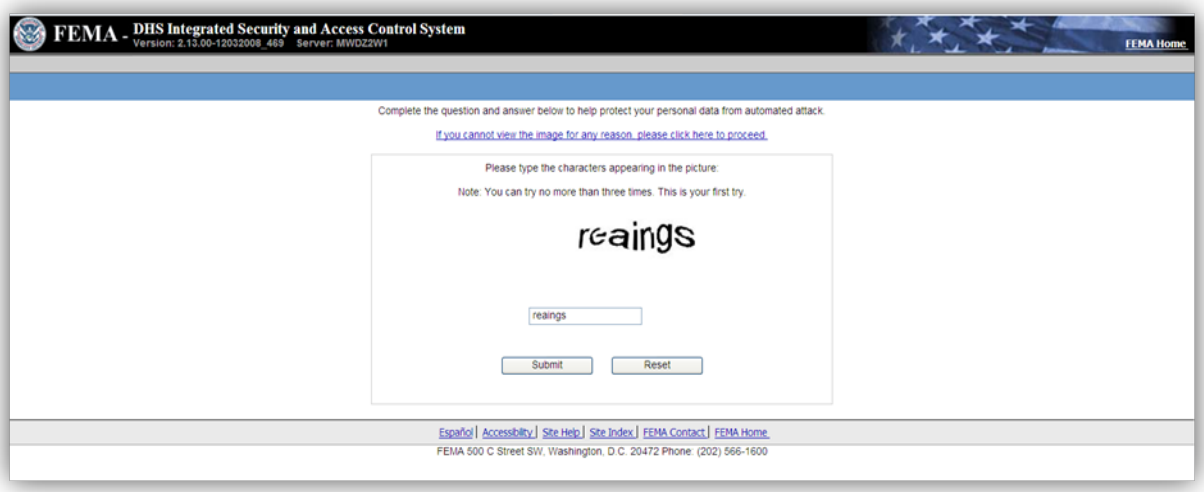
1 Go to https://portal.fema.gov

► The **FEMA Login page** will be displayed

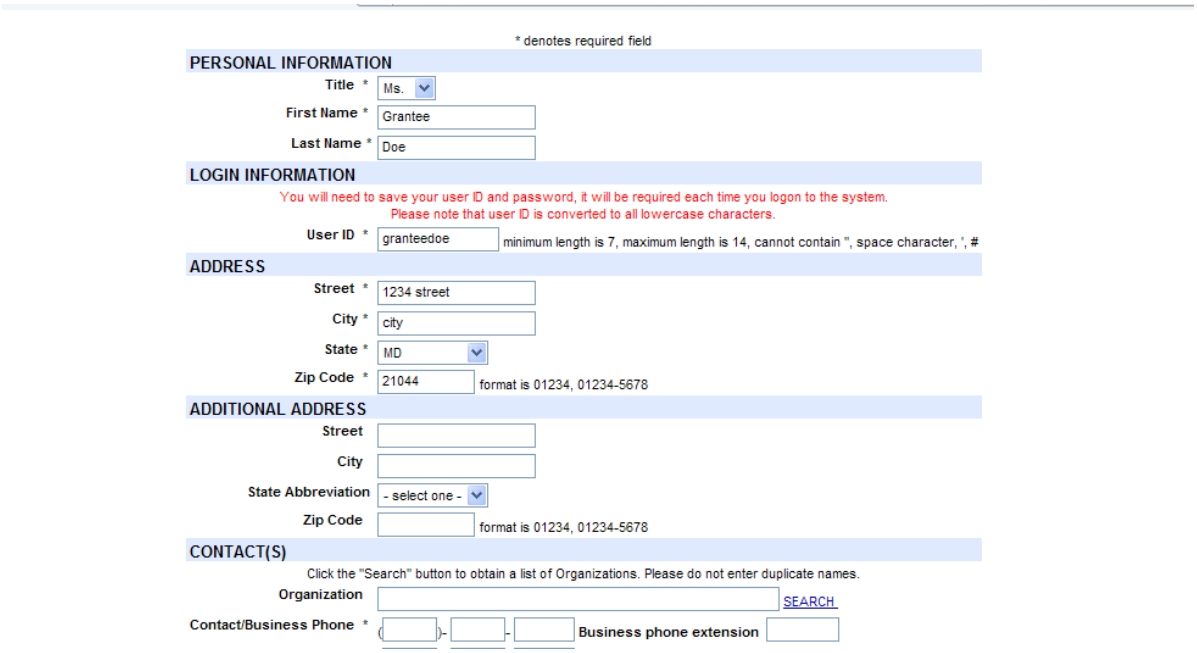


2 Click the "*New User?*" button at the bottom of the login screen

► An **Image Verification page *may be*** displayed

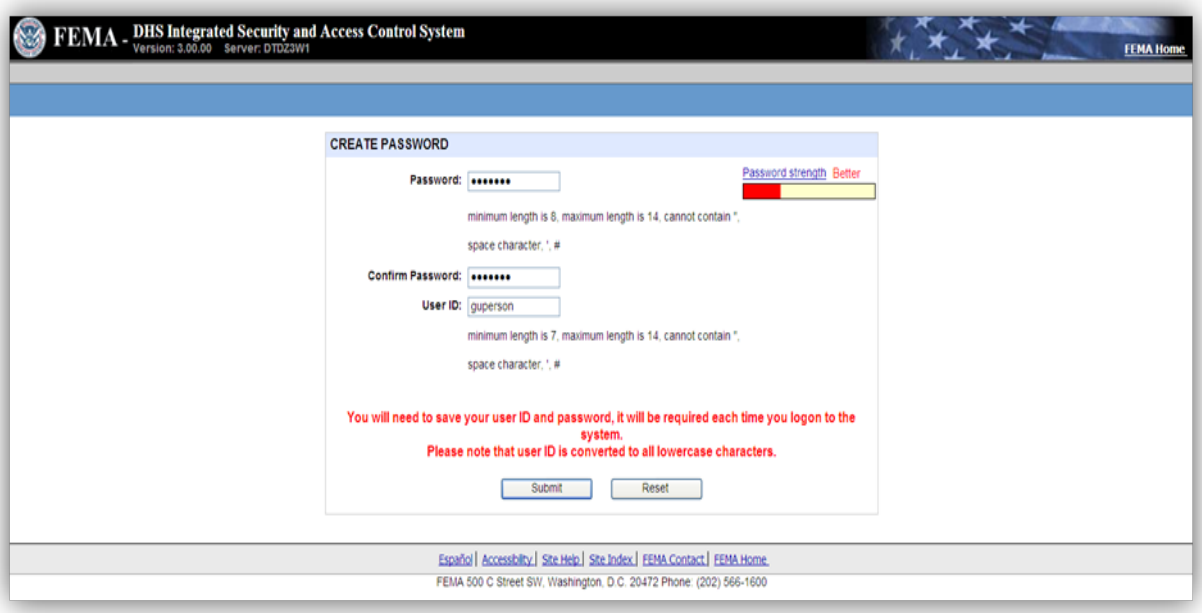


3 Enter the characters appearing above the entry box, and click the *Submit* button
► A **Personal Information page** will be displayed



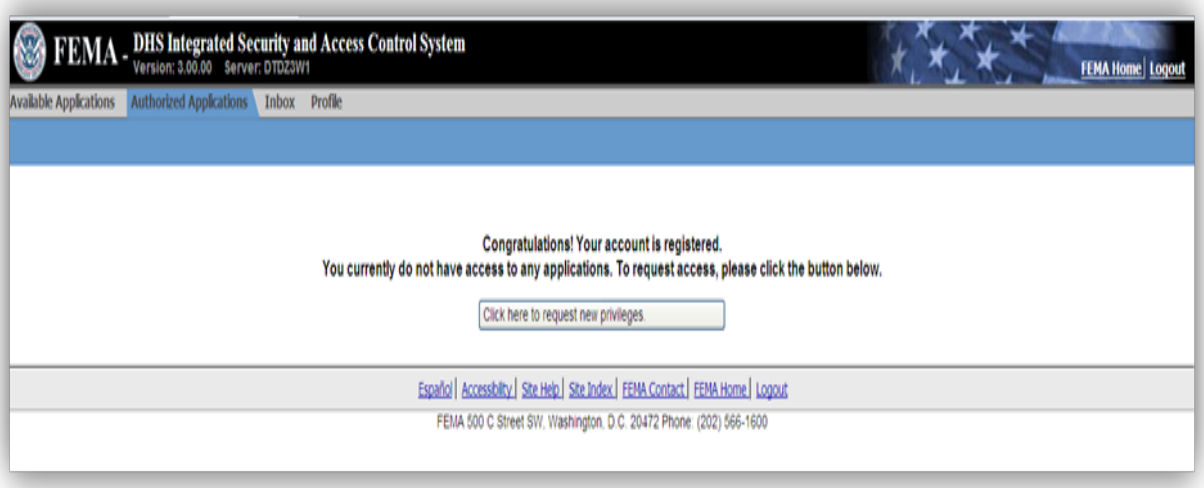
4 Enter the information requested

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



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.

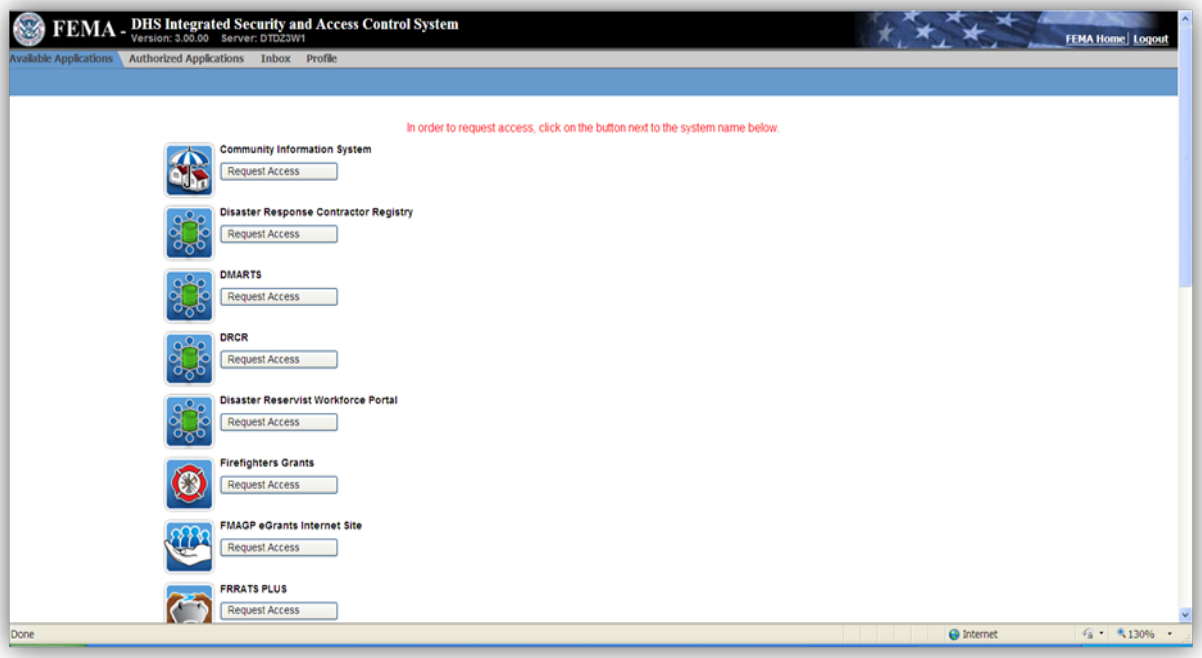
► A **Congratulations page** will be displayed



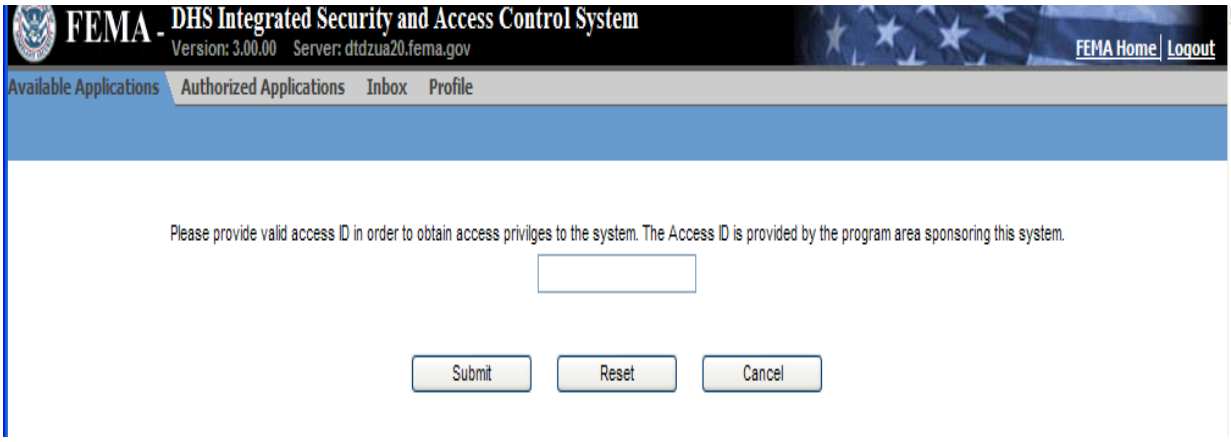
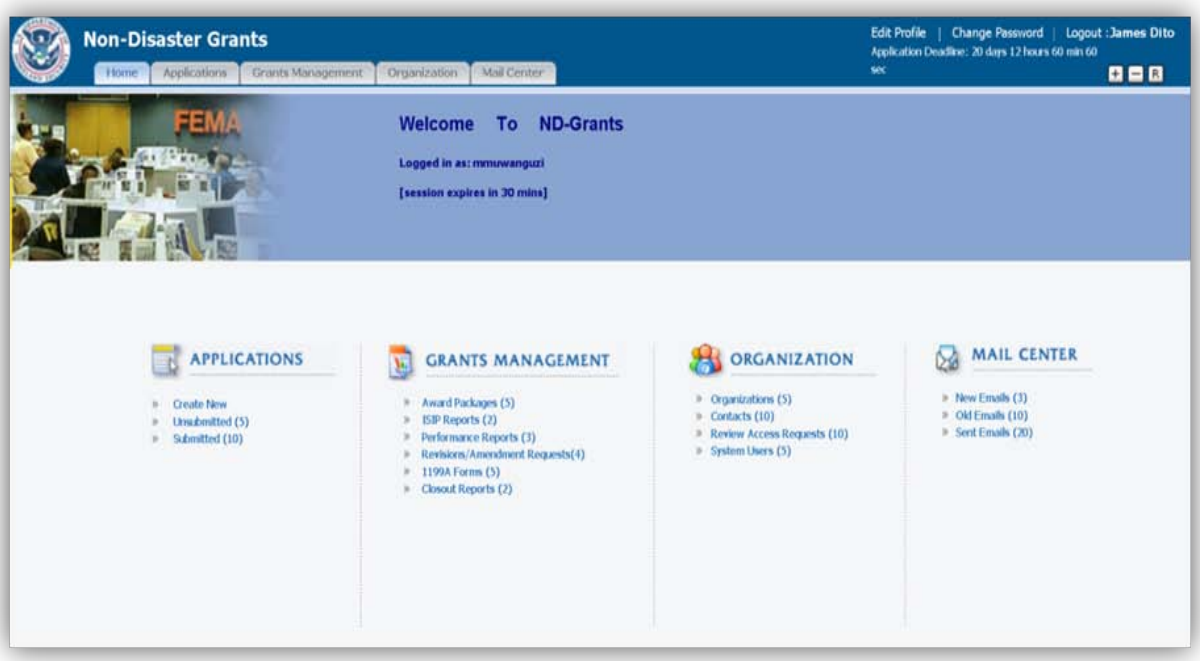
7 Click on the *Click here to request new privileges* button.

- 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