



# EGMS

## User Registration

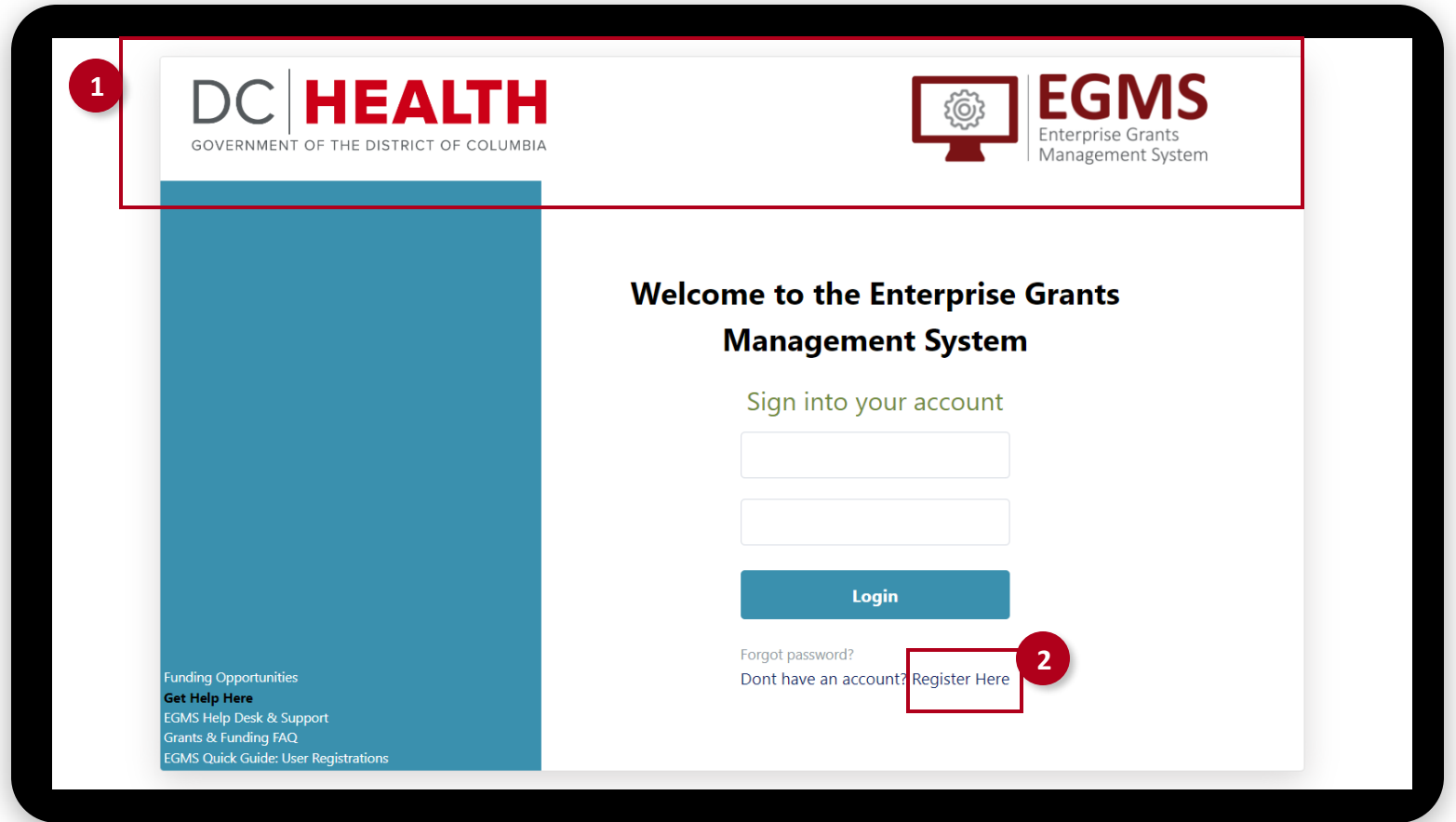
Reference Guide for Primary Users

Let's begin!

Revised June 2024

# Start the registration

- 1 Go to the [EGMS sign in page](#).
- 2 Click on the Register here link.



# Read the Non-Disclosure Agreement

- 1 Read the Non-Disclosure Agreement.

The screenshot shows the EGMS interface with a progress bar at the top containing six steps: Non-Disclosure (1), Organization Search (2), Organization Profile (3), Required Business Documents (4), User Profile (5), and Confirmation (6). The 'Non-Disclosure' step is highlighted with a green circle and a red callout box containing the number '1'. 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."

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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)\*". At the bottom right, there are "Back" and "Search" buttons. 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.

The screenshot shows a registration process with six steps: Non-Disclosure (1), Organization Search (2), Organization Profile (3), Required Business Documents (4), User Profile (5), and Confirmation (6). The 'Organization Search' step is active. Below the progress bar, the title 'Organization Search' is displayed. A text instruction 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.' Two input fields are present: 'Employer Identification Number (EIN)\*' with the value '252425301' and 'Unique Entity ID (UEI)\*' with the value '124258584252'. Below these is a 'Search Result' section containing a blue 'Create New Organization' button, which is highlighted with a red box and a red circle containing the number '1'. At the bottom of the search result section, a message states: 'We were unable to find your organization in our records. Please click the Create New Organization button to begin your registration.' At the bottom right of the form, there are 'Back' and 'Search' buttons.

# 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 positioned at the top left of the form area. At the bottom right, a red circle with the number "2" is positioned over the "Continue" button. The form fields are as follows:

Organization Profile	
Organization Name*	Organization Type -- Select the item --
Employer Identification Number (EIN)* 252425301	Unique Entity ID (UEI)* 124258584252
SAM Expiration Date	Business License Expiration Date
Main Telephone Number*	Alternate Telephone Number
Fax	Business Email*
Website	Address 1*
Address 2	City*
State* -- Select the item --	Zip Code*

Back Continue

# 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
				<input type="button" value="Back"/> <input type="button" value="Continue"/>



# 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**

User Role: Primary User (dropdown)

Email\* (text input)

First Name\* (text input)

Last Name\* (text input)

Is the user address same as Organization Address?

Address 1\* (text input)

Address 2 (text input)

City\* (text input)

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

Zip Code\* (text input)

Phone\* (text input)

Fax (text input)

User Name\* ⓘ (text input: 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.

**1** Are you also the Organization Head?\*

No

**2** 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**

First Name	Last Name
<input type="text"/>	<input type="text"/>
Email	Address
<input type="text"/>	<input type="text"/>
Phone	City
<input type="text"/>	<input type="text"/>
State	Ward
-- Select the item --	-- Select the item --
Zip Code	
<input type="text"/>	

**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.

EGMS  
Enterprise Grants  
Management System

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

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## Confirmation

Your confirmation has been submitted

**User Type : Primary User**

**Approver : Office of Grants Management**

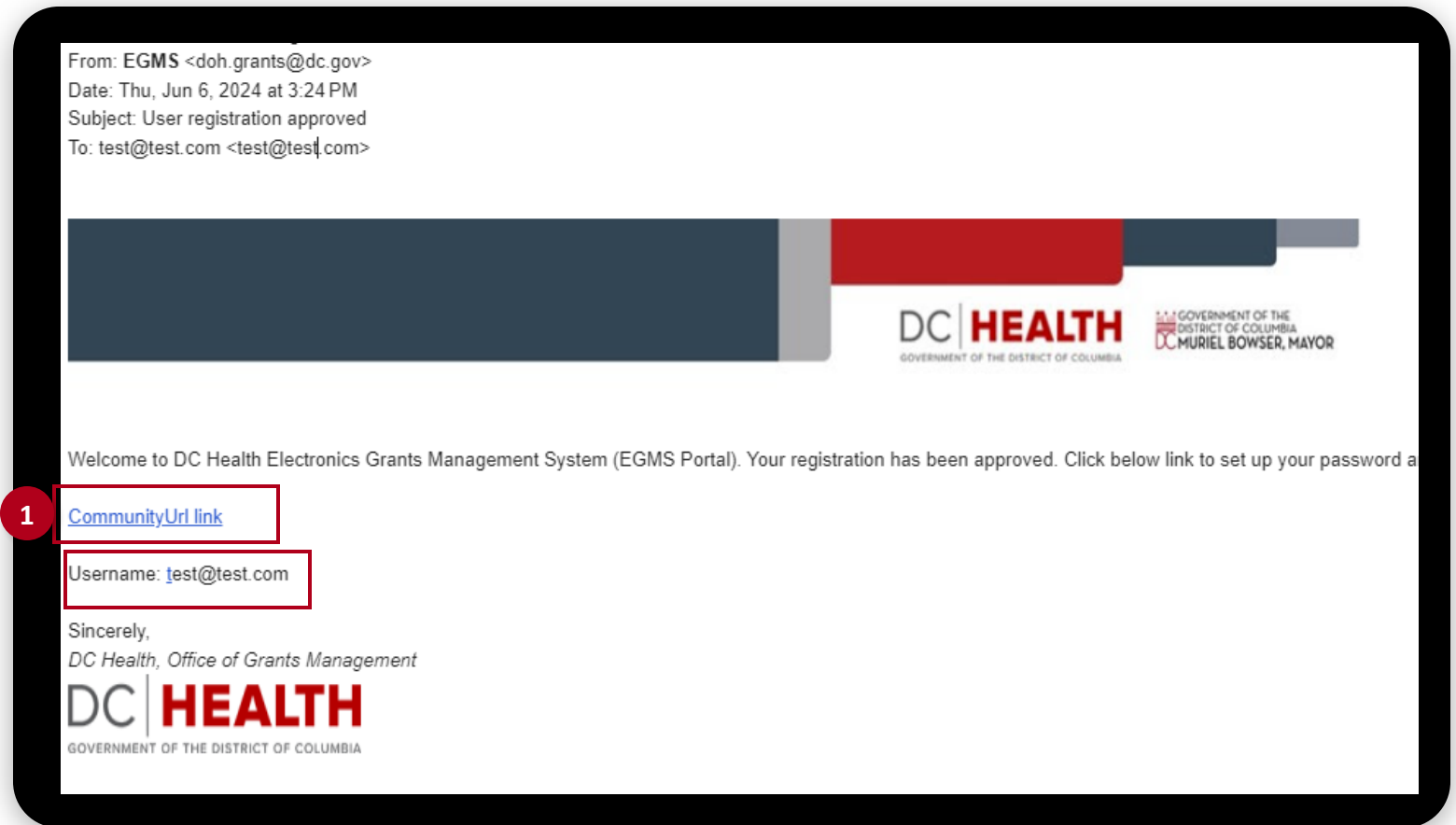
Thank you for registering for the DC Health Enterprise Grants Management System (EGMS). You will receive an email with a link to create your credentials once it has been approved. Please close the browser to exit the system.

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

Home

# Email Confirmation

- 1 Go to the link provided in the email confirmation to set up your password.
- 2 Note your username. Record this somewhere. You will need this to log in.



# Create EGMS Password

- 1 Follow the prompts to create a password for EGMS. Please record your password and username.

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 <sup>1</sup>

\* New Password

\* Confirm New Password

If you still have questions, please contact OGM at [doh.grants@dc.gov](mailto:doh.grants@dc.gov)

# Thank you!