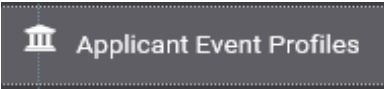

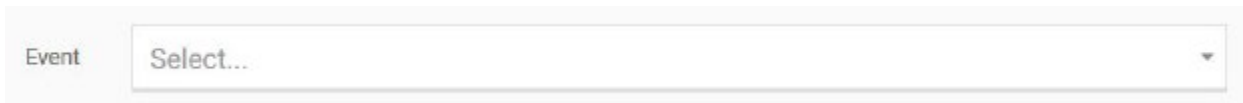


How to Submit a Request for Public Assistance (RPA) if your organization already has a Grants Portal Account

1. Log into your Grants Portal Account.
2. Click on  in the menu on the left side of your screen.
3. Click on the  button on the top right corner.
4. Click the NEXT button in the bottom right corner.
5. Select the Event Number for which you are applying from the Event drop down menu (in this case 3428EM-CA).



The image shows a dropdown menu with the label "Event" on the left and a text box containing "Select..." with a downward arrow on the right.

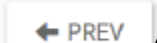
6. Select YES or NO from the “Participated in PDA?” drop down menu (in this case, its NO).
Note: (PDA = Preliminary Damage Assessment)



The image shows a dropdown menu with the label "Participated in PDA?" on the left and a text box containing "Select..." with a downward arrow on the right.

7. Click the NEXT button in the bottom right corner.
8. Choose your Primary and Alternate Contacts for this Event from the respective drop down menus. Then click the NEXT button in the bottom right corner.

Note: if the Personnel you'd like to select isn't listed, use the “Manage Personnel” instructions to add them to the profile. This will need to be done prior to submitting the RPA.

9. Review the addresses listed for the Primary Location (physical) and Mailing Address. If updates are needed, click the “Change” buttons and make your revisions. Once addresses are confirmed, click the NEXT button in the bottom right corner.
10. If you would like to include additional information (optional), enter it into the “Comments” box and then click the NEXT button. If you do not want to include additional information, click the NEXT button.
11. Review the information for accuracy, and click SUBMIT. If changes are necessary, click , make corrections, and then click SUBMIT.