

Instructions for obtaining FEMA E-Grants System User ID

(This is required to use the application)

1. On the Internet, go to the E-Grants website: <https://portal.fema.gov>
2. Click on the button "New User" button at the bottom of the screen
3. As a security feature, you will be asked to read several distorted characters that appear on screen. Type in the characters that you can read and hit "Submit." You will have three chances to do this correctly.
4. On the next screen enter all the information in the required fields (name, address, etc.). Write down the username you choose for yourself. Hit the "Submit" button when complete. If a required field is left blank will be prompted to fill it.
5. The next screen you will be asked to choose a password. Make sure you write down your password. Hit "Submit" to continue.
6. The next screen will read "No privileges have been granted to this account. Click here to request new privilege." Click on the link that is provided.
7. The next screen will list a number of grant choices. Click on "Request Access" under the Mitigation eGrants section (this is the eighth option on the list at the bottom of the screen and you may need to scroll down to see it).
8. When prompted for an Access ID, type in "S09" and hit "Submit" (use a capital 'S' and a zero, not the letter O).
9. After you have submitted your request for a password, send an e-mail to demhs.hmgp@ct.gov
(You must send this email or your request will not be received.) Your request will be processed electronically. When your registration is approved, you will receive an e-mail notification.