

Registering as an EMMIE External User

Step 1 – Open Internet Explorer and enter the web page address provide to you:
<https://portal.fema.gov>

The “DHS Integrated Security and Access Control System” screen will appear.

FEMA eServices Application Suite - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address Go

FEMA DHS Integrated Security and Access Control System
Version: 2.09.00-10162007 Server: DT023W1 FEMA Home

OUR MISSION
To reduce loss of life and property and protect our nation's critical infrastructure from all types of hazards through a comprehensive, risk-based, emergency management program of mitigation, preparedness, response and recovery

[Español](#) [English](#)

* denotes required field

*User ID:

*Password:

Login Reset

Session expires in thirty minutes for this application

[Forgot ID?](#) [Forgot Pwd/PIN?](#) [New User?](#)

1

2

After you have registered and been approved, you will use the top portion of the screen.

Step 2 – Click “New User?” button.

Registering as an EMMIE External User

Step 3 – Complete required fields and e-mail address

NOTE: Be sure to remember the user ID you selected.

FEMA - DHS Integrated Security and Access Control System
Version: 2.2.4.1 Server: DT023W2 [FEMA Home](#)

* denotes required field

PERSONAL INFORMATION

Title *

First Name *

Last Name *

LOGIN INFORMATION

You will need to save your user ID, it will be required each time you login to the system.
Please note that user ID is converted to all lowercase characters.

User ID * minimum length is 7, maximum length is 14, cannot contain ", space character, ', #

ADDRESS

Street *

City *

State *

Zip Code * format is 01234, 01234-5678

ADDITIONAL ADDRESS

Shipping Street

City

State

Zip Code format is 01234, 01234-5678

CONTACT(S)

Click the "Search" button to obtain a list of Organizations. Please do not enter duplicate names.

Organization [SEARCH](#)

Contact Business Phone * - - Ext

Home Phone - -

Mobile Phone/Pager - -

Email * must contain @, .

Confirm Email *

IDENTITY CONFIRMATION INFORMATION

Date of Birth *

Mother's Maiden Name *

3

4

[Español](#) | [Accessibility](#) | [Site Help](#) | [Site Index](#) | [FEMA Contact](#) | [FEMA Home](#)

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Step 4 – Click “Submit” button

Registering as an EMMIE External User

The following screen will appear:

5 → Password: size 8 to 14, cannot contain ", space character, ', #

6 → Confirm Password:

User ID: User ID auto-fills

Please note that user ID is converted to all lowercase characters.

7 →

[Español](#) | [Accessibility](#) | [Site Help](#) | [Site Index](#) | [FEMA Contact](#) | [FEMA Home](#)

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Step 5 – Type in Password. It must be from 8 to 14 characters.

Step 6 – Type in Password again.

NOTE: The User ID auto-fills from previous screen.

Step 7 – Click the “Submit” button.

The screen below will appear:

8 →

Congratulations! Your account is registered.
You currently do not have access to any applications. To request access, please click the button below.

[Accessibility](#) | [Site Help](#) | [Site Index](#) | [FEMA Contact](#) | [FEMA Home](#) | [Logout](#)

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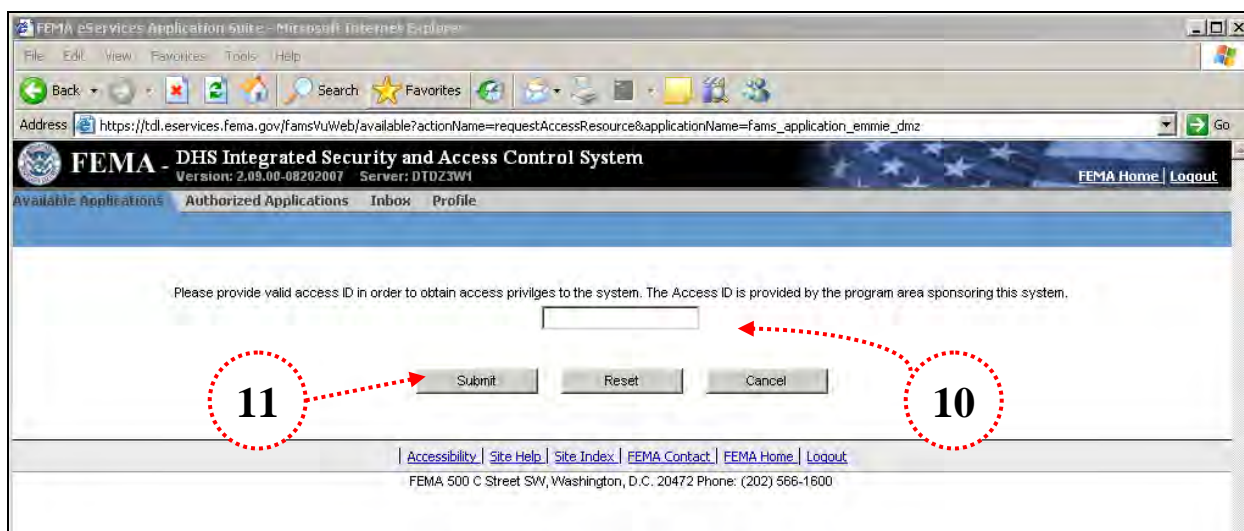
Step 8 – Click on link provided above.

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Step 9 – Select the desired program/application from the screen.



The Access ID screen will appear:



Step 10 – Enter the access ID provided to you (C43)

NOTE: *this access ID will identify the state and type of user (Grantee or Sub-Grantee).*

Step 11 – Click the "Submit" button.

S50 -- the code for
the state of
Vermont is S50.

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The screen will notify user that the request has been submitted for approval.



Step 12 – Click “Logout” to exit

User will receive e-mail notification when privileges have been approved.