

# Creating an ND Grants Account

Quick Reference Guides (QRGs) provide step-by-step instructions to assist you in using the Non-Disaster Grants (ND Grants) system. This QRG describes how to create an ND Grants account.

## Introduction

ND Grants is a configurable grants management system that fulfills the Federal Emergency Management Agency's (FEMA's) initiative to consolidate the entire non-disaster grants management lifecycle into a single system. ND Grants provides many features to help manage applications more efficiently by allowing grant recipients to create and manage applications as well as manage their awards.

To access the ND Grants system, you must first register an account. Registration can be completed within the FEMA portal at <https://portal.fema.gov>. After the registration process is complete, your User ID and password will be used to log into ND Grants.

## Note

- If you have already registered but forgot your User ID or password click on the [Forgot Password?](#) or the [Forgot ID?](#) buttons for assistance

## Step 1

From the *FEMA Login* page, click the [New Non-PIV User?](#) button.

The screenshot shows the FEMA Login page. At the top, it says "OUR MISSION" and "To reduce loss of life and property and protect our nation's critical infrastructure from all types of hazards through a comprehensive, risk-based, emergency management program of mitigation, preparedness, response and recovery". Below this are language options for "Español" and "English". The main login area contains a form with fields for "User ID" and "Password", both marked with an asterisk to denote required fields. There are "Login" and "Reset" buttons. Below the form, it says "Session expires in thirty minutes for this application". At the bottom of the login area are buttons for "Forgot ID?", "Forgot Pwd?", and "New Non-PIV User?". The "New Non-PIV User?" button is highlighted with a red box. To the right of the login area is a section for PIV card users, featuring the "United States Government" logo, a placeholder for a user profile (labeled "John Doe"), and a "New PIV User?" button. A note next to it says "Please insert your FEMA PIV card into your smart card reader before attempting to login, then press the PIV card image." There is also a "USA" logo and a PIV card image.

Figure 1. Click the [New Non-PIV User?](#) button on the *FEMA Login* page



FEMA

## Step 2

If necessary, enter the characters appearing above the text box on the *Image Verification* page and click the [Submit](#) button.

[If you cannot view the image for any reason, please click here to proceed.](#)

**Please type the characters appearing in the picture:**

Note: You can try no more than three times. This is your first try.

h a t l e d

h a t l e d

Figure 2. Enter the characters and click the [Submit](#) button

### Step 3

On the *Personal Information* page, complete all required fields (\*). Then click the [Submit](#) button.

\* denotes required field

**PERSONAL INFORMATION**

Title \*  ▼

First Name \*

Last Name \*

**LOGIN INFORMATION**

You will need to save your user ID and password, it will be required each time you logon to the system.  
Please note that user ID is converted to all lowercase characters.

User ID \*  minimum length is 7, maximum length is 14, cannot contain ", space character, ', #

**ADDRESS**

Street \*

City \*

State \*  ▼

Zip Code \*  format is 01234, 01234-5678

**ADDITIONAL ADDRESS**

Street

City

State Abbreviation  ▼

Zip Code  format is 01234, 01234-5678

Figure 3. Enter all user information and click the [Submit](#) button

## Step 4

Create a password and then click the [Submit](#) button. The password must be 8-14 characters long and cannot contain any special characters. Your password will be required to access ND Grants every time.

Figure 4. Create a password on the *Create Password* page and click the [Submit](#) button

## Step 5

Your account is registered at this time; however, you must request access to ND Grants. To request access, click the [Click here to request new privileges](#) button.

Figure 5. Click the [Click here to request new privileges](#) button on the *Congratulations* page

## Step 6

Scroll down and click the [Request Access](#) button next the [ND Grants](#) icon.

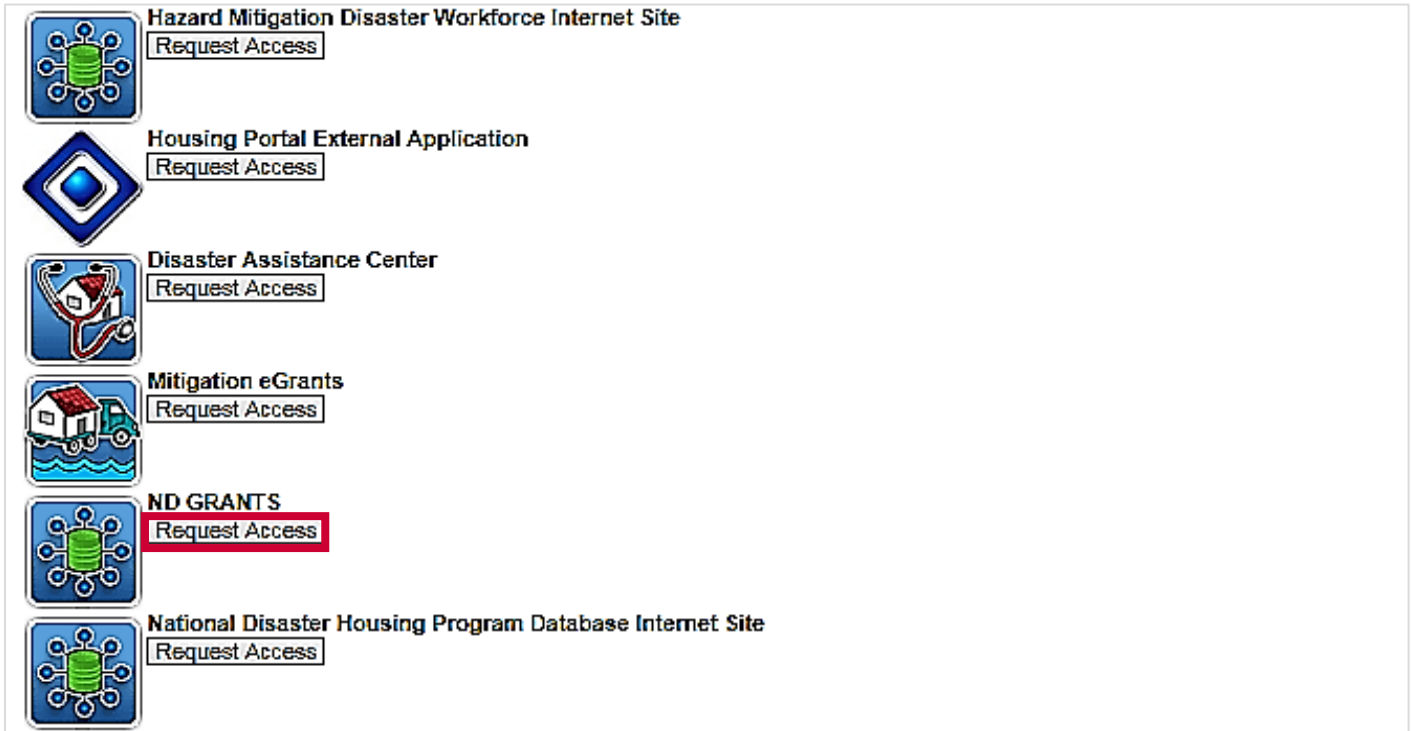


Figure 6. Click the [Request Access](#) button to access ND Grants

## Step 7

Enter the ND Grants access code and click the [Submit](#) button. The ND Grants homepage will appear, indicating that you successfully logged into ND Grants.

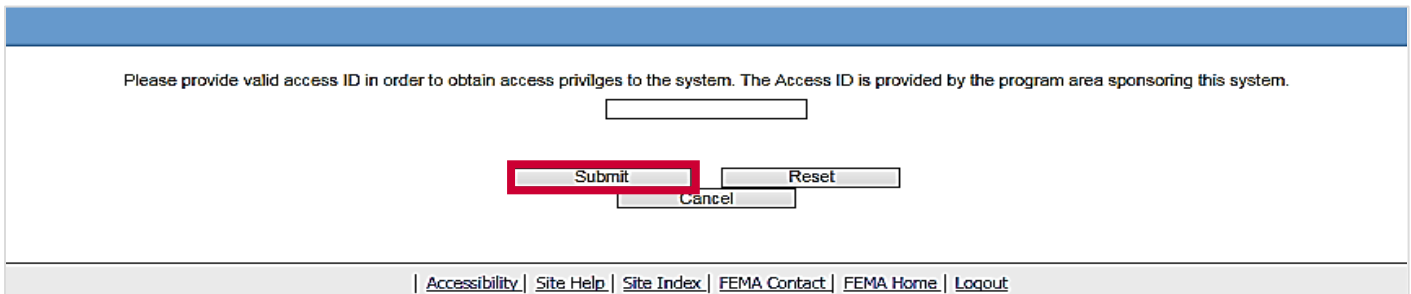


Figure 7. Enter the ND Grants access ID on the *Access ID* page

### Note

- If you are not participating in an ND Grants training session, you can request the access code by calling the ND Grants Service Desk at 1-800-865-4076 or sending an email to [NDGrants@fema.dhs.gov](mailto:NDGrants@fema.dhs.gov)

## Questions?

For additional assistance, please contact the ND Grants Service Desk. For programmatic or grants management questions, please contact your Program Manager or Grants Specialist.

Monday – Friday | 9:00 a.m. – 6:00 p.m. EDT | 1-800-865-4076 | [NDGrants@fema.dhs.gov](mailto:NDGrants@fema.dhs.gov)