DEMES Quick Reference Guide
Register for DEMES
Provides Access to Grants Management, Mutual Aid, & State Agency Cost Reporting Portal

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Introduction
The purpose of this document is to provide users instructions on how to access and register for DEMES. DEMES (Department of Emergency Management Enterprise Solution) provides access to the Grants Management, Mutual Aid, and State Agency Cost Reporting portal. Registering establishes a contact within DEMES attached to the assisting agency indicated during the process.

Register for DEMES
1. To access DEMES, visit Register (fdemportal.com).
2. On the register page, Enter in your personal details in the fields provided.
   - Fields include: First Name, Last Name, Agency (i.e. Agency for Health Care Administration), Division, Role, Email, Username (auto populates when you click on it if your email is filled out), Create Password, Confirm Password
3. Click Sign Up to submit your request.
4. Next, you will need to search for your entity’s account. This will allow you to see the subrecipient agreements your entity has with FDEM. Type your entity’s name in the Account Name box and hit enter.
5. A list of accounts that match your query will appear on the screen below the search box. Select the appropriate account and click the Request Access button. Can’t find your entity’s account, reach out to your grant manager for assistance.

6. Once you have selected an account the final registration page will appear.
   - Type in your Business phone (required field), extension, and mobile phone
   - Select your User Type
   - Select the Bureau you intend to work with: selection does not limit which Bureau you can work with
   - Provide reason for requesting access
   - Click Next

7. A pop-up confirming the creation of your request will appear. Click Finish to submit.
8. This submits your Contact information for approval by Florida DEM. You will receive email communication from Florida DEM about access to your organization’s account.

Having trouble or need assistance? Contact DEMES.Support@em.myflorida.com for support.