



DEMES Quick Reference Guide

Register for DEMES

Provides Access to Grants Management, Mutual Aid, & State Agency Cost Reporting Portal

Updated May 3, 2023



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 \(fdemportal.com\)](http://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

Divya
Rawal
Agency for State Technology
Management
Program Administrator
divya.rawal@gmail.com
divya.rawal@gmail.com
.....
.....
Sign Up
Already have an account?

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**.

Account Access Search
Enter Account Name
Can't find your account?



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.*

The screenshot shows two side-by-side panels of the 'Account Access Search' interface. Both panels have a search box containing 'Test CC GMS'. The left panel includes a 'Can't find your account?' button and a list of results with 'Test CC GMS' selected. The right panel shows a similar search box and a 'Request Access' button highlighted with a red box, along with a 'Can't find your account?' button and a list of results with 'Test CC GMS' selected.

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**

The screenshot shows the 'Register for Access' form. It includes fields for Name (First Name, Last Name), User (Guest, User), Email (melissa.hancock@em.myflorida.com), Business Phone, Phone extension, Mobile Phone, User Type (Representative for an Applicant Organization), Bureau (Recovery), and Reason for Requesting Access. A 'Next' button is highlighted with a red box at the bottom right.

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.