



# DEMES Job Aid

## Register for Grant Management Portal

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Updated May 29, 2024  
Version 1 – External Views

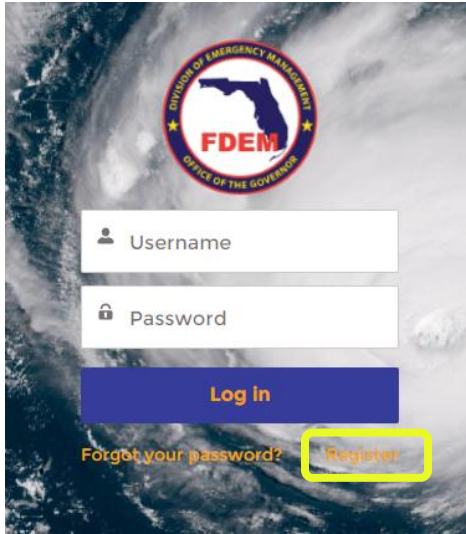


## Introduction

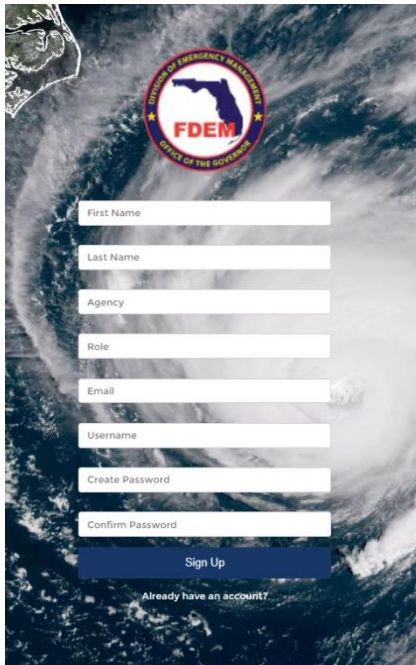
The purpose of this document is to provide users with instructions on how to register to gain access to the Division of Emergency Management Enterprise Solution (DEMES) Grants Management Portal.

## 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](mailto: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.

Home

Choose Access Type

Grants Management

Mutual Aid

Resource Management

Next

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.*

Home

Use the box below to search for your entity's account. If you are unable to locate your entity's account choose "Account Not Found"

Account

Search Accounts...

Previous Next Account Not Found

5. If your entity appears in the search results, select the account affiliated with your entity and move to step 6.

Home

Use the box below to search for your entity's account. If you are unable to locate your entity's account choose "Account Not Found"

Account

test

"test" in Accounts

- AF SMAA Test Account
- CB SMAA Test Account
- Holiday Park Testing Site
- FDEM Test**
- Plant City Test Account



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**.

\* Organization Name

Complete this field.

Enter FEIN

Enter Duns

Is this a Private Non-Profit

**Shipping Address**

Is the Shipping Address the same as the Billing Address?

Address

Street

City  State/Province

Postal Code  Country

\* County

**Billing Address**

Address

Street

City  State/Province

Postal Code  Country

7. On the next screen, enter additional contact information as well as your reason for requesting access and click **Next**.

**Name**

First Name

Last Name

Department

Title

\* Email  
you@example.com

\* Business Phone

Phone Extension

Mobile Phone

\* Reason for Requesting Access



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.*

**Choose one or more of the following**

\* Open Grants

- 2018 State Homeland Security Grant Program (HSGP)
- 2017 State Homeland Security Grant Program (HSGP)
- FY2021-22 State Homeland Security Grant Program
- FY2022 State Homeland Security Grant
- FY 2020 State Homeland Security Grant

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

**Portal Access Request Workflow**

\* Open FDEM Programs

- Homeland Security Grant Program
- Nonprofit Security Grant Program
- Public Assistance
- Unmet Needs

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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.