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.

April 2023

Table of Contents

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

United States Government

John Doe

USA

Insert your PIV card into your smart card reader

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
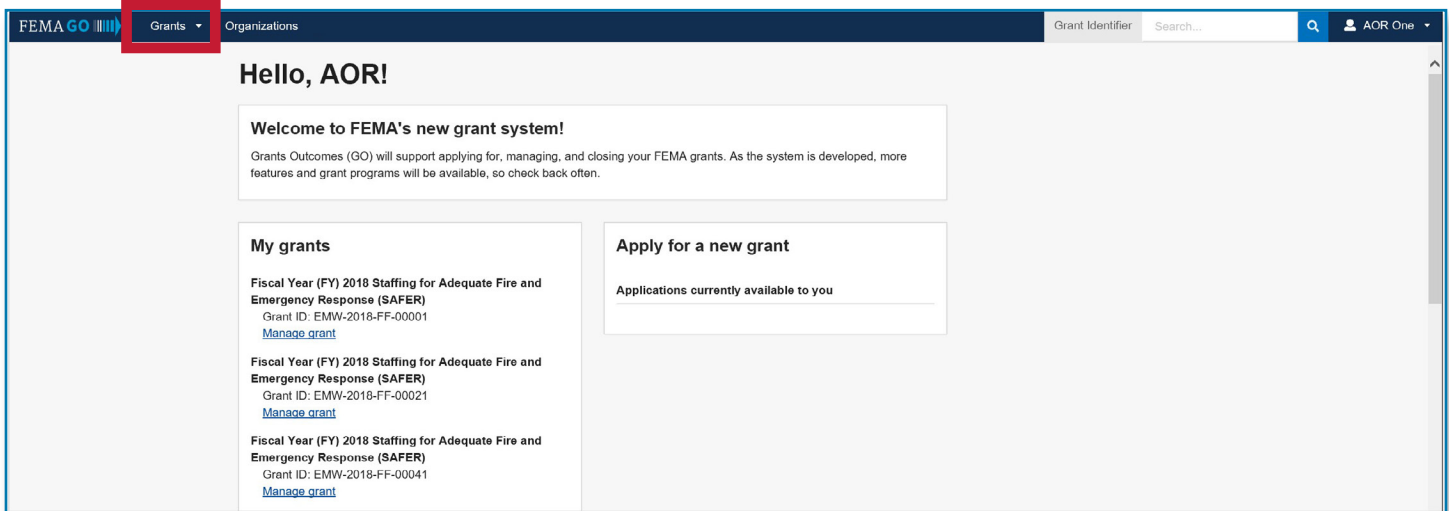
Navigate to the Task

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**

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

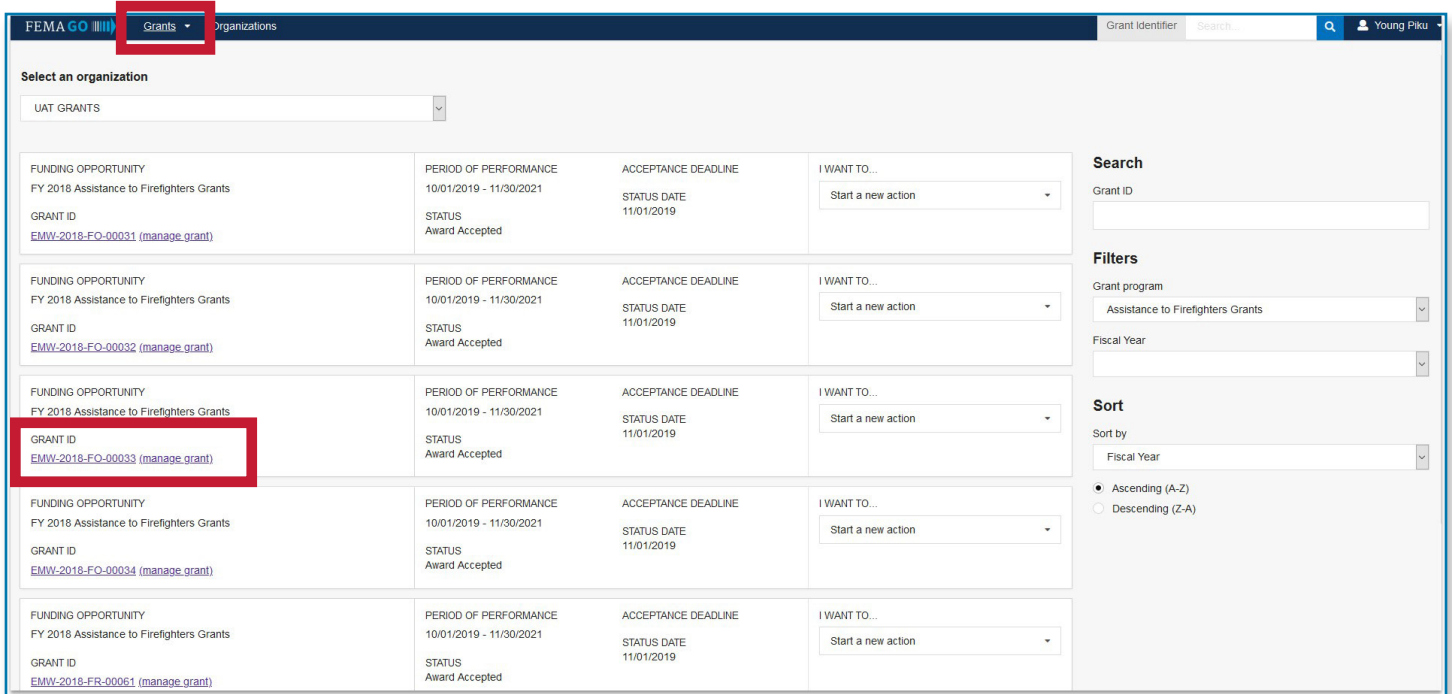Payment amount $

Payment request narrative

Attachments

Maximum File Size: **Accepted File Types:**
1074.79MB   .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, FnAor 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.

●●●●●●●●●●●●●●●

Submit

✓ 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

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**

| FEMA GO | Grants ▾ | Organizations | | | Grant Identifier | Search... | 🔍 | 👤 Young Piku |

Business Information

Doing business as name	WILLY WONKA DBAName
Physical address	123 Park Place New York, NY 20817
Mailing address	123 FIRST AVE P O Box 233 New York, NY 20817

More Information

Payments

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.**

Payment amount	Action
$200.00	View FEMA decision
$22,222.00	Actions ▾
$100.00	View request
$22,200.00	Withdraw request
	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