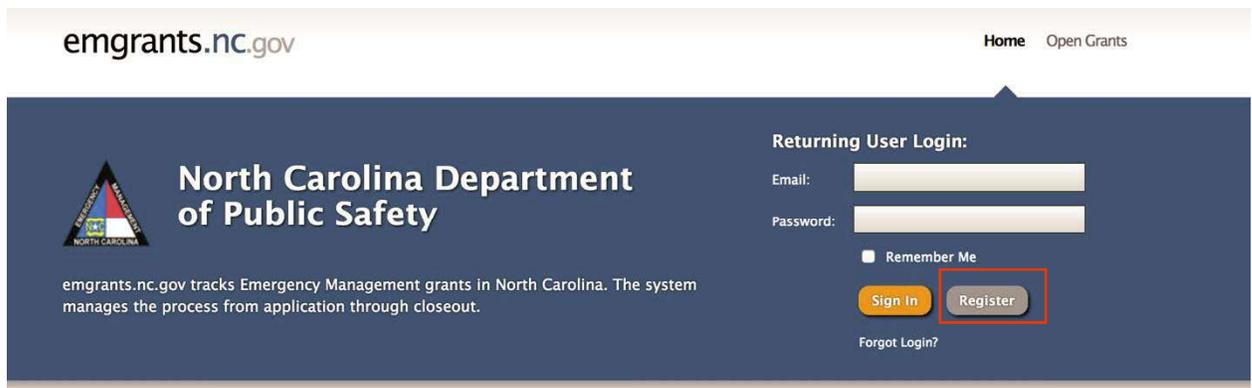


Please follow the instructions below to register and submit a Letter of Interest. Should you have any issues please contact Steve McGugan at steve.mcgugan@ncdps.gov.

North Carolina Applicant Training

How To Get Into The System

1. Go To <http://emgrants.nc.gov/> and select Register for Access (Grey Button)



The screenshot shows the homepage of emgrants.nc.gov. The page features the North Carolina Department of Public Safety logo and a navigation bar with "Home" and "Open Grants" links. A "Returning User Login" section includes fields for "Email:" and "Password:", a "Remember Me" checkbox, and "Sign In" and "Register" buttons. The "Register" button is highlighted with a red box. A "Forgot Login?" link is also present.

2. Fill out form and all required fields and press Register at bottom of the page.



The screenshot shows the registration form on the emgrants.nc.gov website. The form is titled "Register for Access" and includes fields for "Name (First)", "Name (Middle)", "Name (Last)", "Name (Suffix)", "Title", "Email", "Phone - Business", "In Direct Line", "Phone - Fax", and "Phone - Cell". The "Register" button at the bottom of the form is highlighted with a red box. To the right of the form, there is a "Grant Number" dropdown menu with options: "2017 - FMA (Start 1, 2017)", "FARGP", "4285 - Hurricane Matthew (Oct 10, 2016)", "FA", and "4285 - Hurricane Matthew (Declared Oct 10, 2016)". Below the dropdown is a "Position" dropdown menu with a "Select One" option. An "Assignment Description" field is also present. A note at the bottom of the form states: "If you don't want this user assigned to all Grants & Projects for the given organization, specify the ones which they should be restricted to." The "Register" button is highlighted with a red box.

3. You will get email once you have been approved by the System Admin.

Once You Are In The System

1. When you log in, you should see your jurisdiction as the homepage.
2. You can navigate using the sidebar (Accounts, Projects, Payments, Progress Reports, Notes, etc.)

Angier, Town Of

Create New Request Submit New Reimbursement Request

Summary >

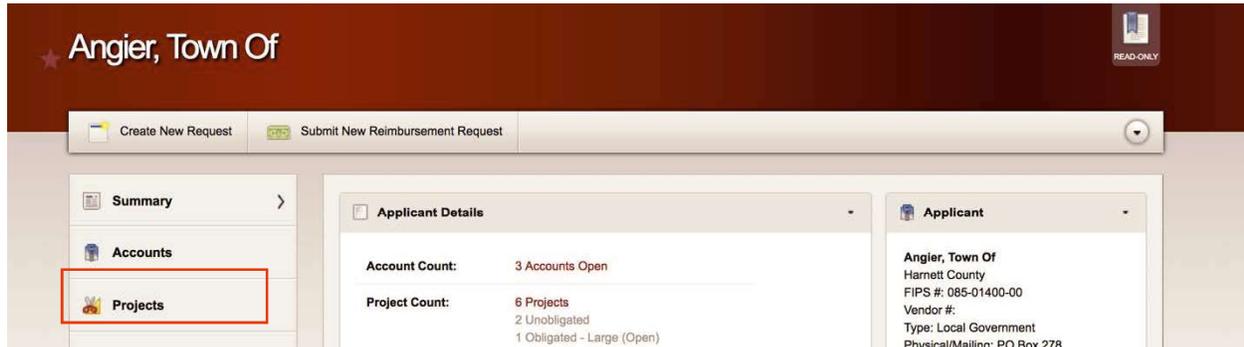
- Accounts
- Projects
- Payments
- Monitoring
- Quarterly Reports
- Contacts
- Notes

Applicant Details

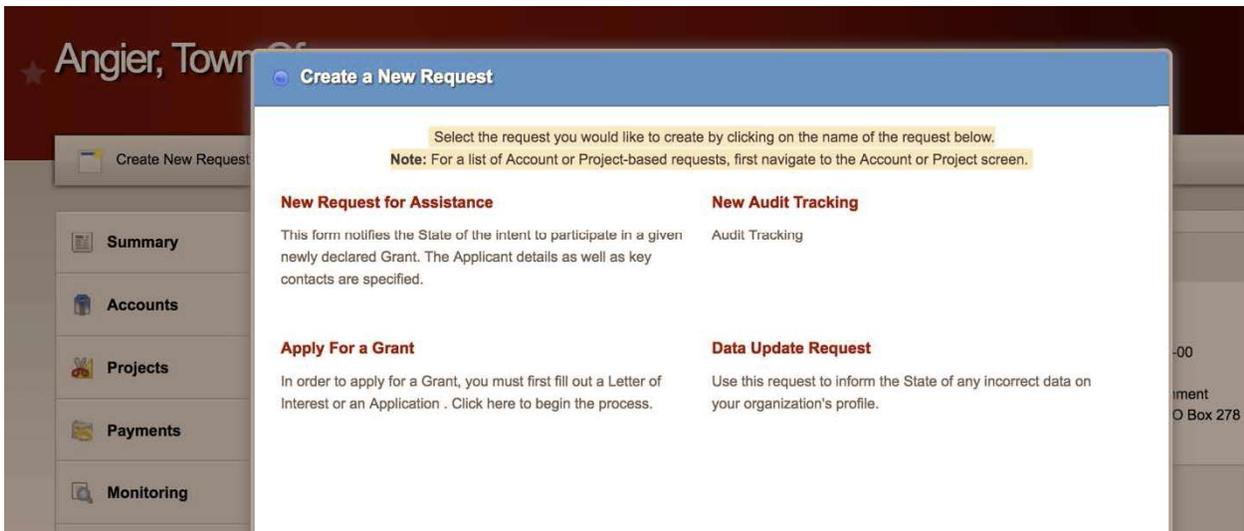
Account Count:	3 Accounts Open
Project Count:	6 Projects 2 Unobligated 1 Obligated - Large (Open) 3 Obligated - Small (All Open)
Quarterly Report Count:	No Active QRs (View All) 3 Overdue Quarterly Reports
Eligible Obligated:	\$92,954.62
Federal Obligated:	\$34,734.00 (37.37%) View Graph
State Obligated:	\$45,720.62 (49.19%) View Graph
Local Share:	\$12,500.00 (13.44%)

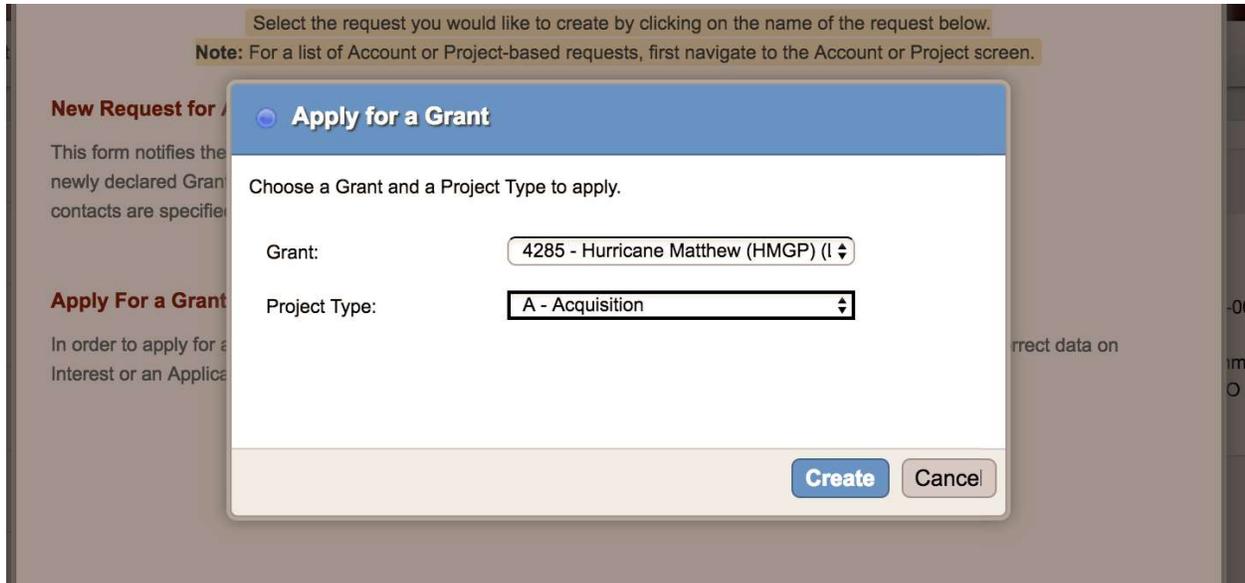
How to Apply for a New Grant and Fill Out Letter Of Interest and Application

1. On the Applicant Homepage, click on the Create New Request



2. Click Apply For a Grant. Choose Grant and Project Type.





3. This creates a Letter of Interest Form. Fill out Letter of Interest as completely as possible, identifying the problem and proposed solutions in a thorough way. If doing residential mitigation, please utilize the Property Worksheet function available in the menu on the left hand side. Please be sure to submit the LOI by the deadline.

