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

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

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

Step #4: Provide A Detailed Description For Requesting Access

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 #6: When Completed Click on “Register”
To Add Your Organization Click The Word “Here”
Complete All The Red Cells
Step #5: When Completed Click on “Register”
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