FEMA GO Award
Acceptance Guide

This guide provides instructions for External FEMA GO Users to log-in, navigate the system, and complete the task for accepting or declining an award.

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Objectives

By the end of this FEMA GO training, you will be able to:

• Log-in to FEMA GO as an external user
• Complete the Accept or Decline Award task
This page intentionally left blank.
Training Roles and Log-in
Training Roles

This training is for the following external roles:

<table>
<thead>
<tr>
<th>Role</th>
<th>User</th>
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<tbody>
<tr>
<td>Authorized Organization Representative</td>
<td>AOR</td>
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Log-in

Step 1:
Go to https://go.fema.gov

Step 2:
Log in with your previously created Email and Password
Accept or Decline Award Task

Navigate to the Task

Accept Decision

Decline Decision
Navigate to the Task

**Step 1:**
On the welcome screen locate the section titled *My grants*

**Step 2:**
Scroll through the list of grants to find the grant you want to accept or decline an award for

**Step 3:**
Select the *Accept/Decline Award* link next to the grant in the *My grants* section to be directed to the task
Accept Decision

**Step 1:**
Select **Accept award**

**Step 2:**
Enter **Comments** as needed to support your decision

**Step 3:**
Select the box next to your name to provide your signature

**Step 4:**
Enter your FEMA GO password to authenticate your signature

**Step 5:**
Select **Submit**

⚠️ **Note**
The reminders section at the bottom of this screen is program specific.

✔️ **You have successfully accepted your award.**
Decline Decision

**Step 1:**
Select **Decline award**

**Step 2:**
Enter **the required reason** for declining the award

**Step 3:**
Select the box next to your name to provide your signature

**Step 4:**
Enter your FEMA GO password to authenticate your signature

**Step 5:**
Select **Submit**
FEMA GO Help Desk Information:

Please send any questions to:

FEMAGO@fema.dhs.gov

1-877-585-3242

Hours: Mon-Fri, 9:00 a.m. – 6:00 p.m. ET