

# FEMA GO Request a Payment Guide

This guide provides instructions for FEMA grant recipients to log in, navigate the system, Complete a Request for Payment, and Review the Request or FEMA Decision.

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FEMA

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## Objectives

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

- Log-in to FEMA GO;
- Complete a Request for Payment; and
- Review the Payment Request or FEMA Decision.

# Training Roles and Log-in

# Training Roles

This training is for the following roles:

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

### Helpful Tips:

Only an AOR or FM can submit a payment request.

The available screens you see in FEMA GO are based on your role and may differ from the screens displayed.



# Grant Applicant/Recipient Log-in

## Step 1:

Go to [go.fema.gov](https://go.fema.gov).

## Step 2:

Select **Sign in with LOGIN.GOV**. Once you are logged in via Login.gov, you will be redirected back to the FEMA GO webpage.

### FEMA customers

FEMA Grants Outcomes is now using Login.gov to manage your login and authentication experience. To view or manage your account, sign in to or create an account with Login.gov.

**Sign in with LOGIN.GOV**

### Helpful Tip:

If you have not yet created an account with Login.gov, please follow the steps within the FEMA GO Startup Guide.



# Request a Payment

Navigate to the Task

Payment Request

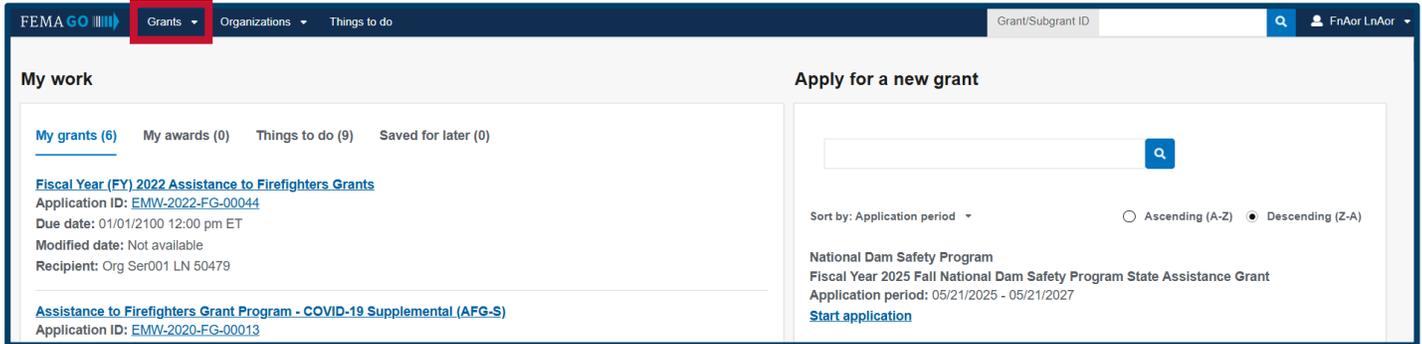
Certify and Submit



# Navigate to the Task

## Step 1:

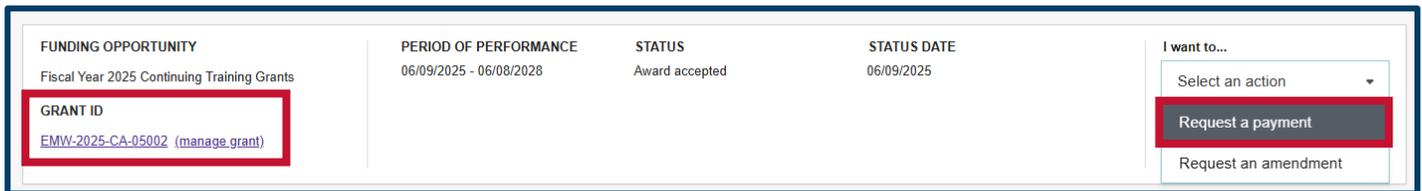
Select **Grants** at the top of the welcome page.



The screenshot shows the FEMA GO interface. At the top, there is a navigation bar with 'Grants' highlighted in a red box. Below the navigation bar, the page is divided into two main sections: 'My work' and 'Apply for a new grant'. The 'My work' section lists several grants, including 'Fiscal Year (FY) 2022 Assistance to Firefighters Grants' and 'Assistance to Firefighters Grant Program - COVID-19 Supplemental (AFG-S)'. The 'Apply for a new grant' section includes a search bar, sorting options (Application period, Ascending (A-Z), Descending (Z-A)), and details for the 'National Dam Safety Program'.

## Step 2:

Locate the grant you want to request a payment for. Then under the **I want to...** dropdown, select **Request a payment**.



FUNDING OPPORTUNITY	PERIOD OF PERFORMANCE	STATUS	STATUS DATE	I want to...
Fiscal Year 2025 Continuing Training Grants	06/09/2025 - 06/08/2028	Award accepted	06/09/2025	Select an action
<b>GRANT ID</b> EMW-2025-CA-05002 (manage grant)				<b>Request a payment</b>
				Request an amendment

# 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 the **Upload from your computer** button to attach supporting documents, as needed.

**My grant**  
Summary  
Payment request

**Fiscal Year 2025 Continuing Training Grants**

Grant ID: EMW-2025-CA-05002  
Period of performance: 06/09/2025 to 06/08/2028  
Federal resources awarded: \$1,000,000.00

**Payment request**

**Instructions**  
Please ensure your organization's banking information is up-to-date in SAM.gov before submitting your payment request. Payment requests may be delayed if the banking information is incorrect. Please use this page to request a payment under grant EMW-2025-CA-05002. Enter the amount you are requesting and a brief narrative describing the items for which you are requesting funding, and attach any associated files. Your narrative should include a description of items purchased with the payment, the number of items, the cost per item, and the total acquisition cost. Then sign and submit the payment request by selecting the signature statement and providing your system password. Only an Authorized Organization Representative (AOR) or a financial member of the recipient organization can submit a payment request.

Period of performance	06/09/2025 - 06/08/2028
Federal resources awarded	\$1,000,000.00
Required non-federal resources	\$0.00
Federal resources disbursed to recipient	\$0.00
Pending disbursements to recipient	\$0.00
Balance of federal resources available	\$1,000,000.00
Payment amount	\$5,000.00

Payment request narrative  
Test

Attachments (optional)  
[Upload from your computer](#)

[Save for later](#)

## Helpful Tip:

If you need to navigate away from this page or wish to return to complete the request later, select the star option to save for later.

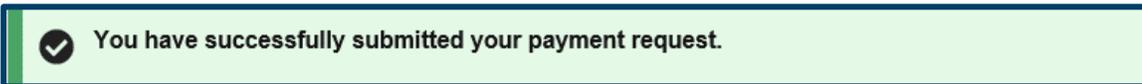


## Certify and Submit

- Select the **checkbox** next to the **statement** to provide your signature.
- Select the **Submit** button.
- A green banner will appear stating that you have successfully submitted your payment request.

I, Fr/Aor 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.

Submit



# 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.

The screenshot shows the FEMA GO interface. At the top, the 'Grants' menu item is highlighted with a red box. Below the navigation bar, the 'My work' section is visible, containing links for 'My grants (6)', 'My awards (0)', 'Things to do (9)', and 'Saved for later (0)'. Two grant listings are shown: 'Fiscal Year (FY) 2022 Assistance to Firefighters Grants' and 'Assistance to Firefighters Grant Program - COVID-19 Supplemental (AFG-S)'. On the right, the 'Apply for a new grant' section is visible, featuring a search bar and sorting options.

## 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 list page. On the left, there are filters for 'Fiscal Year' and 'Status'. The main table lists grants with columns for 'FUNDING OPPORTUNITY', 'PERIOD OF PERFORMANCE', 'STATUS', and 'STATUS DATE'. The 'GRANT ID' column contains the link 'EMW:2025-CA-05002 (manage grant)', which is highlighted with a red box. On the right side of the table, there is a dropdown menu labeled 'I want to...' with the option 'Select an action'.

FUNDING OPPORTUNITY	PERIOD OF PERFORMANCE	STATUS	STATUS DATE
Fiscal Year 2025 Continuing Training Grants	06/09/2025 - 06/08/2028	Award accepted	06/09/2025

# View Request or Decision

- Select the **Payments** link in the left navigation panel.
- Select the **Actions** dropdown menu.
- Select **View FEMA decision** if a decision has been made, or select **Withdraw request** or **Continue request** if the request is still being processed.

The screenshot displays the FEMA GO interface. On the left, a navigation menu includes 'Grant summary', 'My to do list', 'Organization information', 'Payments' (highlighted with a red box), 'Amendments', 'Financial reports', 'Performance progress reports', 'Closeout reports', 'Request for Information', 'Application', and 'Attachments'. The main content area shows a summary of federal resources:

Federal resources disbursed to recipient	\$0.00
Pending disbursements to recipient	\$50,000.00
Balance of federal resources available	\$950,000.00

Below this is a 'Select an action' dropdown menu. Underneath is a 'My to do list' table:

Description	Status	Date of status	Due date	Actions
payment 1	Pending submission	06/09/2025		<ul style="list-style-type: none"> <li>Continue request</li> <li>Withdraw request</li> </ul>

The 'Continue request' button in the actions dropdown is highlighted with a red box.

# FEMA GO Help Desk Information

Please send any questions to:

[FEMAGO@fema.dhs.gov](mailto:FEMAGO@fema.dhs.gov)

**877-585-3242**

**Hours: Monday – Friday, 9 a.m. – 6 p.m. ET**