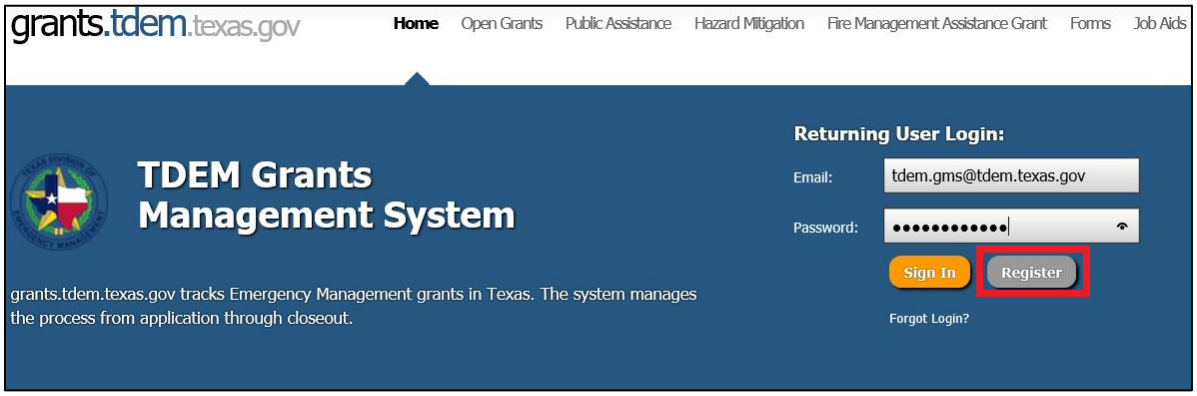
# Register for GMS Access - Applicants

1. Go to https://grants.tdem.texas.gov, and click the ***"Register"*** button.



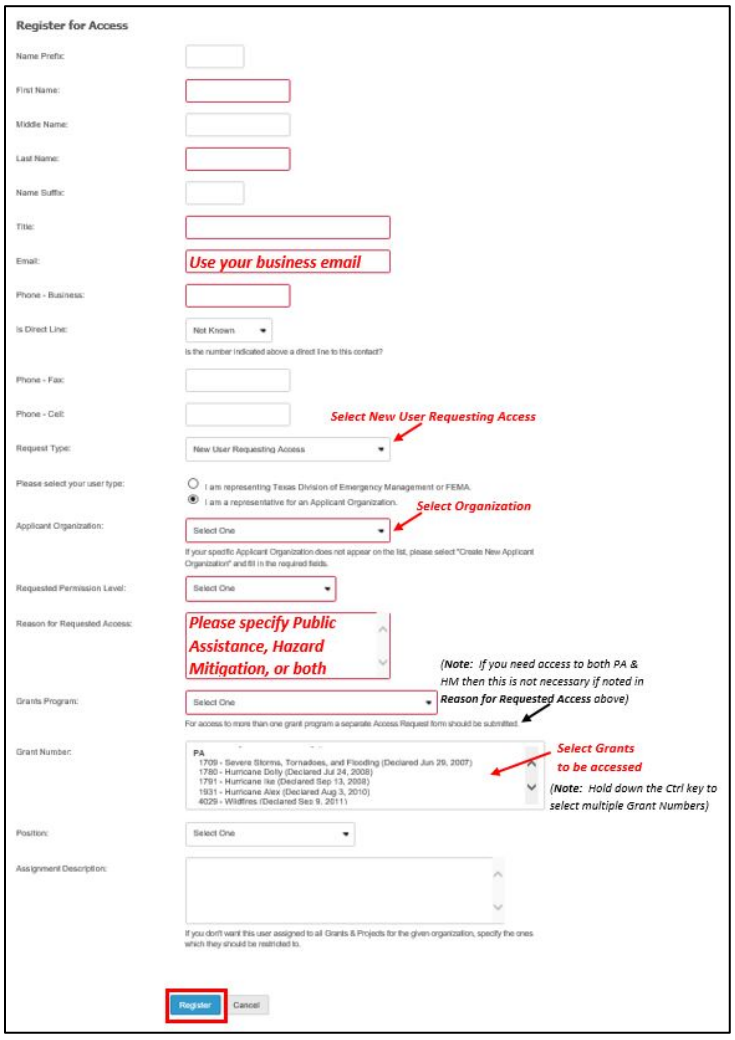

2. Complete the Registration form *(required fields will be highlighted with a red box, but please complete as much information as possible):*

- ***First Name****:* Enter the user's first name.
- ***Middle Name:*** Enter the user's middle name or initial.
- ***Last Name:*** Enter the user's last name.
- ***Title****:* Enter the user's current work title.
- ***Email****:* Enter the user's business/work email address. This address will be the user's log in username, and log in information will be sent to this address. ***Note****: The same email address cannot be used for multiple contacts.*
- ***Phone - Business****:* Enter a phone number where the user can be reached.
- ***Request Type****:* Select from the drop down menu if the user is a New User Requesting Access, or an Existing User Requesting Additional Access.
- ***Please select your user type****:* Select ***"I am a representative for an Applicant Organization."*** *(The other option is reserved for TDEM and FEMA employees.)*
- ***Applicant Organization****:* Select the applicant which the user represents from the drop down menu.
- ***Requested Permission Level****:* Select one of the two options from the drop down menu, 1) Applicant - Full Access, 2) Applicant - Contributor, or 3) Applicant - Read Only.
- ***Reason for Requested Access****:* Enter comments as to why access is needed. Also, enter if the user is an Auditor – Applicant. If access is being requested for multiple Grant Programs, list them in this section.
- ***Grants Program****:* Select the grant program for which the user is requesting access from the drop down menu. If you are requesting access to multiple

Grant Programs, list them in the Reason for Requested Access. A separate Access Request form is not required.

- ***Grant Number:*** Select the grant number listed under the Grants Program heading ***(in bold letters)*** for which the user is requesting access from the drop down menu.
  ***Note:*** *To select multiple Grant Numbers, hold down the Ctrl key on the keyboard and click the desired Grant Numbers.*
- ***Position:*** Select the position being requested from the drop down menu. If you are selecting to be the Primary, Secondary Agent, Primary Finance Contact, or Certifying Official you will need to submit a Designation of Subrecipient Agent Form found at https://grants.tdem.texas.gov/site/Forms.cfm.
- ***Assignment Description:*** If the user will be restricted to select projects for HMGP, please list here.

Click the ***"Register"*** button to submit the form.



3. The system administrators will set up the new user account, and a system generated email from grants.tdem.texas.gov will be sent out. The email will include your Username and temporary password. The system administrators will also send an email informing you that your account has been set up.