

## #1. I HAVE an EMGRANTS LOGIN

# EMGrants Registration Forms Existing User Requesting Additional Access Request

## INSTRUCTIONS #1: I HAVE an EMGRANTS LOGIN

Click here > [EMGrants Registration](#)

The screenshot shows the website header with the logo 'ok.emgrants.com' and navigation links for 'Home', 'Open Grants', and 'Resources'. Below the header is a dark blue banner with the word 'Register' in white. Underneath, there are two menu items: 'Open Grants' and 'Resources'. The main content area contains three paragraphs of text. The first paragraph states that the request was successfully submitted and provides a link to find the Access Request Authorization Form PDF. The second paragraph explains that the form must be presented to the highest elected or appointed individual (authorizing agent) representing the requested jurisdiction or organization. The third paragraph notes that access to the website will not be granted until the form is received and approved, after which an email with login information will be sent.

### REQUEST TYPE:

#### Existing User Requesting Additional Access

- If the PSAP currently has a log in to EMGrants to for the management or application of either a 9-1-1 or other program grant.
- This requests additional access to the [E911 Authorized PSAP Contacts](#) to the Registration Forms
- If the PSAP has a log in but have not logged in for six (6) months or longer, you may need to re-register. Please contact us if you are unsure.
- Please contact us before registering if you have questions or concerns about how you should register.

The screenshot shows a registration form with three sections. The first section is 'Phone - Cell:'. The second section is 'Request Type:', which has a dropdown menu with two options: 'New User Requesting Access' and 'Existing User Requesting Additional Access'. The 'Existing User Requesting Additional Access' option is selected and highlighted with a blue box. The third section is 'Please select your user type:', which has three radio button options: 'I am representing Oklahoma Department of Emergency Management or FEMA', 'I am a representative for an Applicant Organization.', and 'I am a contractor providing contracted services to an Applicant Organization'. The 'I am a representative for an Applicant Organization.' option is selected with a blue dot. Blue arrows point from the text below to these two selected options.

Select "I am a representative for an Applicant Organization" as your User Type

## [EMGrants Registration Forms Existing User Requesting Additional Access Request](#)

Select your "Applicant Organization" you provided when you originally requested access

Is Direct Line:

Phone - Fax:

Phone - Cell:

Request Type:

Please select your user type:

Applicant Organization:

Requested Permission Level:

Reason for Requested Access:

Program:

Select One

- Create New Applicant Organization
- #9 Area Fire Department (McIntosh County)
- A Pocket Full of Hope, Inc. (Tulsa County)
- Abounding Work Fellowship/c-v Outreach Center (Payne County)
- Absentee Shawnee Housing Authority (Pottawatomie County)
- Absentee Shawnee Tribe (Pottawatomie County)
- Achille School District (Bryan County)
- Achille Volunteer Fire Department (Bryan County)
- Achille, Town Of (Bryan County)
- Acme Volunteer Fire Department (Grady County)
- Ada Fire Department (Pontotoc County)
- Ada School District (Pontotoc County)
- ✓ Ada, City Of (Pontotoc County)**
- Adair County (Adair County)
- Adair County Rural Water (Adair County)
- Adair County Rural Water District #2 (Adair County)
- Adair County Rural Water District #3 (Adair County)
- Adair County Rural Water District #4 (Adair County)
- Adair County Rural Water District #5 (Adair County)
- Adair County Tri-community Volunteer Fire Department (Adair County)
- Adair Fire Department (Mayes County)
- Adair Public Schools (Mayes County)
- Adair, Town Of (Mayes County)
- Adamson Rural Water District #8 (Pittsburg County)
- Addington, Town Of (Jefferson County)
- Advent Public School (Osage County)
- Afton Fire Department (Delaware County)

Select "E911 Authorized PSAP Contacts" for the requested Permission Level

Applicant Organization:

Requested Permission Level:

Reason for Requested Access:

Select One

- Applicant/Read-Only/Upload
- Contractor
- ✓ E911 Authorized PSAP Contacts**
- Full Access
- Limited Access

appear on the list, please select "Create New Applicant Organization"

## EMGrants Registration Forms Existing User Requesting Additional Access Request

Select “**E911 Authorized PSAP Contacts**” for the requested Permission Level

Copy Physical Address:

Requested Permission Level:

Reason for Requested Access:

- Select One
- Applicant/Read-Only/Upload
- Contractor
- ✓ E911 Authorized PSAP Contacts**
- Full Access
- Limited Access

Enter “**Submission of the E9-1-1 Registration Forms**” for the Reason for the Requested Access.

Requested Permission Level:

Reason for Requested Access:

E911 Authorized PSAP Contacts

Submission of the E9-1-1 Registration Forms

You do not need to choose a “**Program**” unless you are also providing information for grant access and applications.

Program:

- DCMP
- EMPG
- E911**
- FMAG
- FMA

Position:


Assignment Description:

- ✓ Select One
- Alternate
- Authorized Agent
- Primary
- PSAP Contact**

If you don't want this user assigned to all Grants & Projects for the given organization, specify the ones which they should be restricted to.

Choose “**PSAP Contact**” for the Position, from the dropdown

## [EMGrants Registration Forms Existing User Requesting Additional Access Request](#)

Assignment Description:	<input type="text" value="Main Contact for PSAP Registration Forms"/> 
	40 OF 250 CHARACTERS USED
	If you don't want this user assigned to all Grants & Projects for the given organization, specify the ones which they should be restricted to.

This entry can be used to notify the system administrator that this person requesting access is only for Registration Forms or would like to be added to the Registration Form access, if they are already the contact for the Grants applications. Please contact our office if you have questions or are unsure of the permissions you are needing.

<input type="button" value="Register"/> <input type="button" value="Cancel"/>
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After clicking the “Register” (at the bottom of the form), you will be redirected and provided the “Access Authorization Form” - you will **NOT** need to complete and submit this **UNLESS** you are **ALSO** wanting access for the **E911 Grant Program**.



If you have questions contact Stacey Root at 405-521-3193 or [stacey.root@oem.ok.gov](mailto:stacey.root@oem.ok.gov)

*We're Here to Help!*