Grants Reporting Tool

Federal Emergency Management Agency

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

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Registering for the Grants Reporting Tool (GRT) has never been easier! The following provides a stepby-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	
Welcome to the Federal Emergency Management Agency's Grants Reporting Tool.	
GRT User ID & Password (Non-PIV Cardholders)	PIV Card
A Personal Identity Verification (PIV) Card Holder who is already registered in GRT and is logging into the system using their PIV card for the first time must entit their user ID and password for the initial login only. The user will then be promped to earth that PIV humber to be PIV advecticated into GRT. For all ubstoquet (both, but user must sheet PIV Lagin option only. For Non-PIV card indoken, please enter the GRT User ID & Password to login. If you are not already registered with GRT, please select the Register for an account link below. User <u>Bootint for an account link below.</u>	If you are a Personal Identity Verification (PIV) Card Holder, please Insert your PIV card into the card reader and choose the PIV Light before you are stored and any end aready registered with GRT, you must first authenticate using your PIV card and corresponding PIN before you are given the option to register.
Password	Login with PIV
Login with User ID	

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.



For technical assistance, please call: 1-877-612-4357 (toll-free) or e-mail: help@shsasresources.com