Creating an Organization Profile in FEMA’s Grants Portal

Step-by-Step Guide

This document is intended to be a supplemental resource used to assist in creating an Organization Profile in order to submit a Request for Assistance within FEMA’s Grants Portal. Here, screenshots and brief explanations will serve as a step-by-step guide which will provide visuals as you navigate through the request process.

1. Navigate to FEMA’s Grants Portal website at granteefema.gov.
   a. Select “Register Organization for Public Assistance.”

2. In order to begin the process, select the box to the left of the “I’m not a robot” statement and select the applicable pictures to validate the Captcha code, if required.
3. Complete the questions found within the Basic Information section of the questionnaire by making the applicable selection from the two drop down menus, then click “next.”

4. Enter full and legal organization name, organization type, EIN Number, and DUNS number in the applicable fields then select “next.”
   a. Organization Type should be selected from provided drop down menu.

*Note: Villages should select “City or Township Government”*
* Note that State/Territory and Disaster/Emergency fields will populate based on previous responses.

5. Complete the Contact Info section of the questionnaire. Please enter contact information for at least one primary contact. Alternate point of contact is optional. Once complete, click “next.”
6. Enter primary location address and mailing address information (if different from primary location address) then select “next.”

7. Review all information and select “submit.”
   a. Note: The state used in this example is Alabama. These fields should reflect the information entered for your organization.
8. Select “submit” once all information has been verified. A confirmation message will indicate that the organization has been created.
   a. Those designated as the contacts for the organization will receive an email from support.pagrants@fema.gov with a temporary password that will allow for first time login.
   b. Note: This does not serve as the Request for Assistance (RPA)/application to FEMA. A RPA can be completed once Ohio EMA approves your Organizational Profile. Please see job aid titled “Submitting a Request for Public Assistance” for step-by-step instructions.