

New User Registration for *eGrants*

Please follow the instructions below to register as a new user of *eGrants*, FEMA's online application portal.

- Mitigation e-Grants website: <https://portal.fema.gov>
- Sub-applicant must click on the "New User" link on home page to register.
- The New User creates a unique User ID and password (and must record/secure for future use).
- At the appropriate page, select "Mitigation eGrants" on the left side of the page.
- At appropriate prompt in the registration process, type in the appropriate new user access code:
 - Local government: Access Code is S53.
 - Indian Tribe: Access Code is S53IT (subgrantee/subapplicant); 1053IT (as a grantee, if the tribe wishes to apply directly through FEMA).

The "S" codes identify the user as a subgrantee belonging to the State of Washington.

- After registration, New User should send email to m.stewart@emd.wa.gov so I can go into *eGrants* and approve the registration; the system will not prompt me that I have a registration waiting in my queue.
- Once the registration is completed and approved, the system (webmaster@dhs.gov) automatically sends an e-mail to the New User and to me. I also will follow up with an email from my personal email (m.stewart@emd.wa.gov) to the New User.
- FEMA has established a Helpdesk if you need assistance with the registration process. The toll-free number is 866-476-0544.

Mark Stewart
State Hazard Mitigation Programs Manager
WA Military Department Emergency Management Division
Camp Murray - (253) 512-7072
Blackberry - (253) 988-0631
FAX - (253) 512-7205