

FEMA GO Pass-through Request a Payment Guide

This guide provides instructions for external FEMA GO users to log-in and navigate the system to complete a request for payment.

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FEMA

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Objectives

By the end of this FEMA GO training, you will be able to:

- Log-in to FEMA GO as an external user; and
- Complete a Request for Payment.

Training Roles and Log-in

Training Roles

This training is for the following external roles:

Role	User
Authorized Organization Representative	AOR
Financial Member	FM
Programmatic Member	PM
Organization Member	OM

Helpful Tip:

Payment requests can only be submitted by an AOR or a FM.

The available screens you see are based on your role and program. They may differ from the screens displayed.

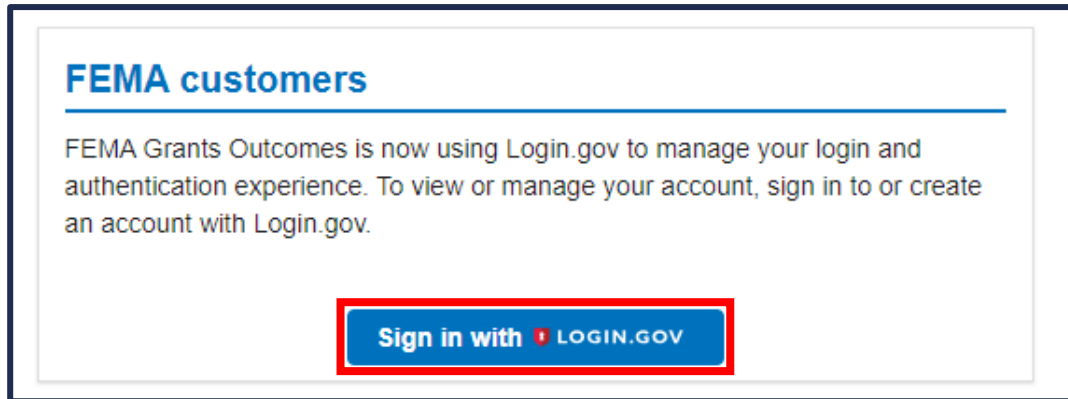
External User Log-in

Step 1:

Go to go.fema.gov.

Step 2:

Select **Sign in with LOGIN.GOV**. Once you are logged in at Login.gov, you will be redirected back to the FEMA GO webpage.



Helpful Tip:

If you have not yet created an account with Login.gov, please follow the steps within the FEMA GO Startup Guide.



Request a Payment

Navigate to the Task

Payment Request

Certify and Submit

Navigate to the Task

Step 1:

Once you log-in as an external user, you will be directed to the Welcome screen. At the top of the Welcome screen, select the **Grants** link to navigate to the Grants Landing page.

The screenshot shows the FEMA GO Grants Landing page. At the top, the 'Grants' menu item is highlighted with a red box. Below the navigation bar, there are two main sections: 'My work' and 'Apply for a new grant'. The 'My work' section lists three grants with details like 'Fiscal Year 2024 Tribal Homeland Security Grant Program (THSGP)' and 'FY24 Homeland Security Grant Program'. The 'Apply for a new grant' section lists three grants with details like 'Fiscal Year 2024 Emergency Operations Center Grant Program', 'FY24 Regional Catastrophic Preparedness Grant Program (RCPGP)', and 'FY24 Safeguarding Tomorrow Revolving Loan Fund'. Each grant entry includes an application ID, application period, and a 'Start application' link.

Step 2:

On the Grants Landing page, scroll through the list of grants until you locate the grant you want to request a payment for. Under the **I WANT TO** dropdown, select **Request a payment**.

The screenshot shows a grant detail card with the following information:

FUNDING OPPORTUNITY	PERIOD OF PERFORMANCE	ACCEPTANCE DEADLINE	I WANT TO...
FY 2018 Assistance to Firefighters Grants	07/01/2019 - 07/01/2021		Start a new action
GRANT ID EMW-2018-FO-00001 (manage grant)	STATUS Award Accepted	STATUS DATE 10/28/2019	Request a payment
			Request an amendment

Payment Request

- After **Request a payment** has been selected, the Payment request will display in the main body. Review the **Federal resources awarded** and additional information for accuracy.

FY 2020 Building Resilient Infrastructure and Communities

SubGrant ID: EMA-2020-BR-127589-0003

Federal resources awarded: \$7.5

Payment request

Instructions
Please ensure your organization's banking information is up-to-date in SAM.gov before submitting your payment request. Payment requests may be delayed if the banking information is incorrect. Please use this page to request a payment under subgrant EMA-2020-BR-127589-0003. Enter the amount you are requesting and a brief narrative describing the items for which you are requesting funding, and attach any associated files. Your narrative should include a description of items purchased with the payment, the number of items, the cost per item, and the total acquisition cost. Then sign and submit the payment request by selecting the signature statement and providing your system password. Only an Authorized Organization Representative (AOR) or a financial member of the recipient organization can submit a payment request.

Federal resources awarded	\$7.50
Required non-federal resources	\$2.50
Federal resources disbursed to recipient	\$5.00
Pending disbursements to recipient	\$1.00
Balance of federal resources available	\$1.50

- Enter the amount that you are requesting in the **Payment amount** text field.
- Enter an optional **Payment request narrative**, if necessary.
- Select the **Upload from your computer** button to attach any optional attachments, if necessary.

Payment amount: \$

Payment request narrative (optional)

Attachments

Maximum File Size: 1074.79MB Accepted File Types: .pdf, .doc, .docx, .xls, .xlsx, .jpg

[Upload from your computer](#)

Filename	Date uploaded	Description
<input type="checkbox"/> I, FNAOR LnAor, certify that I am authorized to request payment, and I am hereby providing my signature to acknowledge that the payment request information is accurate and is consistent with my articles of agreement, to the best of my knowledge.		

Please enter your password.

[Submit](#)

Helpful Tips:

Only certain file types are accepted when uploading documents from your computer.

Please be aware that additional questions may be present within the Payment request section of the main body based on your program.

Certify and Submit

- To certify that you are authorized to request payment, select the box next to the **certification statement**.
- Enter your **FEMA GO password** in the text field to acknowledge that the payment request information is accurate and consistent with the articles of agreement.
- Select the **Submit** button.
- A green banner will then appear stating that you have successfully submitted your payment request.

Filename	Date uploaded	Description
<input checked="" type="checkbox"/>		I, FnAor LnAor, certify that I am authorized to request payment, and I am hereby providing my signature to acknowledge that the payment request information is accurate and is consistent with my articles of agreement, to the best of my knowledge.
Please enter your password.		
<input type="password"/>		
<input type="button" value="Submit"/>		

You have successfully submitted your payment request.



FEMA GO Help Desk Information

Please send any questions to:

FEMAGO@fema.dhs.gov

(877) 585-3242

Hours: Mon.-Fri. 9 a.m. – 6 p.m. ET

