

FEMA GO Request a Payment Guide

This guide provides instructions for External FEMA GO Users to log-in, navigate the system, complete a request for payment, and view the request or FEMA decision.

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FEMA

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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 a Request for Payment
- Review the Payment Request or FEMA Decision



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Training Roles and Log-in



Training Roles

This training is for the following external roles:

Role	User
Authorized Organization Representative	AOR
Financial Member	FM
Programmatic Member	PM



Remember

The available screens are based on your role.

Log-in

Step 1:

Go to <https://go.fema.gov>

Step 2:

Log in with your previously created **Email** and **Password**

Welcome to FEMA Grants Outcomes!

Grants Outcomes (GO) is FEMA's new platform for submitting, approving, and managing FEMA grants.

Log in

Email

Password


[Forgot password?](#)

Log in

[Create an account](#)

FEMA employees

Insert your PIV card into your smart card reader



John Doe

Log in with your PIV card

Department of Homeland Security (DHS) Consent

You are about to access a Department of Homeland Security computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines or imprisonment. This computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.



Request a Payment

Navigate to the Task

Payment Request

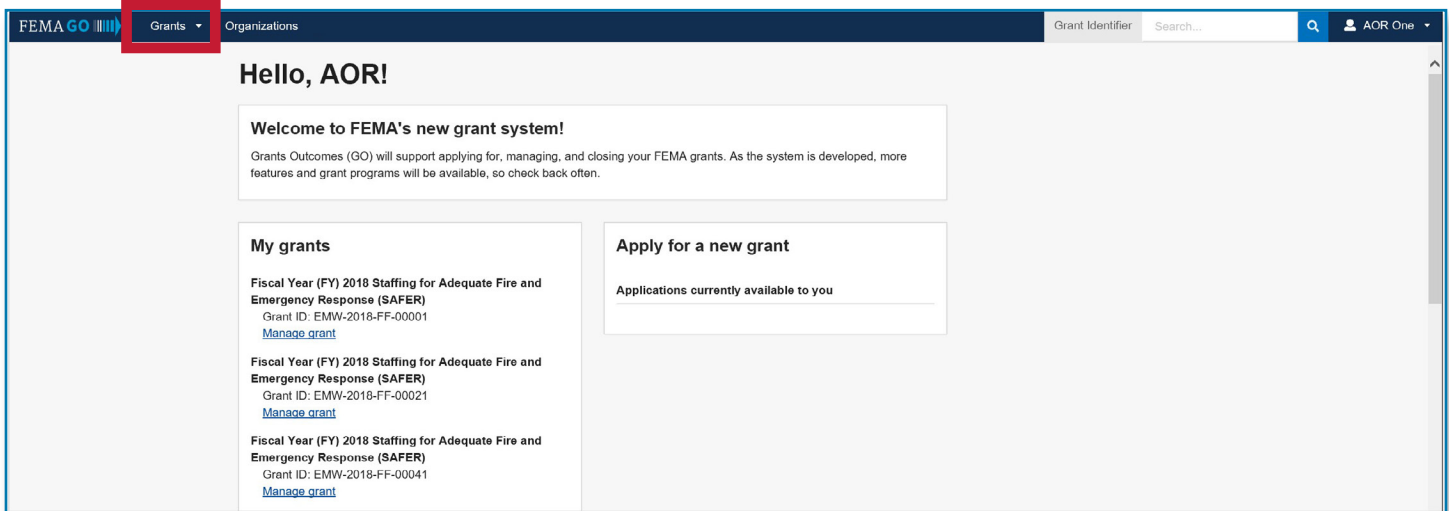
Certify and Submit



Navigate to the Task

Step 1:

Select **Grants** at the top of the Welcome page to navigate to the Grants Landing Page



Step 2:

Locate the Grant ID. Then under the **I want to...** dropdown, select **Request a payment**

<p>FUNDING OPPORTUNITY FY 2018 Assistance to Firefighters Grants</p>	<p>PERIOD OF PERFORMANCE 07/01/2019 - 07/01/2021</p>	<p>ACCEPTANCE DEADLINE STATUS DATE 10/28/2019</p>	<p>I WANT TO...</p> <p>Start a new action</p> <p>Request a payment</p> <p>Request an amendment</p>
<p>GRANT ID EMW-2018-FO-00001 (manage grant)</p>	<p>STATUS Award Accepted</p>		

Request a Payment

Section 1: Payment Request

- Review the **Federal share** and awarded items for accuracy
- Enter the amount that you are requesting in the **Payment amount** text field
- Enter the required **Payment request narrative**
- Select **Upload from your computer** to attach required attachments for support

Grant ID: EMW-2018-FF-31100
 Period of performance: 12/01/2019 to 11/30/2021

Federal share: \$1,900.95

Payment request

i

- Your awarded items are preloaded for you to request reimbursement
- You can add additional eligible items to this payment request by using the add buttons below.

Period of performance	12/01/2019 - 11/30/2021
Federal resources awarded	\$1,900.95
Required non-federal resources	\$1,500.95
Federal resources disbursed to recipient	\$0
Pending disbursements to recipient	\$0
Balance of federal resources available	\$1,900.95

Payment amount


Payment request narrative

Attachments

Maximum File Size: 1074.79MB

Accepted File Types: pdf, doc, docx, xls, .xlsx, .jpg

Upload from your computer


Attention
 Only certain file types are accepted.



Request a Payment

Section 2: Certify and Submit

- Select the box next to the **certification statement**
- Enter your **FEMA GO password**
- Select **Submit**

I, FmAor LnAor, certify that I am authorized to request payment, and I am hereby providing my signature to acknowledge that the payment request information is accurate and is consistent with my articles of agreement, to the best of my knowledge.

Please enter your password.

You have successfully submitted your payment request.





Review the Request or Decision

Navigate to the Task

View Request or Decision



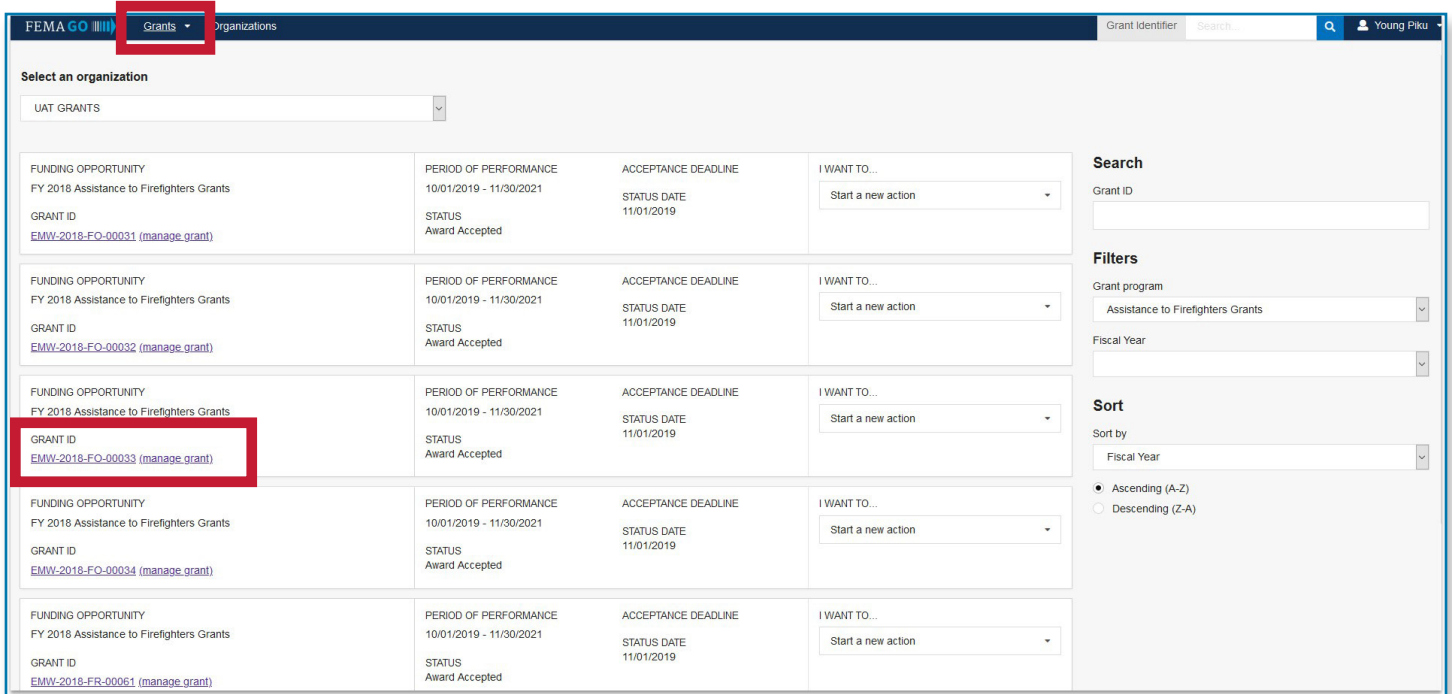
Navigate to the Task

Step 1:

Select **Grants** at the top of the Welcome page to navigate to the Grants Landing Page

Step 2:

Locate the grant you want to request a payment for and select the **Grant ID** link



The screenshot shows the FEMA GO Grants Landing Page. At the top, the navigation bar includes 'FEMA GO', 'Grants', and 'Organizations'. The 'Grants' menu item is highlighted with a red box. Below the navigation bar, there is a 'Select an organization' dropdown menu set to 'UAT GRANTS'. The main content area displays a table of grants with the following columns: FUNDING OPPORTUNITY, PERIOD OF PERFORMANCE, ACCEPTANCE DEADLINE, STATUS, and I WANT TO... The table contains five rows of grant information. The third row, with Grant ID 'EMW-2018-FO-00033 (manage grant)', is highlighted with a red box. To the right of the table is a sidebar with search and filter options, including a search bar, filters for Grant program and Fiscal Year, and sort options (Ascending (A-Z) and Descending (Z-A)).

FUNDING OPPORTUNITY	PERIOD OF PERFORMANCE	ACCEPTANCE DEADLINE	I WANT TO...
FY 2018 Assistance to Firefighters Grants GRANT ID EMW-2018-FO-00031 (manage grant)	10/01/2019 - 11/30/2021 STATUS Award Accepted	STATUS DATE 11/01/2019	Start a new action
FY 2018 Assistance to Firefighters Grants GRANT ID EMW-2018-FO-00032 (manage grant)	10/01/2019 - 11/30/2021 STATUS Award Accepted	STATUS DATE 11/01/2019	Start a new action
FY 2018 Assistance to Firefighters Grants GRANT ID EMW-2018-FO-00033 (manage grant)	10/01/2019 - 11/30/2021 STATUS Award Accepted	STATUS DATE 11/01/2019	Start a new action
FY 2018 Assistance to Firefighters Grants GRANT ID EMW-2018-FO-00034 (manage grant)	10/01/2019 - 11/30/2021 STATUS Award Accepted	STATUS DATE 11/01/2019	Start a new action
FY 2018 Assistance to Firefighters Grants GRANT ID EMW-2018-FR-00061 (manage grant)	10/01/2019 - 11/30/2021 STATUS Award Accepted	STATUS DATE 11/01/2019	Start a new action

Review the Request or Decision

Step 1:

Select **Payments** in left navigation panel

Step 2:


Select the **Actions** dropdown

Step 3:

Select **View FEMA decision** or **View request**

The screenshot shows the FEMA GO interface. On the left, the navigation menu includes 'Grant summary', 'My to do list', 'Organization information', 'Payments' (highlighted with a red box), 'Attachments', and 'Application'. The main content area displays 'Business Information' for 'WILLY WONKA DBAName' with details for physical and mailing addresses. Below this is a 'Payments' table:

Request number	Request date	Status	Date of status	Payment amount	Action
payment 1	11/01/2019	Approved	11/01/2019	\$200.00	Actions ▾
payment 2		Pending submission	11/04/2019		Actions ▾
payment 3	11/04/2019	Pending submission	11/04/2019	\$22,222.00	Actions ▾
payment 4	11/05/2019	Pending submission	11/05/2019	\$100.00	Actions ▾
payment 5	11/05/2019	Pending submission	11/05/2019	\$22,200.00	Actions ▾

 **Note**
You can also select **Withdraw request** or **Continue request**.

The close-up shows the 'Actions' dropdown menu with the following options: 'View FEMA decision' (highlighted with a red box), 'View request' (highlighted with a red box), 'Withdraw request', and 'Continue request'.



FEMA GO Help Desk Information:

Please send any questions to:

FEMAGO@fema.dhs.gov

1-877-585-3242

Hours: Mon-Fri, 8:00 a.m. – 5:00 p.m. ET

