DEMES Job Aid
Register for Grant Management Portal

Updated May 29, 2024
Version 1 – External Views
Introduction
The purpose of this document is to provide users with instructions on how to register to gain access to the Division of Emergency Management Enterprise Solution (DEMES) Grants Management Portal.

How to Register for the FDEM Grants Management Portal
1. Go to https://www.fdemportal.com/grants
2. Click on Register.

Enter your information and click Sign Up to create a user login for the FDEM Grants Management Portal.
*Please note that your username will default to your email address. If it says that username is already in use, please reach out to DEMES.Support@em.myflorida.com for assistance.
3. **Select the type of access you need. Check the box** and click **Next**.
   a. **Grants Management**: Select this type of access if your job duties revolve solely around Grants Management.
   b. **Mutual Aid**: Select this type of access if your job duties include Statewide Mutual Aid Agreement activities. This selection includes access to Grants Management functions.
   c. **Resource Management**: Select this type of access if your request is solely for the purpose of event-related mobilization and tracking of personnel and equipment.

4. Enter your **entity name** in the Account search box.
   *Note – type in the most unique portion of your entity name. For example, if the entity you are affiliated with is City of Boynton Beach, type in Boynton or Boynton Beach. This will help to ensure that if there is an existing account affiliated with your entity it will appear in the search results.*

5. If your entity appears in the search results, select the account affiliated with your entity and move to step 6.
6. If your entity does not appear in the search results, click on **Account Not Found**. A popup will appear requesting your entity information. Please fill in all of the information fields and click **Next**.

7. On the next screen, enter additional contact information as well as your reason for requesting access and click **Next**.
8. **Select the Grant Program** affiliated with the grant you are currently trying to apply for and click **Next**. *Note – this does not restrict your access to the available grants FDEM facilitates, but rather helps FDEM to monitor grant-based access requests.*

![Grant Selection Image]

9. Next select the **Grant year** you are currently trying to apply for and click **Next**.

![Grant Year Image]

Once your access has been approved by a member of the FDEM team, you will be able to view the Grants Management Portal in full.