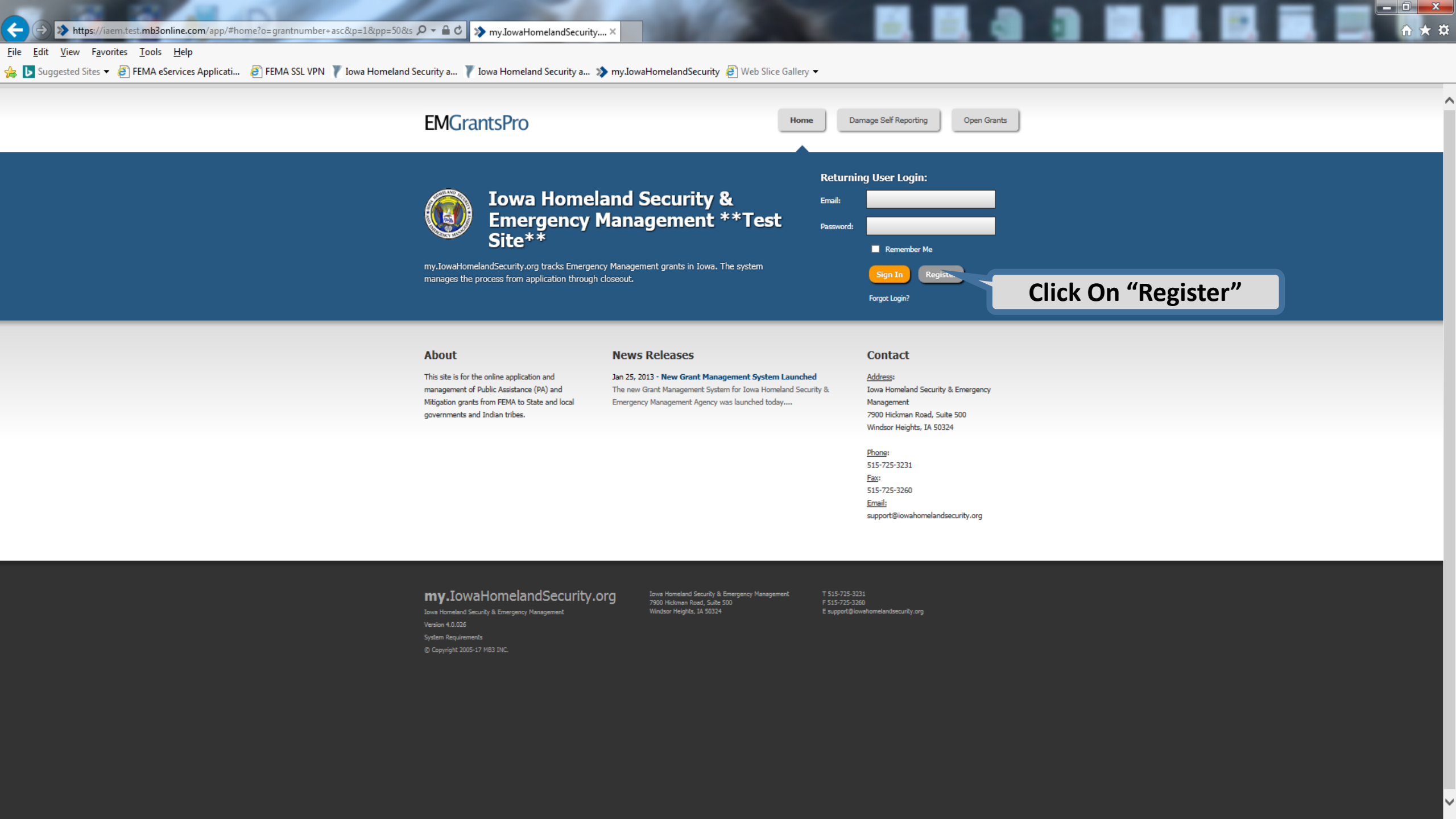


## Instructions for Registering in EMGrantsPro

Log into” <https://my.iowahomelandsecurity.org/app/#home?o=startdate+desc&p=1&pp=50&s=>

1. Click On “Register”
2. Complete all sections of the Registration Form. Ensure all red cells are completed. EMGrantsPro will not advance the request with incomplete red cells.
3. For “Applicant Organization” select the organization requesting funds. This would be the organization that will be financially liable for funding the application.
4. Select “Full Access” if you will be completing the application.
5. Provide a detailed explanation for the reason requesting access. (I, Mr. Jones am requesting access for the City of Smallville to complete an application for the Hazard Mitigation Program for a flooding problem the city is having).
6. Click on “Register” when complete.
7. Complete the registration with assistance from the following screen shots.

Once the registration request is submitted, it will be reviewed. If the request is complete and accurate it will be approved. Upon approval an email confirmation will be received by the Registrant. At this time, the Notice of Interest (NOI) can be completed.



## Iowa Homeland Security & Emergency Management \*\*Test Site\*\*

my.IowaHomelandSecurity.org tracks Emergency Management grants in Iowa. The system manages the process from application through closeout.

### Returning User Login:

Email:

Password:

Remember Me

[Sign In](#)

[Register](#)

[Forgot Login?](#)

Click On "Register"

### About

This site is for the online application and management of Public Assistance (PA) and Mitigation grants from FEMA to State and local governments and Indian tribes.

### News Releases

**Jan 25, 2013 - New Grant Management System Launched**  
The new Grant Management System for Iowa Homeland Security & Emergency Management Agency was launched today....

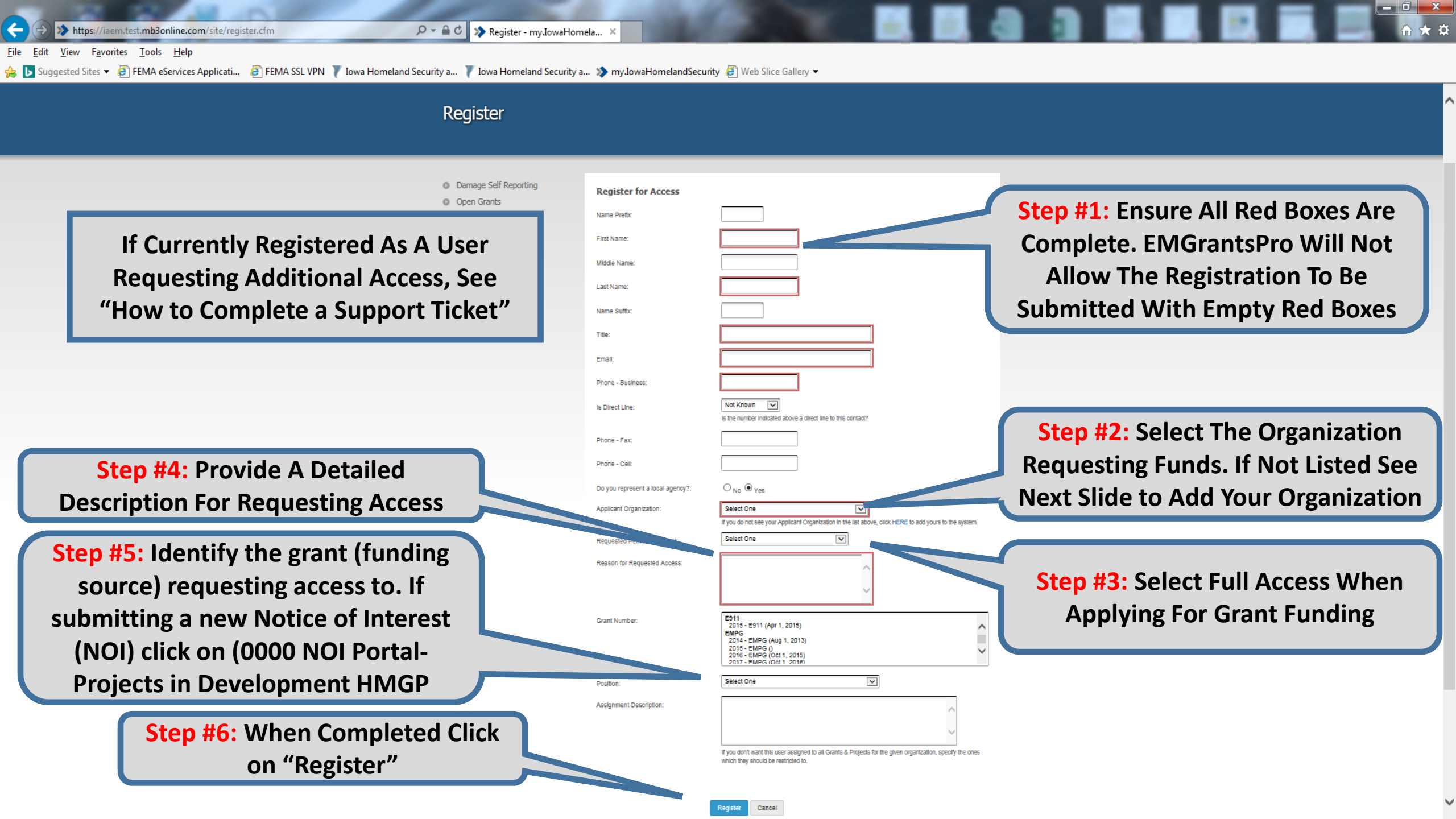
### Contact

**Address:**  
Iowa Homeland Security & Emergency Management  
7900 Hickman Road, Suite 500  
Windsor Heights, IA 50324

**Phone:**  
515-725-3231

**Fax:**  
515-725-3260

**Email:**  
[support@iawahomelandsecurity.org](mailto:support@iawahomelandsecurity.org)



**If Currently Registered As A User Requesting Additional Access, See "How to Complete a Support Ticket"**

**Step #1: Ensure All Red Boxes Are Complete. EMGrantsPro Will Not Allow The Registration To Be Submitted With Empty Red Boxes**

**Step #4: Provide A Detailed Description For Requesting Access**

**Step #2: Select The Organization Requesting Funds. If Not Listed See Next Slide to Add Your Organization**

**Step #5: Identify the grant (funding source) requesting access to. If submitting a new Notice of Interest (NOI) click on (0000 NOI Portal-Projects in Development HMGP**

**Step #3: Select Full Access When Applying For Grant Funding**

**Step #6: When Completed Click on "Register"**

Register Cancel

Registration form fields:

- First Name: [Red Box]
- Middle Name: [Red Box]
- Last Name: [Red Box]
- Name Suffix: [Red Box]
- Title: [Red Box]
- Email: [Red Box]
- Phone - Business: [Red Box]
- Is Direct Line:  Not Known  Yes
- Phone - Fax: [Red Box]
- Phone - Cell: [Red Box]
- Do you represent a local agency?:  No  Yes
- Applicant Organization: [Create New Applicant Organization](#)
- Applicant Name: [Red Box]
- County: [Red Box]
- Classification: [Red Box]
- Is your organization a County Entity/Subdivision?: [Red Box]
- Is your organization a State Agency?: [Red Box]
- Is your organization a PNP?: [Red Box]
- FIPS: [Red Box]
- FEIN: [Red Box]
- DUNS: [Red Box]
- Physical Address
- Address Line 1: [Red Box]
- Address Line 2: [Red Box]
- City: [Red Box]
- State: [Red Box]
- Zip Code: [Red Box]
- Mailing Address

To Add Your Organization Click The Word "Here"

Complete All The Red Cells

Step #5: When Completed Click on "Register"

# Register

- Damage Self Reporting
- Open Grants

**Once Your Registration Is Submitted, It will Be Reviewed. Upon Approval The Registrant Will Receive An Email Confirmation.**

**If Applying For A Grant The Next Step Would Be To Submit The Notice of Interest (NOI). See “How to Submit A Notice Of Interest (NOI)” For Step By Step Instructions**

### Successful Submission

Your request was successfully submitted. Your request will be forwarded to the State Administrator for approval. Once approved, you will receive an email with your login information. If you would like to apply for an open Grant, follow the steps listed below.

[Back to the Home Screen](#)

### Apply for Grant

1. Login to system using your login credentials (IDRT).
2. Click on the NEW REQUEST FOR ASSISTANCE button in the top right under the appropriate Applicant.
3. Complete the RPA Form.
4. Submit the completed RPA to the State for approval.