



EGMS

User Registration

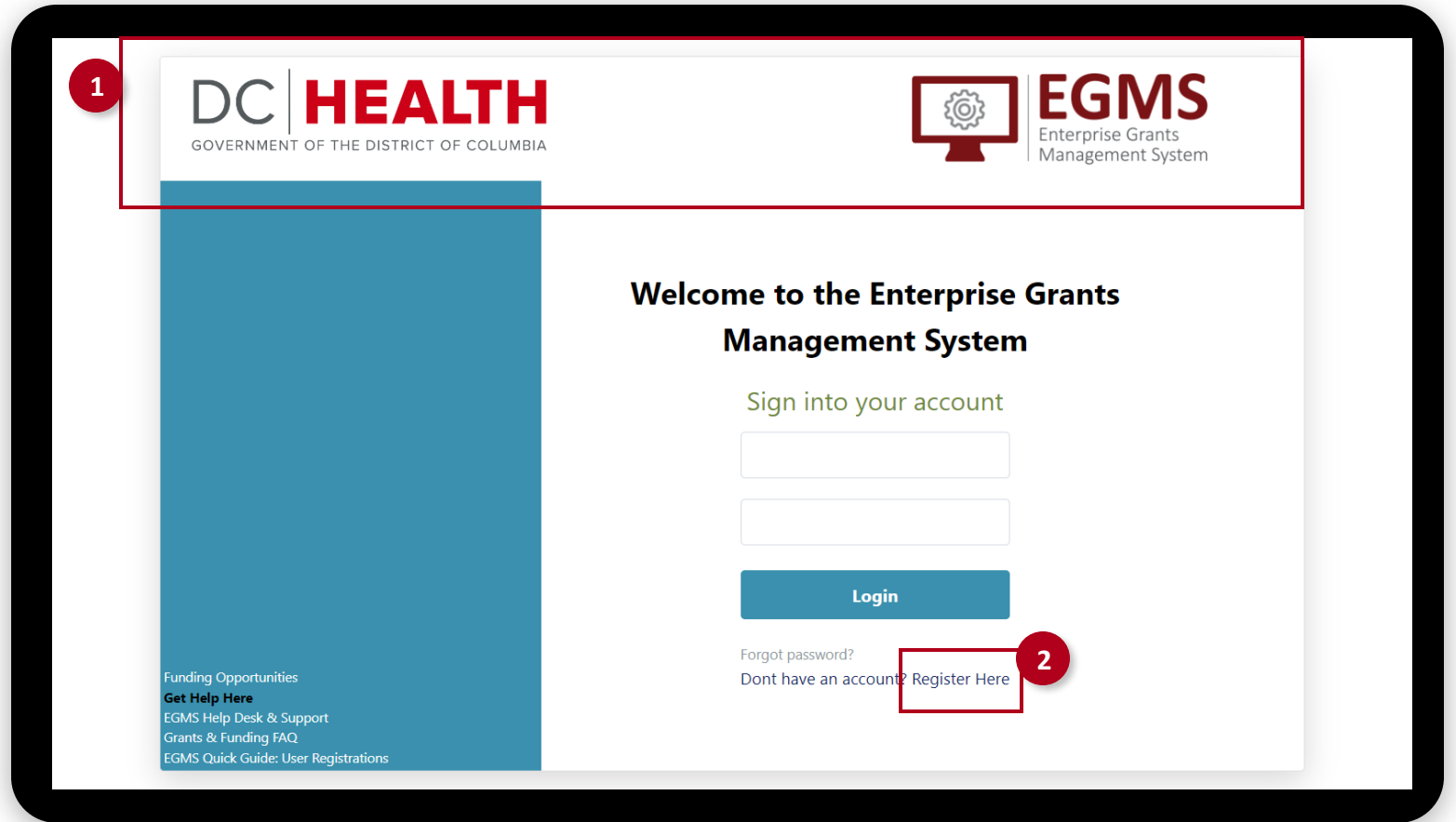
Reference Guide for Secondary Users


Let's begin!

Revised July 2024

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.

The screenshot shows the EGMS (Enterprise Grants Management System) interface. At the top left is the EGMS logo. Below it is a horizontal progress bar with six steps: 1. Non-Disclosure, 2. Organization Search, 3. Organization Profile, 4. Required Business Documents, 5. User Profile, and 6. Confirmation. Step 1 is highlighted with a green circle and a red '1' in a circle. Below the progress bar, the 'Non-Disclosure Agreement' section is displayed, containing the following text:

Non-Disclosure Agreement

The following non-disclosure terms apply to your organizations submission of information and documents to EGMS. By using EGMS, you understand and consent to the following:

The funding application submitted herein, includes information that shall not be disclosed outside the District of Columbia Department of Health and shall not be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate this application, retain a record of submission and to receive, store and transfer documents needed to process applications, conduct pre and post-award transactions and to manage grant awards 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 transmitted or stored on this information system may be disclosed or used for any lawful purpose. You have no reasonable

Agree to the terms

1 Click on the **Agree** button.

...to the Registrant Organization. Organizational information shall be requested only for the purpose established by the Terms 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

Organization search

- 1 Enter the EIN number.
- 2 Enter the UEI number.
- 3 Click on the Search button.

The screenshot shows a multi-step process for organization search. At the top, a progress bar includes steps: Non-Disclosure (1), Organization Search (2, highlighted in green), Organization Profile (3), Required Business Documents (4), User Profile (5), and Confirmation (6). The main heading is "Organization Search". Below it, a paragraph reads: "To begin, please search for your organization by entering in the Employer Identification Number (EIN) and the Unique Entity ID (UEI) and click the search button. If no result populates, please click on the Create Organization button to proceed." The form contains two input fields: "Employer Identification Number (EIN)*" and "Unique Entity ID (UEI)*". A "Search" button is located at the bottom right, next to a "Back" button. Red callout boxes with numbers 1, 2, and 3 point to the EIN input field, the UEI input field, and the Search button, respectively.

Select your organization

1 The information for your organization will populate. Click on **Select**.

Organization Search

To begin, please search for your organization by entering in the Employer Identification Number (EIN) and the Data Universal Numbering System (DUNS) and click the search button. If no result populates, please click on the Create Organization button to proceed.

Employer Identification Number (EIN)*: 199999999
Unique Entity ID (UEI)*: 299999999

Search Result

Choose	Organization Name	Organization Type	Address 1
1 Select	Test Organization	Non-Profit	street1

Back Search

User profile

1 Complete your **User Profile**. Then click on the **Continue** button.



TIP: If your address is the same as the organization's, then click on the checkbox. The information will auto populate.

1 **User Profile**

User Role Secondary User	Email*
First Name*	Last Name*
Is the user address same as Organization Address? <input type="checkbox"/>	
Address 1*	Address 2
City*	State* -- Select the item --
Zip Code*	Phone*
Fax	User Name* Ex: name@yourcompany.com

Primary User Information

First Name	Last Name
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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.

Non-Disclosure Organization Search Organization Profile Required Business Documents User Profile Confirmation

1 2 3 4 5 6

1 Confirmation

Your confirmation has been submitted

User Type : Secondary User

Approver : Primary User

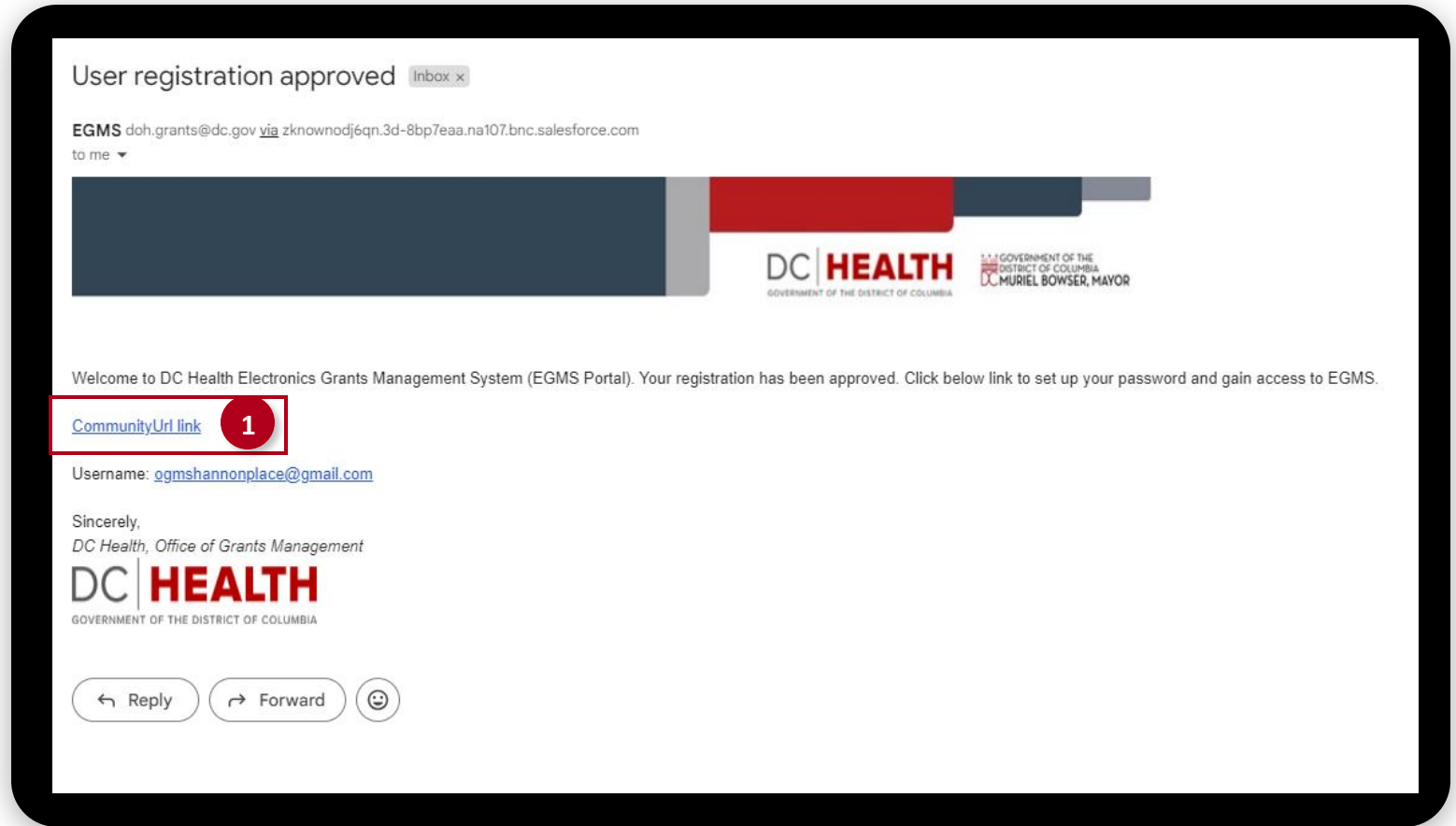
Thank you for registering for the DC Health Enterprise Grants Management System (EGMS). You will receive an email with a link to create your credentials once it has been approved. Please close the browser to exit the system.

To go back to the sign-in page, please click the Home button.

Home

Receive notification

- 1 Once the primary user approves your account, click the link in the email.



Follow the prompts to create password

- 1 Create your password. Note your username and password to log in.

Change Your Password

Enter a new password for **ogmshannonplace@gmail.com**. Make sure to include at least:

- 10 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character ⓘ

* New Password

1 |

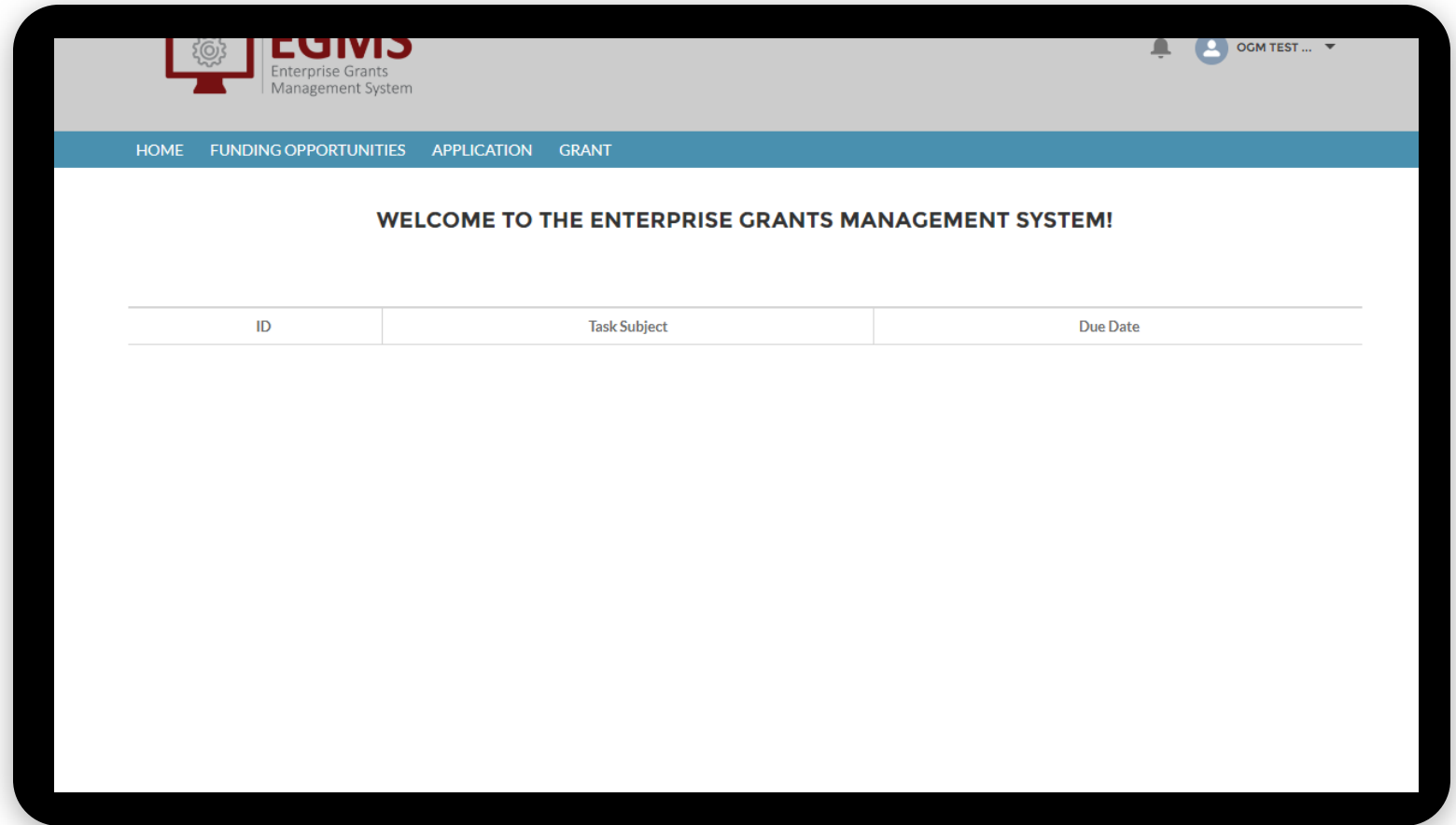
* Confirm New Password

Change Password

Password was last changed on 7/23/2024, 11:23 AM.

Redirection to home page

- 1 Once submitted, you'll be redirected to the home page.



Thank you!