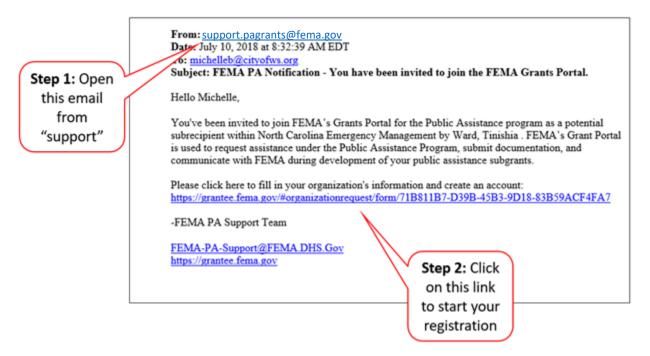# Register your organization in the FEMA Grants Portal

1. Send an email to pahotline@ncem.org with the following information:
   a. Organization Name
   b. If that organization is a Private Non-Profit is it a 501c3
   c. Contact Name
   d. Contact Phone Number
   e. Contact Email address
2. You will receive an email from support.pagrants@fema.gov to register your organization. It will look like this:

Invitation Email to the Applicant - #1 Task

Step 1: Open this email from "support"

From: support.pagrants@fema.gov
Date: July 10, 2018 at 8:32:39 AM EDT
To: michelleb@cityofws.org
Subject: FEMA PA Notification - You have been invited to join the FEMA Grants Portal.

Hello Michelle,

You've been invited to join FEMA's Grants Portal for the Public Assistance program as a potential subrecipient within North Carolina Emergency Management by Ward, Tinishia . FEMA's Grant Portal is used to request assistance under the Public Assistance Program, submit documentation, and communicate with FEMA during development of your public assistance subgrants.

Please click here to fill in your organization's information and create an account:
https://grantee.fema.gov/#organizationrequest/form/71B811B7-D39B-45B3-9D18-83B59ACF4FA7

-FEMA PA Support Team

FEMA-PA-Support@FEMA.DHS.Gov
https://grantee.fema.gov

Step 2: Click on this link to start your registration

3. Answer the basic questions about your organization and hit submit.
4. You will then be sent another email that will prompt you to log back in and set a security question and password along with any personnel you added in the last step.

Please note this process registers your organization but is not a Formal Request for Public Assistance