



EGMS

User Registration


Reference Guide for Primary Users

Let's begin!

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.

EGMS
Enterprise Grants Management System

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

1 2 3 4 5 6

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). Below the progress bar, the title "Organization Search" is centered. A paragraph of instructions 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." Below this text are two input fields: "Employer Identification Number (EIN)*" and "Unique Entity ID (UEI)*". At the bottom right, there are two buttons: a grey "Back" button and a blue "Search" 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.

Create new organization

- 1 Click on the Create new organization button.

Non-Disclosure 1 Organization Search 2 Organization Profile 3 Required Business Documents 4 User Profile 5 Confirmation 6

Organization Search

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.

Employer Identification Number (EIN)* 252425301 Unique Entity ID (UEI)* 124258584252

Search Result

1 Create New Organization

We were unable to find your organization in our records. Please click the Create New Organization button to begin your registration.

Back Search

Organization profile

1 Complete all the fields of the Organization Profile.

2 Click on the Continue button.

The screenshot shows a web form titled "Organization Profile" with a red border. A red circle with the number "1" is placed in the top-left corner of the form area. The form contains the following fields:

- Organization Name* (text input)
- Organization Type (dropdown menu with "-- Select the item --")
- Employer Identification Number (EIN)* (text input with value "252425301")
- Unique Entity ID (UEI)* (text input with value "124258584252")
- SAM Expiration Date (calendar icon)
- Business License Expiration Date (calendar icon)
- Main Telephone Number* (text input)
- Alternate Telephone Number (text input)
- Fax (text input)
- Business Email* (text input)
- Website (text input)
- Address 1* (text input)
- Address 2 (text input)
- City* (text input)
- State* (dropdown menu with "-- Select the item --")
- Zip Code* (text input)

At the bottom right of the form, there are two buttons: "Back" and "Continue". A red circle with the number "2" is placed over the "Continue" button, which is also enclosed in a red rectangular box.

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* Or drop files

IRS W9 Form* Or drop files

DC Basic Business License (BBL)* Or drop files

List of the Board of Directors on Organization's Letterhead* (only required if corporation or Non-Profit) Or drop files

Document	File Name	Date/Time Upload	Expiration Date	Action
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User profile

- 1 Complete the User profile information.



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.

User Profile

1

User Role: Primary User (dropdown)

Email*

First Name*

Last Name*

Is the user address same as Organization Address?

Address 1*

Address 2

City*

State* (dropdown: -- Select the item --)

Zip Code*

Phone*

Fax

User Name* ⓘ (Ex: name@yourcompany.com)

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.

The screenshot shows a registration form for an organization head. It includes a dropdown menu for 'Are you also the Organization Head?*' with 'No' selected. Below this is a section titled 'Please complete the Organization Head information' with a note: '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.' A checkbox labeled 'Check if the address is the same as the organization's' is present. The form contains several input fields: First Name, Last Name, Email, Address, Phone, City, State (dropdown), Ward (dropdown), and Zip Code. At the bottom right, there are 'Back' and 'Continue' buttons.

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

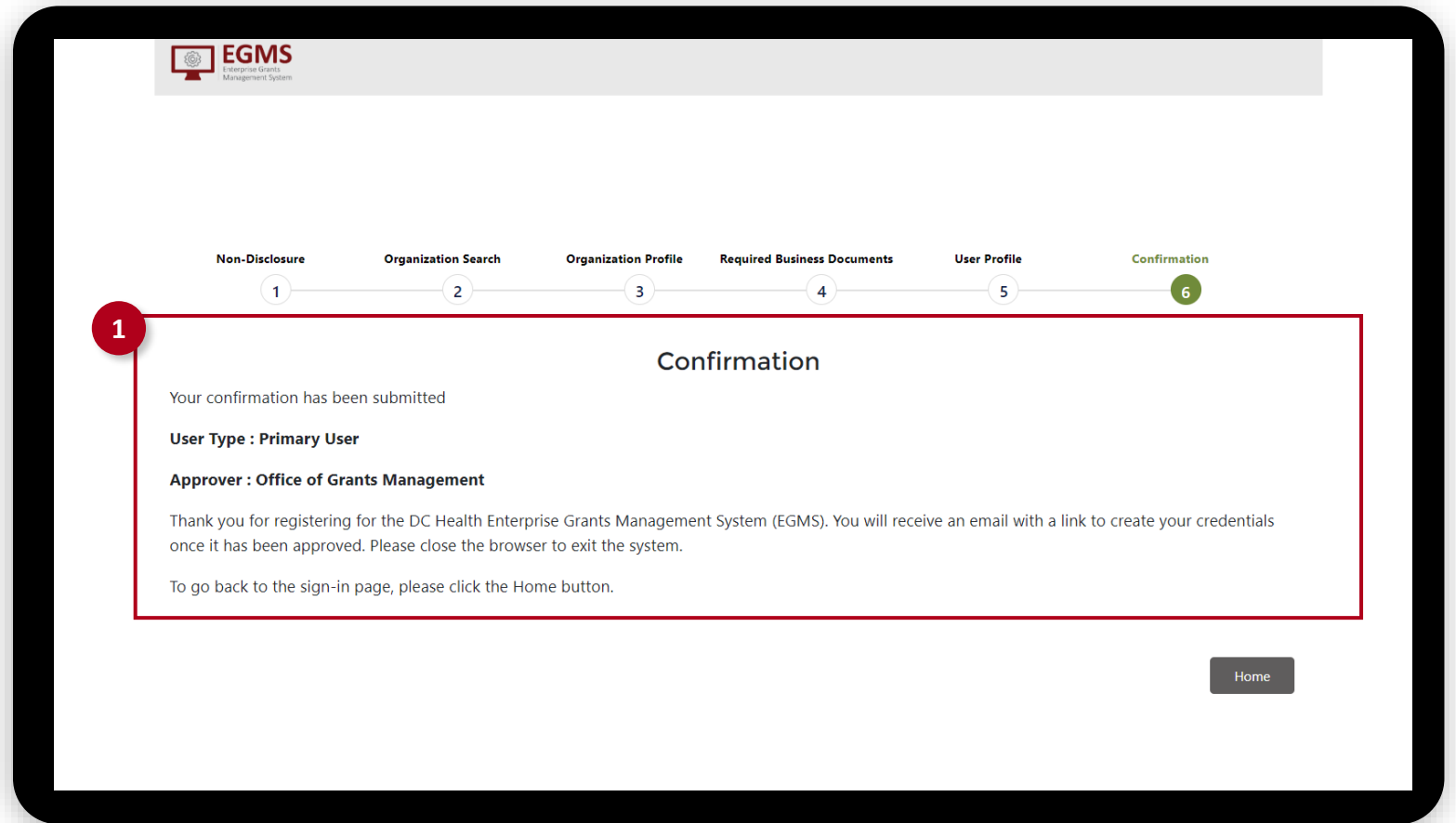
3

4

Back Continue

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!