

**FEMA
GRANTS
OUTCOMES**



FEMA GO Organization/Suborganization Management Guide

This Organization Management Guide provides instructions to manage Organizations and Suborganizations in FEMA GO



FEMA

Revision Index and Version History

Revision Number	Revision Date	Page Number	Revision Summary	Name of Reviewer
V1.0	07/21/2020	All	Initial Draft	M. Hinton
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FEMA

Introduction

The FEMA Grants Outcomes (GO) Organization and Suborganization Management Guide presents key functionalities needed to add a suborganization, view your organization/suborganization profile, manage your team and pending registrations, as well as adding new team members/users

This guide is primarily for those assigned in the AOR and SAR roles.

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FEMA

Roles and Permissions

- **Authorized Organization Representative** – can manage team members and has all organization permissions, including submitting information to FEMA.
- **Organization Member** – can view and edit all information, but cannot submit to FEMA or manage teams.
- **Programmatic Member** – can view and edit all information and submit amendments and programmatic reports.
- **Financial Member** – can view and edit all information and can only payments or draw down requests, financial reports, and amendments.
- **Grant Writer** – can view and edit all information for an application or subapplication.
- **Subrecipient Member** – can view and edit a subapplication.
- **Subrecipient Authorized Representative** – can view, edit, and submit a subapplication and give other users subrecipient role permissions.



Add a new team member to your organization

Enter an email address for a colleague to add to your organization. Then identify the role and grant programs (optional) to assign within the FEMA GO system. If you do not choose a grant program or group of grant programs, the user will be assigned the role you choose for all grant programs you belong to in the system.

Enter email

aer@aol.com

Enter

This email address is not associated with a registered user in FEMA GO.

You can assign this person roles and add them to your organization. A notice will be sent to the user to complete registration. They will show up on your pending registration list until they register.

Is this the person you wish to add to your organization?

aer@aol.com

Yes

[Enter another email address](#)

Select

- Authorized Organization Representative
- Organization Member
- Programmatic Member
- Financial Member
- Grant Writer
- Subrecipient Member
- Subrecipient Authorized Representative

Select

Assign program(s) (optional)

System for Award Management (SAM.gov)

- Registering with SAM.gov is required to start and submit an application – It's FREE!

- The account must remain active throughout evaluation process
 - It is only active for one year and must be renewed annually
 - Know your expiration date to ensure active status through grant life cycle

- Verify your Electronic Business POC to register in FEMA GO



FEMA GO and SAM.gov

- **The FEMA Grants Outcomes (FEMA GO) system automatically imports certain information from an organization's active SAM record, including the organization's legal name, mailing and physical address, EIN, DUNS and DUNS +4 numbers, and the Electronic Business Point of Contact (eBIZ POC).**
- **This information is automatically added to a grant application. As part of your application, you must verify that the organizational information imported from SAM is correct.**
- **If awarded a grant, financial transactions conducted between your organization and FEMA will utilize the banking institution information contained in your SAM record.**
- **Updates made to your SAM record can take up to 48 hours to reflect in FEMA GO. Updates may include details on an organization's core information or changing the individual listed as the 'Electronic Business Point of Contact' (eBIZ POC).**
- **If you create or re-activate a SAM record, it generally takes 24-48 hours before the FEMA GO system recognizes the updates and allows you to register your organization or begin an application.**



Organization/Suborganization Management

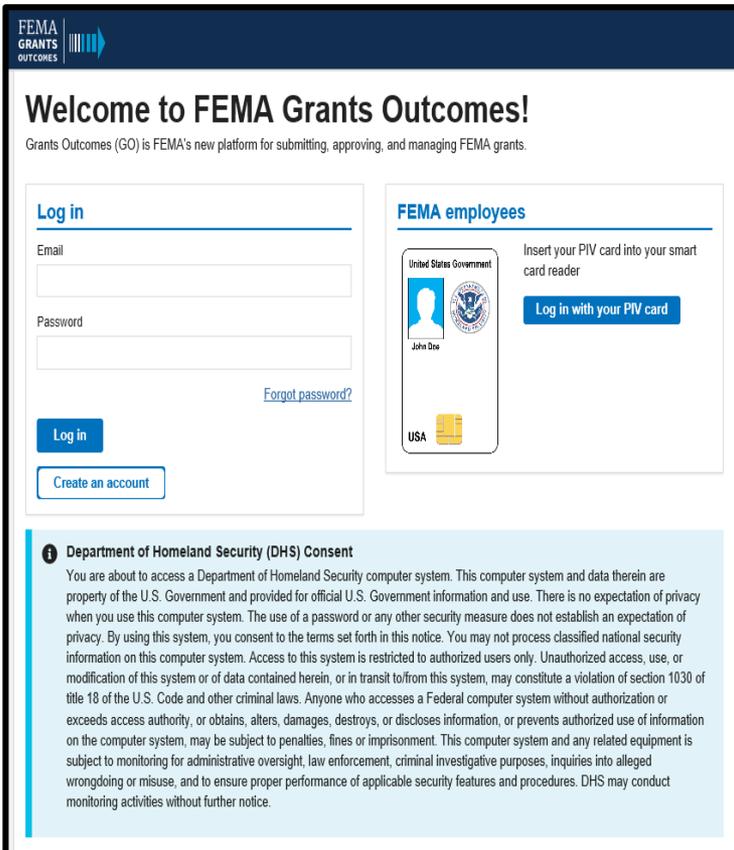
**FEMA
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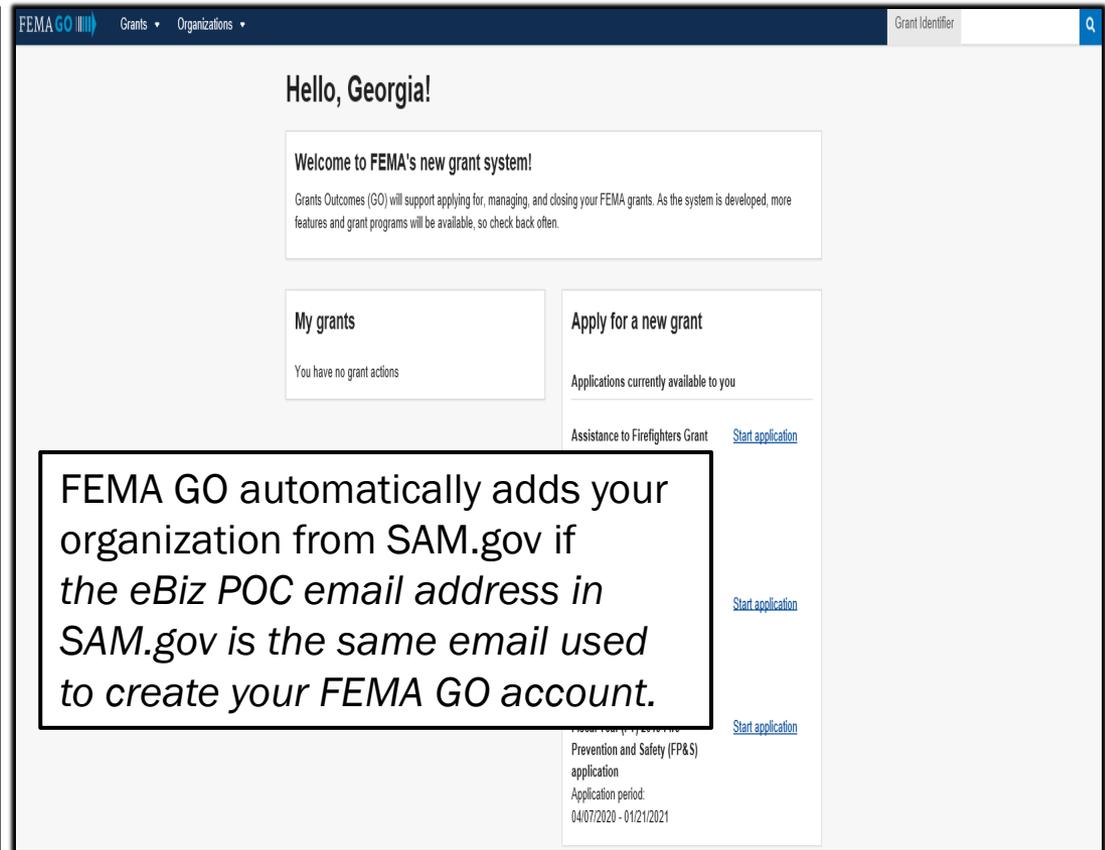
FEMA

WELCOME to FEMA's new grant system!

- Login in as an Authorized Organization Representative (AOR) to your Organization in FEMA GO



The screenshot shows the FEMA Grants Outcomes login page. At the top left, it says "FEMA GRANTS OUTCOMES". The main heading is "Welcome to FEMA Grants Outcomes!". Below this, it states "Grants Outcomes (GO) is FEMA's new platform for submitting, approving, and managing FEMA grants." There are two main login options: "Log in" and "FEMA employees". The "Log in" section has fields for "Email" and "Password", a "Log in" button, and a "Create an account" button. A link for "Forgot password?" is also present. The "FEMA employees" section features a PIV card image for "John Doe" and a "Log in with your PIV card" button. At the bottom, there is a "Department of Homeland Security (DHS) Consent" section with a detailed privacy notice.

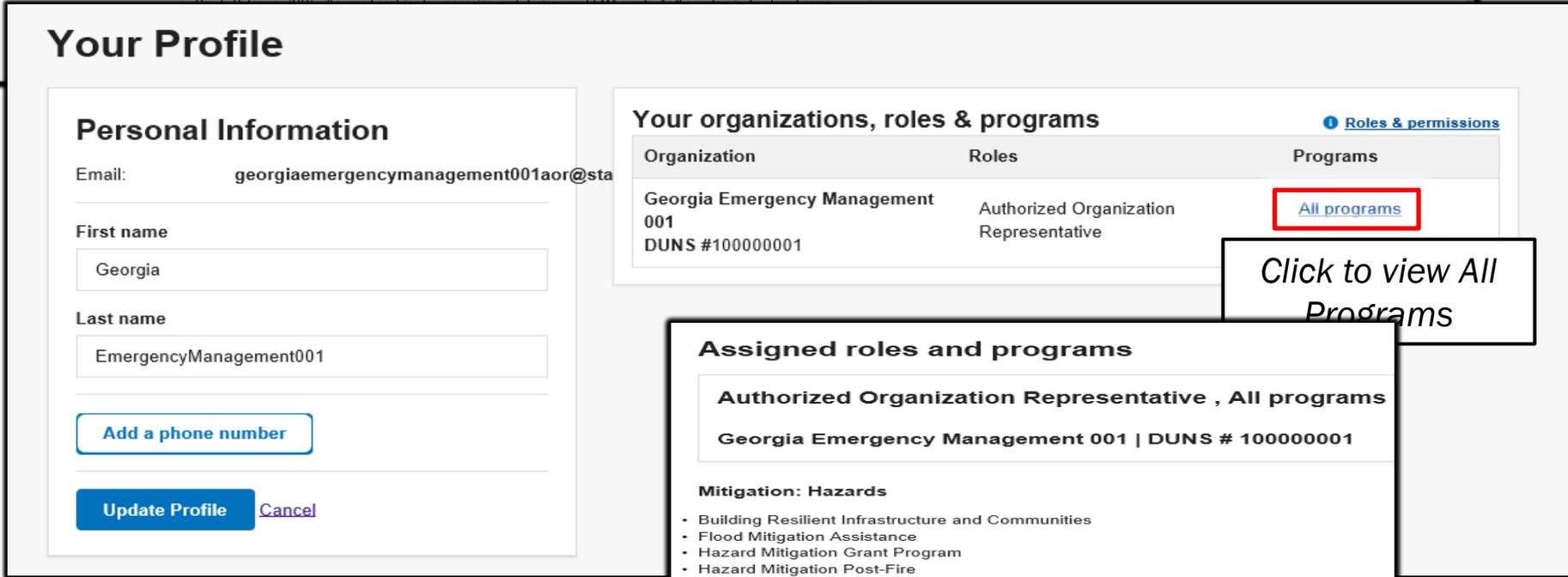
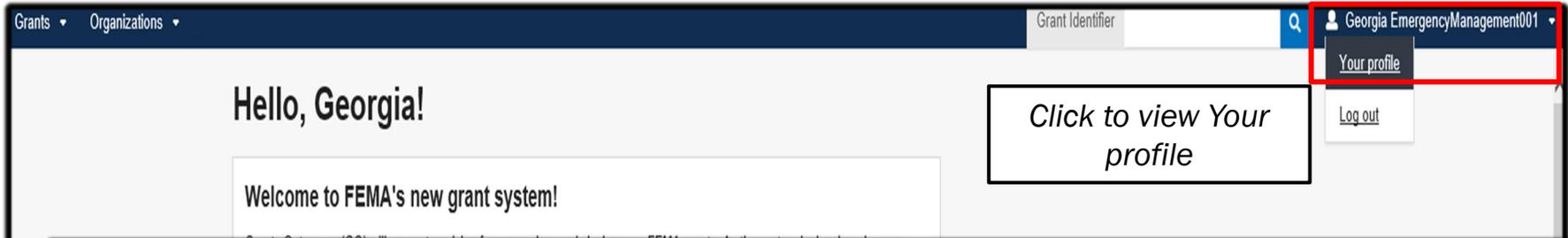


The screenshot shows the FEMA GO user dashboard for a user named Georgia. The top navigation bar includes "FEMA GO", "Grants", "Organizations", and a "Grant Identifier" search field. The main heading is "Hello, Georgia!". Below this, there is a "Welcome to FEMA's new grant system!" message with a sub-message: "Grants Outcomes (GO) will support applying for, managing, and closing your FEMA grants. As the system is developed, more features and grant programs will be available, so check back often." There are two main sections: "My grants" (showing "You have no grant actions") and "Apply for a new grant" (showing "Applications currently available to you"). Under "Apply for a new grant", there is a link for "Assistance to Firefighters Grant" with a "Start application" button. A large text box in the center of the dashboard contains the following text: "FEMA GO automatically adds your organization from SAM.gov if the eBiz POC email address in SAM.gov is the same email used to create your FEMA GO account." At the bottom right, there is a section for "Prevention and Safety (FP&S) application" with an "Application period" of "04/07/2020 - 01/21/2021".



View Your Profile: Organizations, Roles and Programs

Click dropdown on the upper right hand corner of the home page



My organization profile

- Click on the organization tab to view my organization profile.

The screenshot shows the FEMA GO interface. At the top, the navigation bar includes 'FEMA GO', 'Grants', and 'Organizations'. The 'Organizations' dropdown menu is open, with 'My organizations' highlighted. Below the navigation, a greeting 'Hello, Georgia!' and a welcome message 'Welcome to FEMA's new grant system!' are displayed. The main content area is titled 'Georgia Emergency Management 001' and contains 'Organization information'. This information is divided into 'Summary information' and 'SAM.gov information'. The 'Summary information' section includes mailing and physical addresses, EIN#, and DUNS#. The 'SAM.gov information' section includes the doing business as name, registration status, registration dates, and active exclusion status.

Summary information	
Mailing address 001 Georgia Emergency Management Testington, GA 37201	Physical address 001 Georgia Emergency Management Testington, GA 37201
EIN# --	DUNS# 100000001

SAM.gov information	
Doing business as name Georgia Emergency Management 001	Registration status Active
Registration last updated date Invalid date	Registration expiration date Invalid date
Has active exclusion? --	Debt subject to offset? --



FEMA

Manage my team

- Click on the “Manage my team” action to review and update contact information, roles, and permissions assigned to a member of your organization.

Only an Authorized Organization Representative (AOR) can manage a team in an organization. The SAR can manage the SAR and SM roles.

FEMA GO | Grants | Organizations | Grant Identifier

My organization: Georgia Emergency Management 001

Organization profile: Manage my team

Manage my team | Roles & permissions | Add new team member

Name	Roles and grant programs	Phone	Email	Actions
Georgia EmergencyManagement0002			gencymanagement0001@state.gov	Manage
			gencymanagement0002@state.gov	Manage
			gencyma	

Manage this team member

Review and update contact information, roles and permissions assigned to this member of your organization.

Georgia EmergencyManagement0002	Email: georgiaemergencymanagement0002@state.gov	Phone:
--	---	---------------

Assign roles and programs
Choose a role. You can limit this role to a set of programs by selecting the programs from the list. If you are an AOR not limited by programs and the user you are adding can have access to all the programs, then you do not need to select any program(s).

Role 1 Subrecipient Authorized Representative	Edit
Parent Organization Georgia Emergency Management 001 -DUNS: 100000001	Delete
Programs Pre-Disaster Mitigation	

Click to Manage team member

Click to Edit team member

Role 1 | Close | Delete

Subrecipient Authorized Representative

Select Parent Organization 1
Georgia Emergency Management 001 -DUNS: 100000001

Assign programs

- Mitigation: Hazards
- Building Resilient Infrastructure and Communities (Building Resilient Infrastructure and Communities)
- Flood Mitigation Assistance (Flood Mitigation Assistance)
- Hazard Mitigation Grant Program (Hazard Mitigation Grant Program)
- Hazard Mitigation Post-Fire (Hazard Mitigation Post-Fire)
- Pre-Disaster Mitigation (Pre-Disaster Mitigation)

Save & close ✓

Click to Save & Close



Add a new team member

- Click to add a new team member
- Enter the email address of the new team member

Only an Authorized Organization Representative (AOR) can manage a team in an organization. The SAR can manage the SAR and SM roles.

The screenshot shows the FEMA GO interface. The top navigation bar includes 'FEMA GO', 'Grants', and 'Organizations'. The main content area is titled 'Georgia Emergency Management 001' and 'Manage my team'. A sidebar on the left contains 'My organization' and 'My suborganizations'. A table lists team members with columns for Name, Roles and grant programs, Phone, Email, and Actions. A blue button labeled 'Add new team member' is highlighted with a red border in the top right corner of the main content area.

Name	Roles and grant programs	Phone	Email	Actions
Georgia EmergencyManagement0001	2 Roles, 10 Programs		georgiaemergencymanagement0001@state.gov	Manage
Georgia EmergencyManagement0002	Subrecipient Authorized Representative, 5 Programs		georgiaemergencymanagement0002@state.gov	Manage
Georgia EmergencyManagement001	Authorized Organization Representative, All Programs		georgiaemergencymanagement001aor@state.gov	Manage

Add a new team member to your organization

Enter an email address for a colleague to add to your organization. Then identify the role and grant programs (optional) to assign within the FEMA GO system. If you do not choose a grant program or group of grant programs, the user will be assigned the role you choose for all grant programs you belong to in the system.

Enter email

Enter

✕ [Cancel](#)

Enter email and click the enter button.



Add a new team member (continued)– email has been registered to FEMA GO

- Click “Yes” to confirm that you wish to add the person whose email address you entered.
- Select a user role within the organization.
- You may also assign to a specific program from this screen (Optional)
- Click “Add this team member” to submit the request and the user will display in your team.

Add a new team member to your organization

Enter an email address for a colleague to add to your organization. Then identify the role and grant programs (optional) to assign within the FEMA GO system. If you do not choose a grant program or group of grant programs, the user will be assigned the role you choose for all grant programs you belong to in the system.

Enter email

aor@microsoft.test

Enter

This email address is registered in FEMA GO.

Is this the person you wish to add to your organization?

aor@microsoft.test

Yes

[Enter another email address](#)

[Cancel](#)



FEMA



Add a new team member to your organization

Enter an email address for a colleague to add to your organization. Then identify the role and grant programs (optional) to assign within the FEMA GO system. If you do not choose a grant program or group of grant programs, the user will be assigned the role you choose for all grant programs you belong to in the system.

Enter email

aor@microsoft.test

Enter

Assign roles

Choose a role.

Role 1

Authorized Organization Representative

Assign program(s) (optional)

- Mitigation: Hazards
- Building Resilient Infrastructure and Communities
- Flood Mitigation Assistance
- Hazard Mitigation Grant Program
- Hazard Mitigation Post-Fire
- Pre-Disaster Mitigation

Add this team member ✓

Add a new team member (continued) – email not registered in FEMA GO

- Click “Yes” to confirm that you wish to add the person whose email address you entered.
- Select a user role within the organization.
- You may also assign to a specific program from this screen (Optional)
- Click “Add this team member” to submit the request and the user will show in pending registrations.

Add a new team member to your organization

Enter an email address for a colleague to add to your organization. Then identify the role and grant programs (optional) to assign within the FEMA GO system. If you do not choose a grant program or group of grant programs, the user will be assigned the role you choose for all grant programs.

Enter email

aor@fema.test

Enter

This email address is not associated with a registered

You can assign this person roles and provide access to your suborganization. They will show up on your pending registration list until they register.

Is this the person you wish to provide access to your suborganization?

aor@fema.test

Yes

[Enter another email address](#)

[Cancel](#)

Add a new team member to your organization

Enter an email address for a colleague to add to your organization. Then identify the role and grant programs (optional) to assign within the FEMA GO system. If you do not choose a grant program or group of grant programs, the user will be assigned the role you choose for all grant programs you belong to in the system.

Enter email

aor@fema.test

Enter

This email address is not associated with a registered user in FEMA GO.

You can assign this person roles and provide access to your suborganization. A notice will be sent to the user to complete registration. They will show up on your pending registration list until they register.

Is this the person you wish to provide access to your suborganization?

aor@fema.test

Yes

[Enter another email address](#)

Assign roles

Choose a role.

Role 1

Organization Member

Assign program(s) (optional)

- Mitigation: Hazards
- Building Resilient Infrastructure and Communities
- Flood Mitigation Assistance
- Hazard Mitigation Grant Program
- Hazard Mitigation Post-Fire

Add this team member ✓



FEMA

Manage Pending Registrations

Click “Manage pending registrations” from the left menu to see users who have not yet registered in FEMA GO. If you wish to remove a pending registration, click “Remove unregistered user” in the Actions bar.

My organization

Organization profile

Manage my team

Manage pending registrations

My suborganizations

All suborganizations

Georgia Emergency Management 001

[Manage pending registrations](#) [Roles & permissions](#) [Add new team member](#)

Email	Roles and grant programs	Actions
georgiaemergencymanagement001@state.gov	Organization Member, 5 Programs	✕ Remove unregistered user

Only an Authorized Organization Representative (AOR) and SAR can remove an unregistered user. SAR can only remove suborganization roles.

Remove unregistered user

Are you sure you want to remove this unregistered user?
georgiaemergencymanagement001@state.gov

- Role 1
Organization Member
- Role 2
Organization Member
- Role 3
Organization Member
- Role 4
Organization Member
- Role 5
Organization Member

Yes, remove unregistered user

[✕ Cancel](#)



Add a Suborganization

- Click on the Organizations tab to view the information summary of your Suborganization(s). Then click to Add a suborganization. Organizations need to add the suborganizations so to submit a subapplication to your organization.

FEMA GO | Grants | Organizations

My organizations

My suborganizations

Hello, Georgia!

Welcome to FEMA's new grant system!

Grants Outcomes (GO) will support applying for, managing, and closing your FEMA grants. As the system is developed, more features and grant programs will be available, so check back often.

Georgia Emergency Management 001

My suborganizations

[+ Add a suborganization](#)

Suborganization name Org Name 1	Mailing address 123 Main Ave Citytest, KS 1211223	DUNS# 100012003	Action Manage
	Registered in SAM.gov No	EIN#	
Suborganization name Org Ser 001 Ln 22003	Mailing address 22003 Org Ser 001 Blvd Testington, TN 37201	DUNS# 900022003	Action Manage
	Registered in SAM.gov Yes	EIN# 987654000	



Add a Suborganization- continued

- Enter the 9 digit or 13 digit DUNS number of an organization you wish to add
- Click “Yes” to question- Is the correct suborganization you wish to add?
- Assign programs and click to Add suborganization

Search for the suborganization you wish to add

You can add a suborganization by searching for a 9-digit or 13-digit DUNS number. The results will be displayed for you to confirm before adding. If the organization does not exist in SAM.gov or in FEMA GO, you may add this suborganization manually.

Search by DUNS#

999999999

Search by DUNS#

999999999

Is this the correct suborganization you would like to add?

Org Ser001 LN 20000

20000 Org Ser001 Blvd Testington TN 37201

DUNS# 999999999

[No, try a new search](#)

Search for the suborganization you wish to add

You can add a suborganization by searching for a 9-digit or 13-digit DUNS number. The results will be displayed for you to confirm before adding. If the organization does not exist in SAM.gov or in FEMA GO, you may add this suborganization manually.

Search by DUNS#

999999999

Is this the correct suborganization you would like to add?

Org Ser001 LN 20000

20000 Org Ser001 Blvd Testington TN 37201

DUNS# 999999999 EIN# 987654000

[No, try a new search](#)

Assign programs

Choose programs you wish to add to this suborganization

- All Mitigation: Hazards grant programs
- Building Resilient Infrastructure and Communities
- Flood Mitigation Assistance
- Hazard Mitigation Grant Program
- Hazard Mitigation Post-Fire
- Pre-Disaster Mitigation



Add a Suborganization- Manually

- Enter the 9 digit or 13 digit DUNS number of an organization you wish to add
- After No DUNS # was found- click to enter suborganization information manually

Search for the suborganization you wish to add

You can add a suborganization by searching for a 9-digit or 13-digit DUNS number. The results will be displayed for you to confirm before adding. If the organization does not exist in SAM.gov or in FEMA GO, you may add this suborganization manually.

Search by DUNS#

× 🔍

Search for the suborganization you wish to add

You can add a suborganization by searching for a 9-digit or 13-digit DUNS number. The results will be displayed for you to confirm before adding. If the organization does not exist in SAM.gov or in FEMA GO, you may add this suborganization manually.

Search by DUNS#

🔍

No DUNS# found

! No results found in SAM.gov. Please try again or enter suborganization information manually.

📝 Enter suborganization information manually

[Try a new search](#)



Add a Suborganization- Manually Continued

- Enter Organization information (DUNS, Mailing and Physical Address)
- Assign programs
- Enter Suborganization Authorized Representative
- Click to Add suborganization

Enter suborganization manually

If the suborganization is not registered in SAM.gov, use the form below to enter information about the suborganization you would like to add to your organization. An email will be sent to the AOR identified to register on FEMA GO, if they are not yet registered.

Organization name
[Text Field]

DUNS #
[Text Field]

Mailing address
Address 1 (Mailing)
[Text Field]

Address 2 (optional)
[Text Field]

City
[Text Field]

Zip code
[Text Field]

Physical address Same as mailing address

Address 1
[Text Field]

Address 2 (optional)
[Text Field]

City
[Text Field]

Assign programs

Choose programs you wish to add to this suborganization

- All Mitigation: Hazards grant programs
- Building Resilient Infrastructure and Communities
- Flood Mitigation Assistance
- Hazard Mitigation Grant Program
- Hazard Mitigation Post-Fire
- Pre-Disaster Mitigation

Suborganization Authorized Representative

Salutation (optional)
[Dropdown Menu]

First name
[Text Field]

Middle initial (optional)
[Text Field]

Last name
[Text Field]

Suffix (optional)
[Text Field]

Title
[Text Field]

Email
[Text Field]

Add this suborganization ✓

Click to Add Suborganization



Manage a Suborganization

- Click on the Organizations tab and select My Suborganizations.
- On My suborganizations screen- click to Manage a suborganization

The screenshot shows the FEMA GO web application interface. At the top, there is a navigation bar with the FEMA GO logo and a menu with 'Grants' and 'Organizations' tabs. The 'Organizations' tab is active, and a dropdown menu shows 'My organizations' and 'My suborganizations'. Below the navigation bar, there is a greeting 'Hello, Georgia!' and a welcome message: 'Welcome to FEMA's new grant system! Grants Outcomes (GO) will support applying for, managing, and closing your FEMA grants. As the system is developed, more features and grant programs will be available, so check back often.'

The main content area is titled 'Georgia Emergency Management 001' and 'My suborganizations'. There is a '+ Add a suborganization' button in the top right corner. Below this, there is a table with two rows of suborganization data. The 'Action' column for the first row has a 'Manage' link highlighted with a red box.

Suborganization name	Mailing address	DUNS#	Action
Org Name 1	123 Main Ave Citytest, KS 1211223	100012003	Manage
Org Ser 001 Ln 22003	22003 Org Ser 001 Blvd Testington, TN 37201	900022003	Manage

Registered in SAM.gov: No (for Org Name 1), Yes (for Org Ser 001 Ln 22003)

EIN#: No (for Org Name 1), 987654000 (for Org Ser 001 Ln 22003)

Suborganization Profile

- Click to Edit Suborganization Profile. Edit only manually added suborganizations.
- Enter updates and click to update suborganization

My suborganization
[Suborganization profile](#)
Manage user access
Manage pending registrations

All suborganizations

org name 1
Suborganization information
Summary information [Edit](#)

Mailing address 123 Main Ave Test Cityte	Physical address 123 Main Ave	EIN# --	DUNS# 100012003
--	---	-------------------	---------------------------

Update this suborganization

If the suborganization is not registered in SAM.gov, use the form below to enter information about the suborganization you would like to add to your organization. An email will be sent to the AOR identified to register on FEMA GO, if they are not yet registered.

Organization name
org_name_1

DUNS # 100012003 **EIN # (optional)**

Mailing address
Address 1 (Mailing)
123 main ave
Address 2 (optional)
test
City citytest **State** Kansas
Zip code
1211223

Physical address Same as mailing address
Address 1
123 main ave
Address 2 (optional)
test
City citytest **State** Kansas

Manage assigned programs
Choose programs you wish to add to this suborganization

- All Mitigation: Hazards grant programs
- Building Resilient Infrastructure and Communities
- Flood Mitigation Assistance
- Hazard Mitigation Grant Program
- Hazard Mitigation Post-Fire
- Pre-Disaster Mitigation

Update this suborganization ✓



Suborganization - Manage user access

- Click to manage an existing user
- Edit/Delete Role(s) or Programs
- Save changes

My suborganization

- Suborganization profile
- Manage user access**
- Manage pending registrations
- All suborganizations

org name 1

Manage user access [Roles & permissions](#) [Add a new user](#)

Name	Roles and grant programs	Phone	Email	Actions
Georgia Fire0001	Subrecipient Authorized Representative, 2 Programs		georgiafire0001@fire.gov	Manage
Georgia Fire0002	Subrecipient Member, 2 Programs		georgiafire0002@fire.gov	Manage

Manage this user's access

Review and update contact information, roles and permissions assigned to this member of your suborganization.

Georgia Fire0001 Email: georgiafire0001@fire.gov Phone:

Assigned roles and programs

Choose a role. You can limit this role to a set of programs by selecting the programs from the list. If you are an AOR not limited by programs and the user you are adding can have access to all the programs, then you do not need to select any program(s).

Role 1 Subrecipient Authorized Representative	Edit Delete
Programs Hazard Mitigation Post-Fire	
Role 2 Subrecipient Authorized Representative	Edit Delete
Programs Hazard Mitigation Grant Program	

[+ Add another role](#)

Role permissions:
Subrecipient Authorized Representative - can view, edit, and submit a subapplication and give other users subrecipient role permissions.
Subrecipient Member - can view and edit a subapplication.

[Save & close ✓](#)



FEMA

Suborganization - Add a new user

- Click to add a new user
- Enter the email address of the new user

Only an Authorized Organization Representative (AOR) can manage access.

My suborganization org name 1

Suborganization profile

Manage user access [Roles & permissions](#) **Add a new user**

Manage pending registrations

Name	Roles and grant programs	Phone	Email	Actions
Georgia Fire0001	Subrecipient Authorized Representative, 2 Programs		georgiafire0001@fire.gov	Manage
Georgia Fire0002	Subrecipient Member, 2 Programs		georgiafire0002@fire.gov	Manage

All suborganizations

Give users access to this suborganization

Enter the email address of the user you would like to add to your suborganization. Then identify the role and grant programs to assign within the FEMA GO system.

Enter new user's email

Enter



FEMA

Add a new user (continued) – email has been registered to FEMA GO

- Click “Yes” to confirm that you wish to add the person whose email address you entered.
- Select a user role within the suborganization.
- You must also assign to a specific program from this screen
- Click “Add this user” to submit the request.

Give users access to this suborganization

Enter the email address of the user you would like to add to your suborganization. Then identify the role and grant programs to assign within the FEMA GO system.

Enter new user's email

member@google.test

Enter

This email address is registered in FEMA GO

Is this the person you wish to add to your suborganization?

member@google.test

Yes

[Enter another email address](#)

Give users access to this suborganization

Enter the email address of the user you would like to add to your suborganization. Then identify the role and grant programs to assign within the FEMA GO system.

Enter new user's email

member@google.test

Enter

Assign roles and programs

Choose a role and set of programs the user has permissions for by selecting the programs from the list.

Role 1

Subrecipient Member

Select

Subrecipient Member

Subrecipient Authorized Representative

Hazard Mitigation: Hazards

- Building Resilient Infrastructure and Communities (Building Resilient Infrastructure and Communities)
- Flood Mitigation Assistance (Flood Mitigation Assistance)
- Hazard Mitigation Grant Program (Hazard Mitigation Grant Program)
- Hazard Mitigation Post-Fire (Hazard Mitigation Post-Fire)
- Pre-Disaster Mitigation (Pre-Disaster Mitigation)

+ Add another role

Add this user ✓



FEMA

Add a new user (continued)– email not registered in FEMA GO

- Click “Yes” to confirm that you wish to add the person whose email address you entered.
- Select a user role within the organization.
- You must also assign to a specific program from this screen
- Click “Add this user” to submit the request and the user is displayed in pending registration table

Give users access to this suborganization

Enter the email address of the user you would like to add to your suborganization. Then identify the role and grant programs to assign within the FEMA GO system.

Enter new user's email

Enter

This email address is not associated with a registered user in FEMA GO.
You can assign this person roles and provide access to your suborganization. A notice will be sent to the user to complete registration. They will show up on your pending registration list until they register.

Is this the person you wish to provide access to your suborganization?

aor@fema.test

Yes [Enter another email address](#)

Give users access to this suborganization

Enter the email address of the user you would like to add to your suborganization. Then identify the role and grant programs to assign within the FEMA GO system.

Enter new user's email

Enter

This email address is not associated with a registered user in FEMA GO.
You can assign this person roles and provide access to your suborganization. A notice will be sent to the user to complete registration. They will show up on your pending registration list until they register.

Is this the person you wish to provide access to your suborganization?

aor@fema.test

Yes [Enter another email address](#)

Assign roles and programs
Choose a role and set of programs the user has permissions for by selecting the programs from the list.

Role 1

Assign programs

- Mitigation: Hazards
- Building Resilient Infrastructure and Communities (Building Resilient Infrastructure and Communities)
- Flood Mitigation Assistance (Flood Mitigation Assistance)
- Hazard Mitigation Grant Program (Hazard Mitigation Grant Program)
- Hazard Mitigation Post-Fire (Hazard Mitigation Post-Fire)
- Pre-Disaster Mitigation (Pre-Disaster Mitigation)

Add this user ✓



Suborganization - Manage pending registrations

Click “Manage pending registrations” from the left menu to see users who have not yet registered in FEMA GO. If you wish to remove a pending registration, click “Remove unregistered user” in the Actions bar.

My suborganization

Suborganization profile

Manage user access

Manage pending registrations

All suborganizations

org name 1

Manage pending registrations

[Roles & permissions](#)

Add a new user

Email	Roles and grant programs	Actions
diana.lane@test.com	Subrecipient Authorized Representative, 5 Programs	✕ Remove unregistered user

Remove unregistered user

Are you sure you want to remove this unregistered user?

diana.lane@test.com

Role 1
Subrecipient Authorized Representative

Role 2
Subrecipient Authorized Representative

Role 3
Subrecipient Authorized Representative

Role 4
Subrecipient Authorized Representative

Role 5
Subrecipient Authorized Representative

Only an Authorized Organization Representative (AOR) can remove an unregistered user from a suborganization.

[Yes, remove unregistered user](#)

[✕ Cancel](#)



FEMA

Please send any questions to:
FEMAGO@fema.dhs.gov
1-877-611-4700



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