



## Grants Reporting Tool First-Time Registration Overview for Non-FEMA Users

Registering for the Grants Reporting Tool (GRT) has never been easier! The following provides a step-by-step approach to registering with GRT as a first-time Non-FEMA User:

To access the GRT, each user must register by creating a user profile and account. In order to access 'Step 1' of the registration page, the user should navigate their web browser to the GRT home page; the GRT can be found at <https://www.reporting.odp.dhs.gov/>.

### Grants Reporting Tool

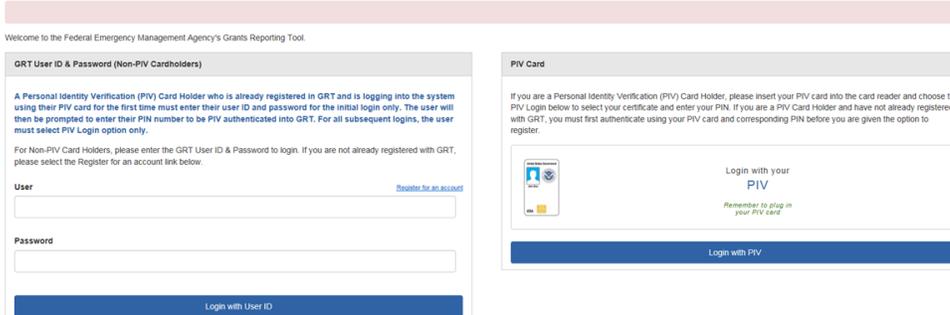


Figure 1: GRT Home Page

Registration is a three-step process:

Step 1: Enter your personal contact information

*Note: Enter your information (name and e-mail address) and your organization's address and workplace phone number.*

Step 2: Select role and organizational assignment

*Note: If you are registering for a Direct Tribal Grantee (DTG) – Select "State/Direct Tribal Grantee (SAA/DTG) User" under the Role. Within the Organizational Assignment – select your specific Tribe.*

Step 3: Select a user name and password

After the registration steps are complete, the profile and account information will be passed through the proper channels for review.

Once the profile has been approved by the appropriate authority, the user will receive an e-mail notification that access has been granted. Users may then login to the GRT with the user name and password established in their profile.

