EGMS

User Registration

Reference Guide for Secondary Users

Let's begin!

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Start the registration

1 Go to the [EGMS sign in page](#).

2 Click on the Register here link.
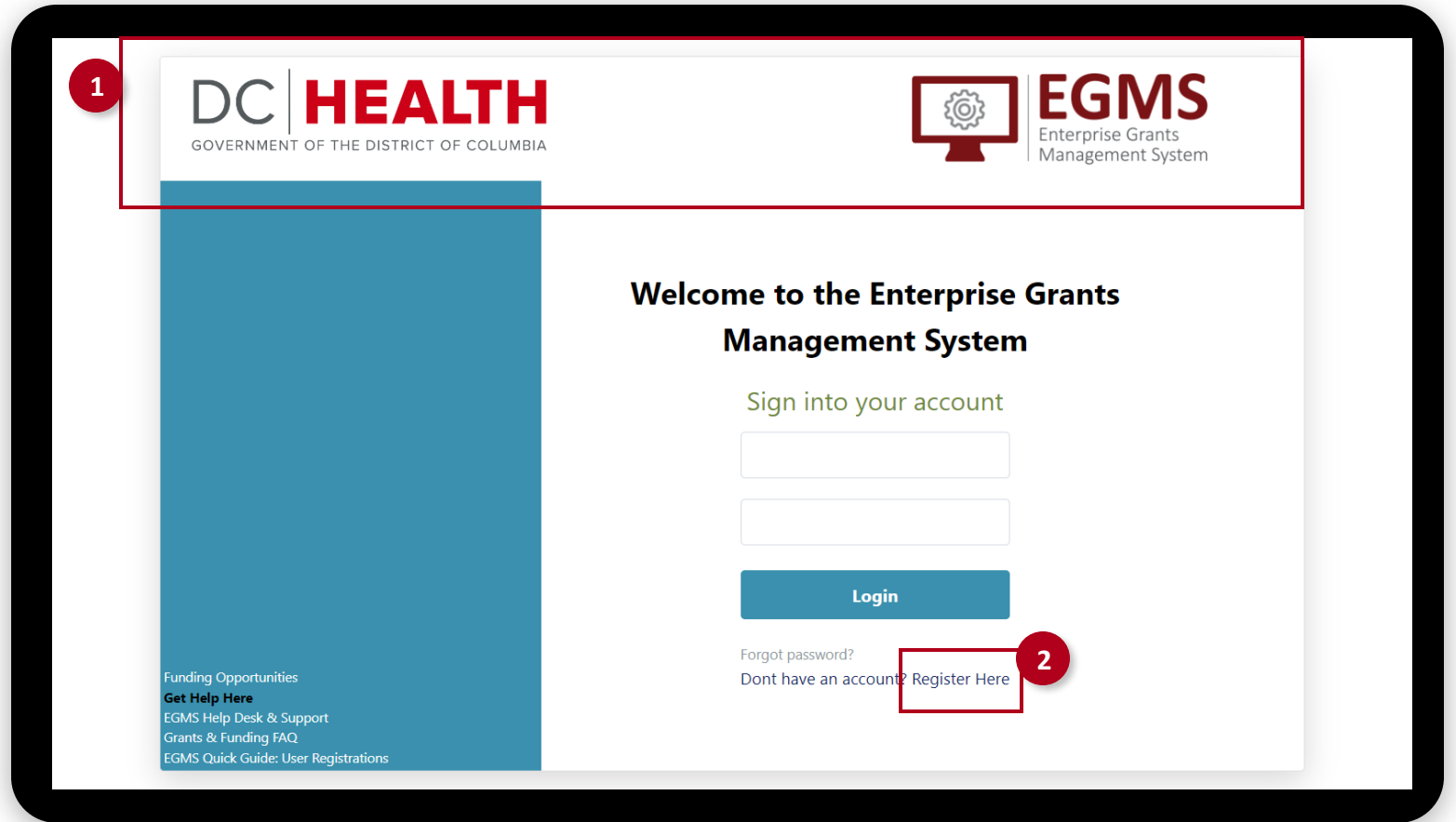
> **TIP:** Click **EGMS sign in page** in step one to go to the page.

Read the Non-Disclosure Agreement

1 Read the **Non-Disclosure Agreement**.

Agree to the terms

1 Click on the **Agree** button.

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 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

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Organization search

1 Enter the EIN number.

2 Enter the UEI number.

3 Click on the Search button.

Select your organization

1 The information for your organization will populate. Click on **Select**.

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

Organization Search

To begin, please search for your organization by entering in the Employer Identification Number (EIN) and the Data Universal Numbering System (DUNS) and click the search button. If no result populates, please click on the Create Organization button to proceed.

Employer Identification Number (EIN)*

199999999

Unique Entity ID (UEI)*

299999999

Search Result

Choose	Organization Name	Organization Type	Address 1
Select	Test Organization	Non-Profit	street1

Back   Search

User profile

1 Complete your **User Profile**. Then click on the **Continue** button.

TIP: If your address is the same as the organization's, then click on the checkbox. The information will auto populate.

User Profile

1

User Role
Secondary User

Email*

First Name*

Last Name*

Is the user address same as Organization Address? ☐

Address 1*

Address 2

City*

State*
-- Select the item --

Zip Code*

Phone*

Fax

User Name* ⓘ
Ex: name@yourcompany.com

Primary User Information

First Name

Last Name

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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.

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

Confirmation

Your confirmation has been submitted

**User Type : Secondary User**

Approver : Primary User

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

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Receive notification

1 Once the primary user approves your account, click the link in the email.
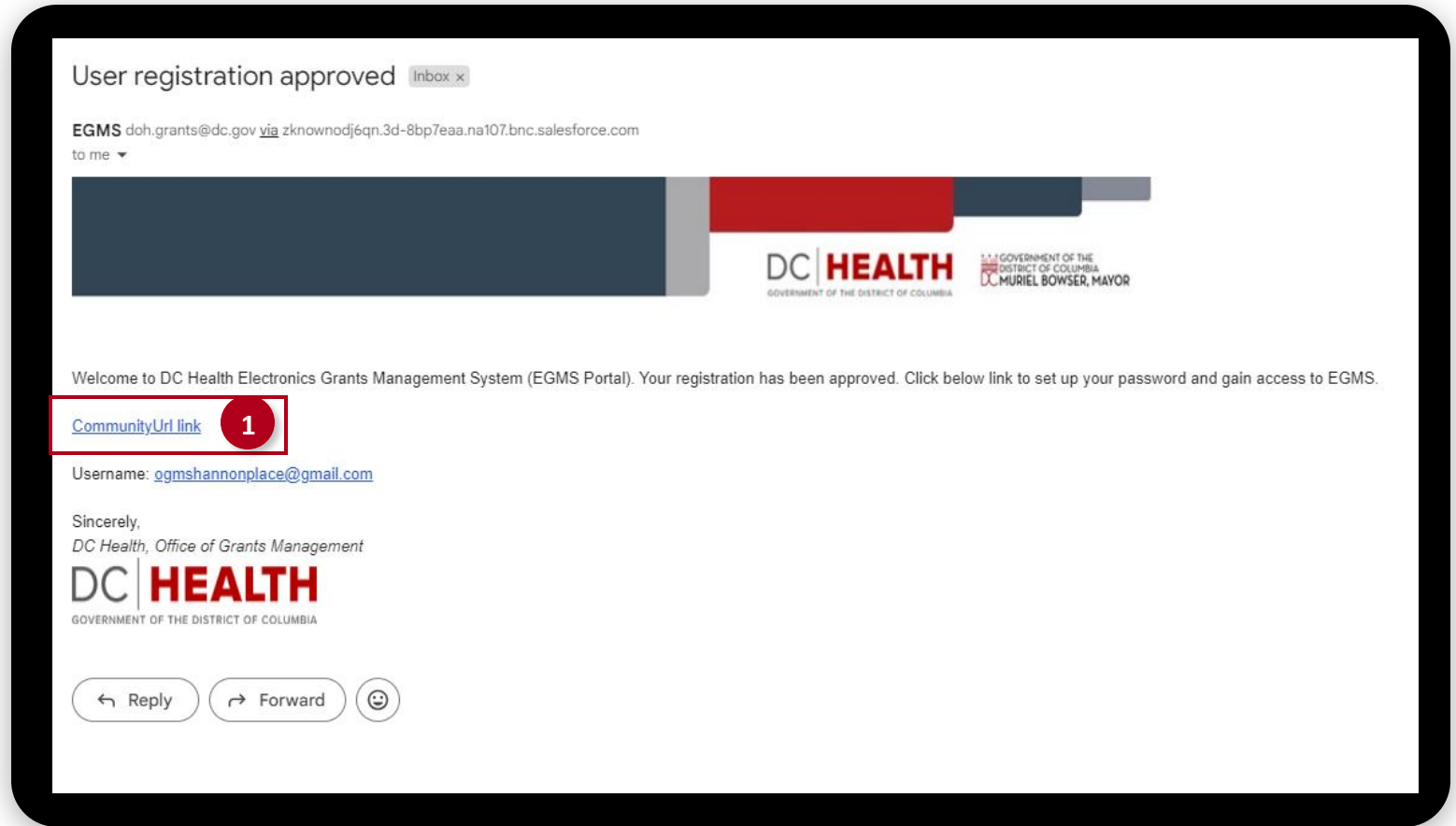
Follow the prompts to create password

1 Create your password. Note your username and password to log in.

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
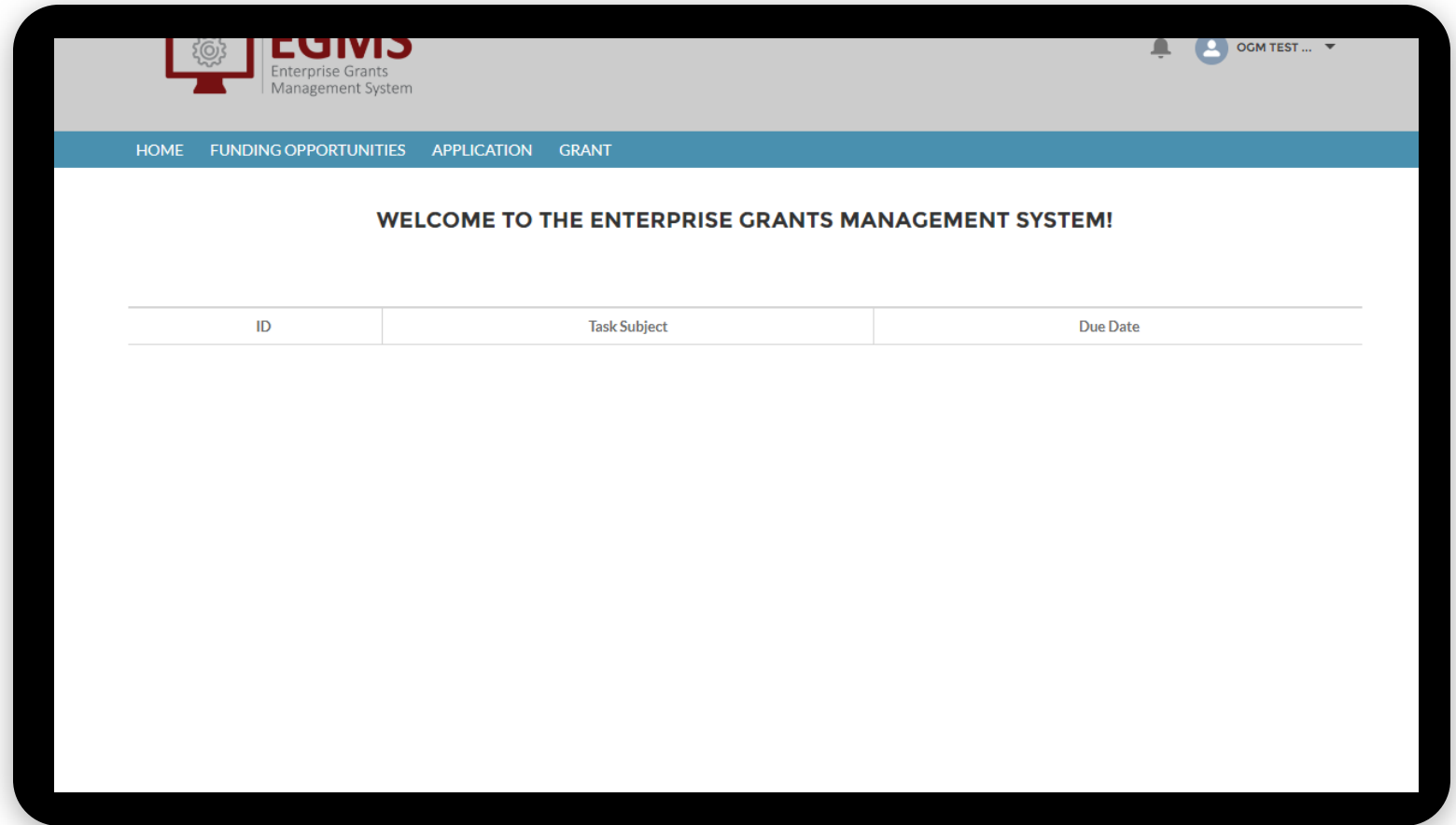- 1 number
- 1 special character ⓘ

* New Password

* Confirm New Password

Change Password

Password was last changed on 7/23/2024, 11:23 AM.

Redirection to home page

1 Once submitted, you'll be redirected to the home page.

Thank you!