EGMS

User Registration

Reference Guide for Primary Users

Let's begin!

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Start the registration

1 Go to the EGMS sign in page.

2 Click on the Register here link.

💡 **TIP:** Click **EGMS sign in page** in step one to go to the page.

Read the Non-Disclosure Agreement

1 Read the Non-Disclosure Agreement.

Agree to the terms

1 Click on the **Agree** button.

issued to the registrant organization. Organizational information shall be requested only for the purpose established by the EGMS for creating and maintaining an account and submitting, reviewing and processing applications and grant awards. No personally-identifiable client-level data shall be required by DOH for submission via EGMS at any time.

Any communication or data transiting or stored on this information system may be disclosed or used for any lawful purpose. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on EGMS. At any time, any for any lawful purpose, the DOH may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
Applications submitted via EGMS shall remain confidential until the time that grant terms are accepted by the applicant organization and a grant award is issued by DOH. At that time, the documents become public information and subject to review, audit and public disclosure. If a grant is awarded as a result of or in connection with the submission, the application and its contents shall be incorporated by reference into the grantees agreement and requirements, including pre-award conditions. The applicant agrees not to disclose any DOH notice of intent to fund until DOH issues an award or public notification of the award.?

District of Columbia shall have the right to duplicate, use or disclose the data to the extent provided in the resulting grant. No confidential or proprietary data will be shared without an applicants permission and will be governed by terms negotiated in the final grant award agreement. This restriction does not limit the DOHs right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets and, mark each sheet of data it wished to restrict with the following legend: "Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application."

1

Disagree   Agree

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Organization search

1 Enter the **EIN number**.

2 Enter the **UEI number**.

3 Click on the **Search** button.

Create new organization

1 Click on the **Create new organization** button.

Organization profile

1 Complete all the fields of the Organization Profile.

2 Click on the **Continue** button.

Business documents

1 Enclose the required business documents. You can upload them by clicking the **Upload Files** button or drag and drop them.

2 Click on the **Continue** button.

Required Business Documents

* fields are Mandatory

System for Award Management (SAM) Registration Documentation*	⬆ Upload Files	Or drop files
IRS W9 Form*	⬆ Upload Files	Or drop files
DC Basic Business License (BBL)*	⬆ Upload Files	Or drop files
List of the Board of Directors on Organization's Letterhead* (only required if corporation or Non-Profit)	⬆ Upload Files	Or drop files

Document	File Name	Date/Time Upload	Expiration Date	Action

Back   Continue

User profile

1 Complete the User profile information.

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1 User Profile

User Role
[Primary User ▼]

Email*
[ ]

First Name*
[ ]

Last Name*
[ ]

Is the user address same as Organization Address? ☐

Address 1*
[ ]

Address 2
[ ]

City*
[ ]

State*
[-- Select the item -- ▼]

Zip Code*
[ ]

Phone*
[ ]

Fax
[ ]

User Name* ⓘ
[Ex: name@yourcompany.com]

💡 **TIP:** If the address you will enter is the same as the organization's, then you can click the checkbox and the information will auto populate.

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Organization head

1 Select **Yes** or **No**.

2 If it applies, click on the **checkbox**.

3 Complete all the fields.

4 Click on the **Continue** button.

1

Are you also the Organization Head?*

No

Please complete the Organization Head information

Note: The Organization Head will receive a notification requesting approval of your Primary User role and designate you as the authorized person to conduct business on behalf of the applicant/grantee organization. Your registration will be complete once you provide the information requested and the Organization Head approves your role assignment.

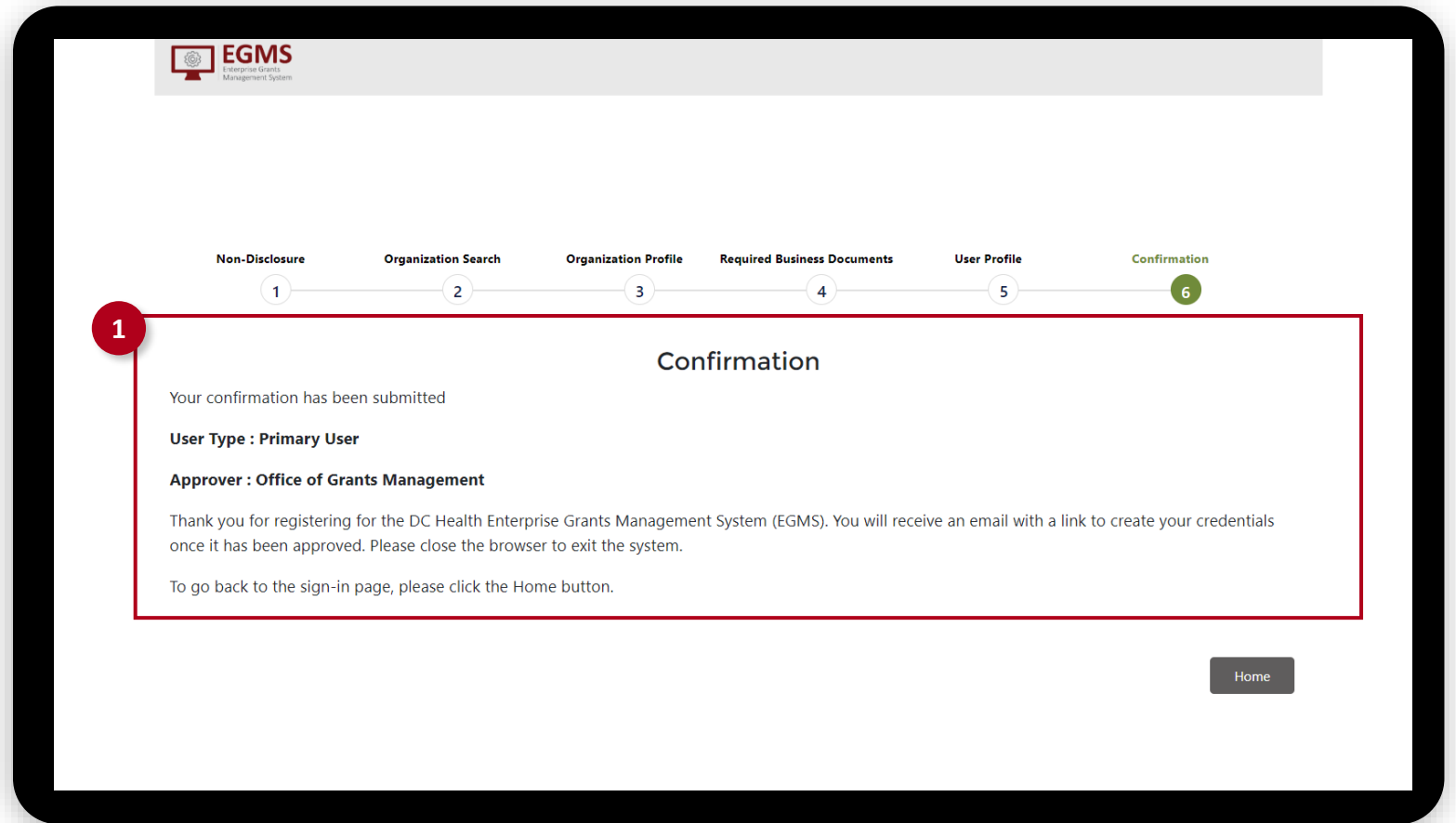**2** Check if the address is the same as the organization's ☐

3

First Name

Last Name

Email

Address

Phone

City

State

-- Select the item --

Ward

-- Select the item --

Zip Code

Back

Continue **4**

Confirmation

1 Your request has been submitted. You will receive an email with a link to create your credentials once your application has been approved.

If you still have questions, please contact OGM at doh.grants@dc.gov

Thank you!

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