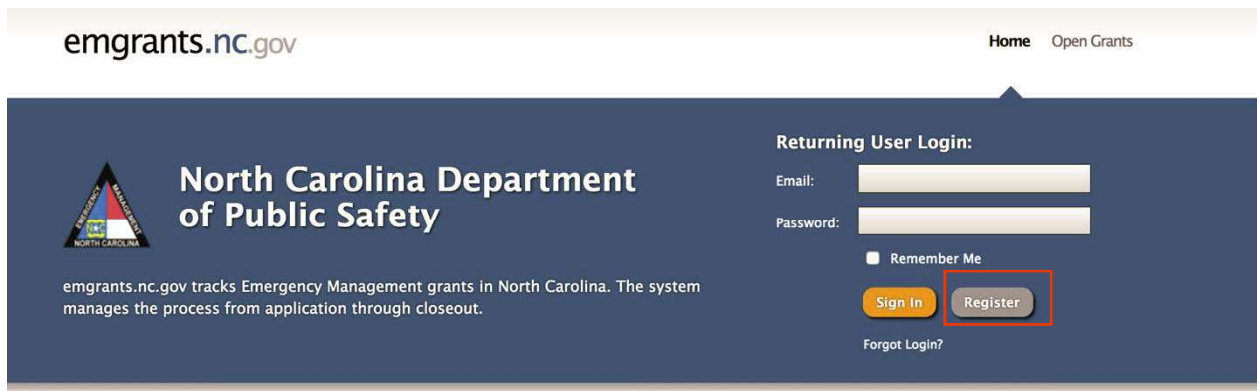


Please follow the instructions below to register and submit a Letter of Interest. Should you have any issues please contact Steve McGugan at steve.mcgugan@ncdps.gov.

North Carolina Applicant Training


How To Get Into The System

1. Go To <http://emgrants.nc.gov/> and select Register for Access (Grey Button)



The screenshot shows the homepage of emgrants.nc.gov. The page features the North Carolina Department of Public Safety logo and the text: "emgrants.nc.gov tracks Emergency Management grants in North Carolina. The system manages the process from application through closeout." On the right side, there is a "Returning User Login:" section with fields for "Email:" and "Password:", a "Remember Me" checkbox, and two buttons: "Sign In" (orange) and "Register" (grey). The "Register" button is highlighted with a red box. Below the buttons is a "Forgot Login?" link. The top navigation bar includes "Home" and "Open Grants".

2. Fill out form and all required fields and press Register at bottom of the page.



The screenshot shows the "Register for Access" form. The form is titled "Register for Access" and includes the following fields: "Name Prefix", "First Name", "Middle Name", "Last Name", "Name Suffix", "Title", "Email", "Phone - Business", "In Direct Line", "Phone - Fax", and "Phone - Cell". The "Email" field is highlighted with a red box. Below the form, there is a "Grant Number:" dropdown menu with options: "2017 - FMA (Start 1, 2017)", "FIMGP", "4285 - Hurricane Matthew (Oct 10, 2016)", "FA", and "4285 - Hurricane Matthew (Declared Oct 10, 2016)". The "Position:" dropdown menu is set to "Select One". The "Assignment Description:" field is empty. At the bottom of the form, there are "Register" and "Cancel" buttons, with the "Register" button highlighted by a red box. A note at the bottom of the form states: "If you don't want this user assigned to all Grants & Projects for the given organization, specify the ones which they should be restricted to."

3. You will get email once you have been approved by the System Admin.

Once You Are In The System

1. When you log in, you should see your jurisdiction as the homepage.
2. You can navigate using the sidebar (Accounts, Projects, Payments, Progress Reports, Notes, etc.)

Angier, Town Of

Create New Request Submit New Reimbursement Request

Summary >

Accounts

Projects

Payments

Monitoring

Quarterly Reports

Contacts

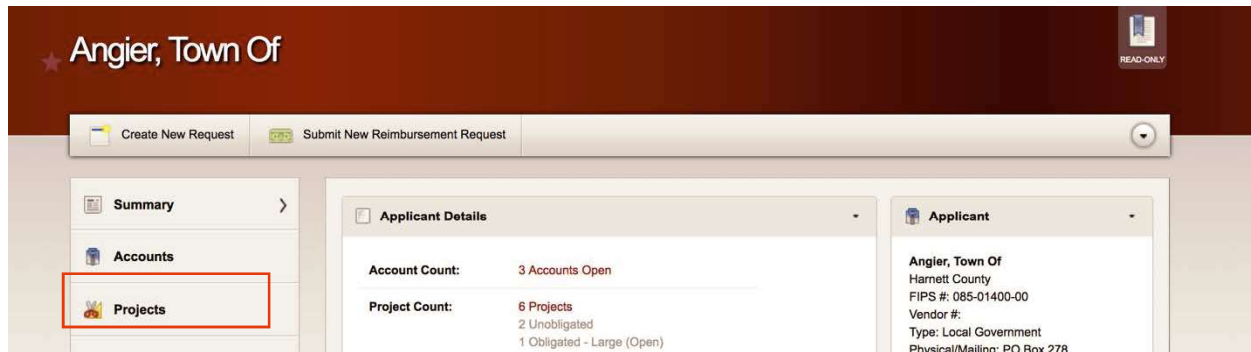
Notes

Applicant Details

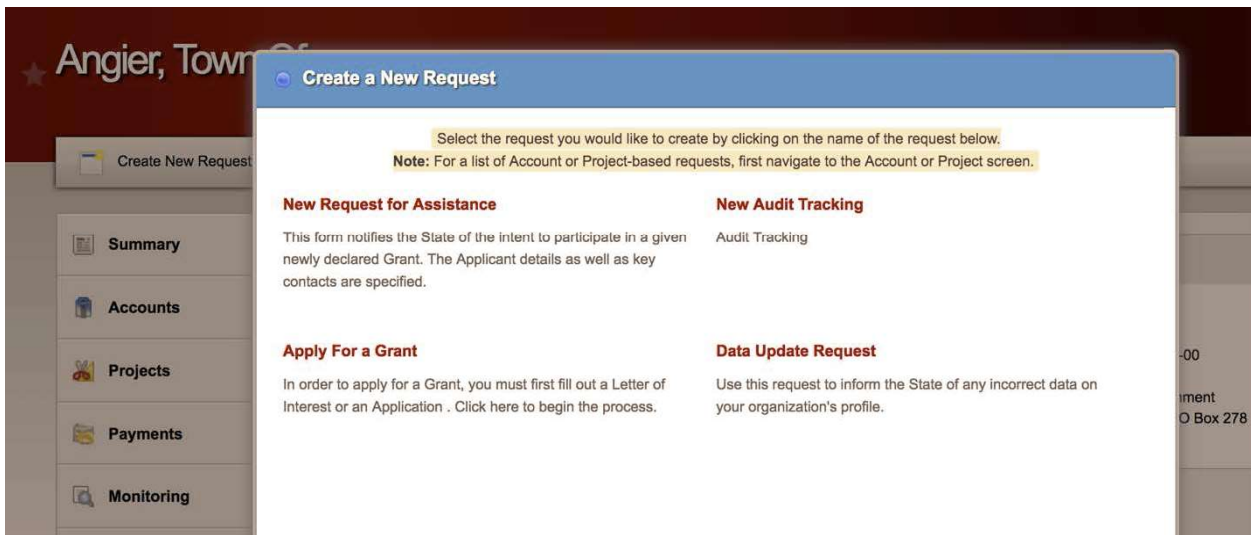
Account Count:	3 Accounts Open
Project Count:	6 Projects 2 Unobligated 1 Obligated - Large (Open) 3 Obligated - Small (All Open)
Quarterly Report Count:	No Active QRs (View All) 3 Overdue Quarterly Reports
Eligible Obligated:	\$92,954.62
Federal Obligated:	\$34,734.00 (37.37%) View Graph
State Obligated:	\$45,720.62 (49.19%) View Graph
Local Share:	\$12,500.00 (13.44%)

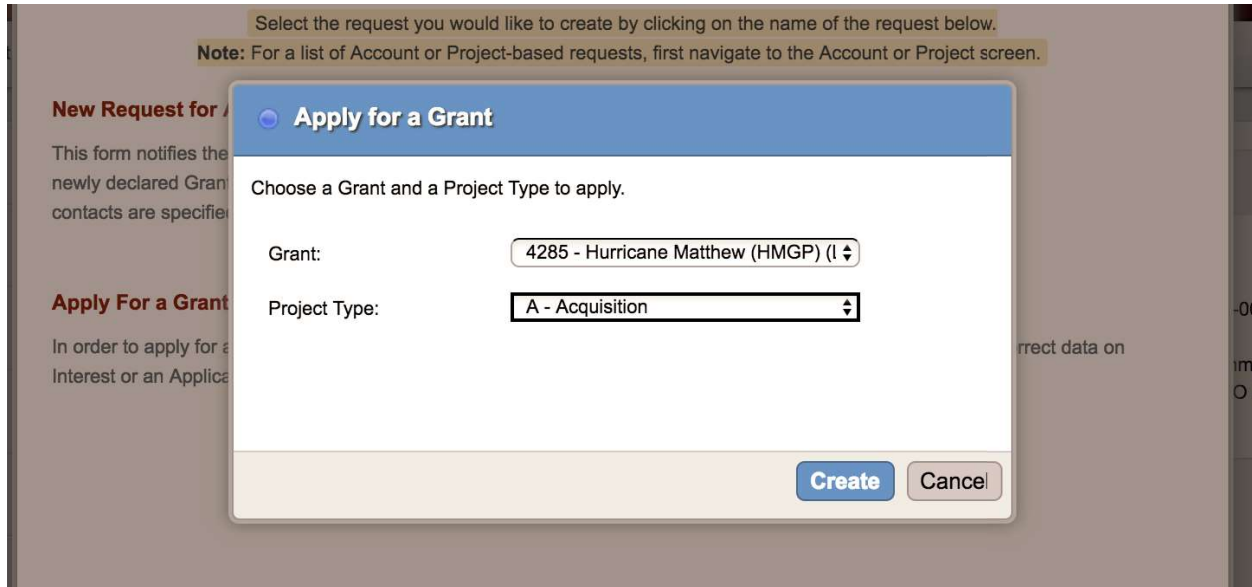
How to Apply for a New Grant and Fill Out Letter Of Interest and Application

1. On the Applicant Homepage, click on the Create New Request



2. Click Apply For a Grant. Choose Grant and Project Type.





3. This creates a Letter of Interest Form. Fill out Letter of Interest as completely as possible, identifying the problem and proposed solutions in a thorough way. If doing residential mitigation, please utilize the Property Worksheet function available in the menu on the left hand side. Please be sure to submit the LOI by the deadline.

