

Three Helpful Tips for an Authorized Organization Representative (AOR) to Submit an Application

View the [Application Guide](#) for instructions on how to start an application and complete the sections required.

If a program has both Applications and Subapplications, view the [FEMA GO Pass-through Application and Subapplication Process User Guide](#) for instructions on how to start and submit an application and subapplication.

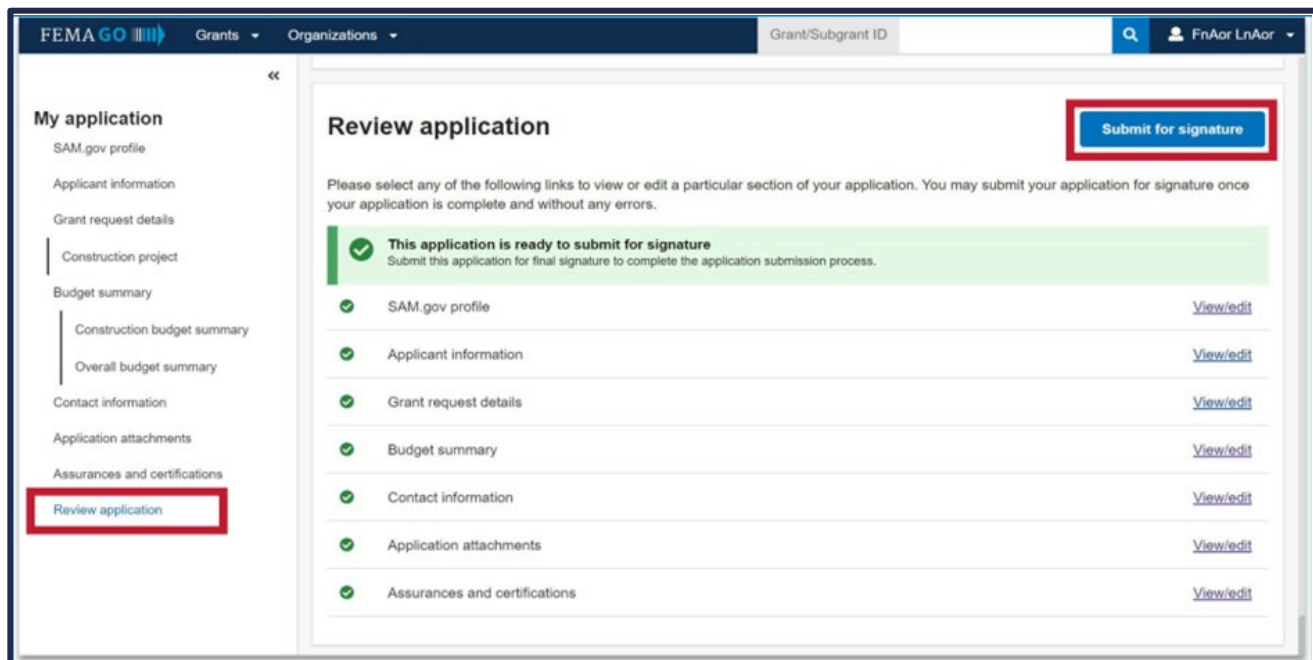
Tip 1:

Select **Review application** in the left navigation. A green check will appear next to all sections of the application that have been completed.

Tip 2:

Select **Submit for signature** button to confirm your contact information. You must then complete all assurances and certifications screens that appear.

REMEMBER - Only an AOR can sign and submit an application to FEMA.



TIP 3:

The last certification is an **Authorization to submit application on behalf of applicant organization.**

The **AOR** must:

- Select the **checkbox** certifying that the submitted information is accurate.
- Select the **checkbox** certifying the signature.
- Enter their **password** in the corresponding text field.
- Select the **Submit** button.

A green banner will appear with the statement: “You have successfully submitted your application.”

This is your verification that the transmission has been successful. The status of the application should now display **Submitted to FEMA.**

Confirm AOR contact information

Please confirm or update your contact information.

Email	First name	Last Name
test.ser001.aor.sar.51000@test.com	FnAor	LnAor

Area code	Phone number	Extension
123	4587890	
555	5555555	

Edit your contact info
Edit your contact info

I certify that my contact information is accurate

Signature

By entering my password, I, FnAor LnAor, certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001).

Please enter your password.

Submit

Return to edit application

You have successfully submitted your application.

EMW-2024-GP-05003: Generic Grants Program FY24

Org Ser001 DN 51000

Submitted to FEMA

The **FEMA GO Help Desk** provides a direct point of contact for users experiencing technical issues with the system. The FEMA GO Help Desk hours of operation are Monday-Friday from 9 a.m. to 6 p.m. ET. The Help Desk accepts phone calls at 1-877-585-3242 and emails at femago@fema.dhs.gov.