Once the PSAP receives a login verification from administrator, you can login here with the temporary password provided by the EMGrants Administrator, and create a new password.
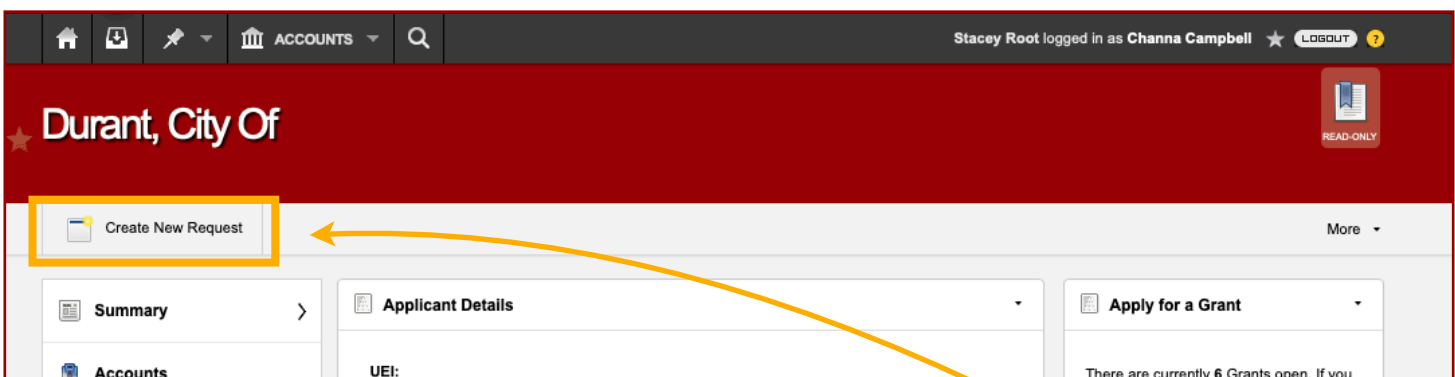
When you log in, you will be on the "Home," 🏠 page , showing your your "Account" page; this has tabs for your projects, contacts, workflow, history, etc. You can also create notes from this page to EMGrants administrators, the Authority office, ask questions, etc. and receive responses directly with notifications that a response has been provided.

On the same page - the "Home" page, click on "Create New Request"
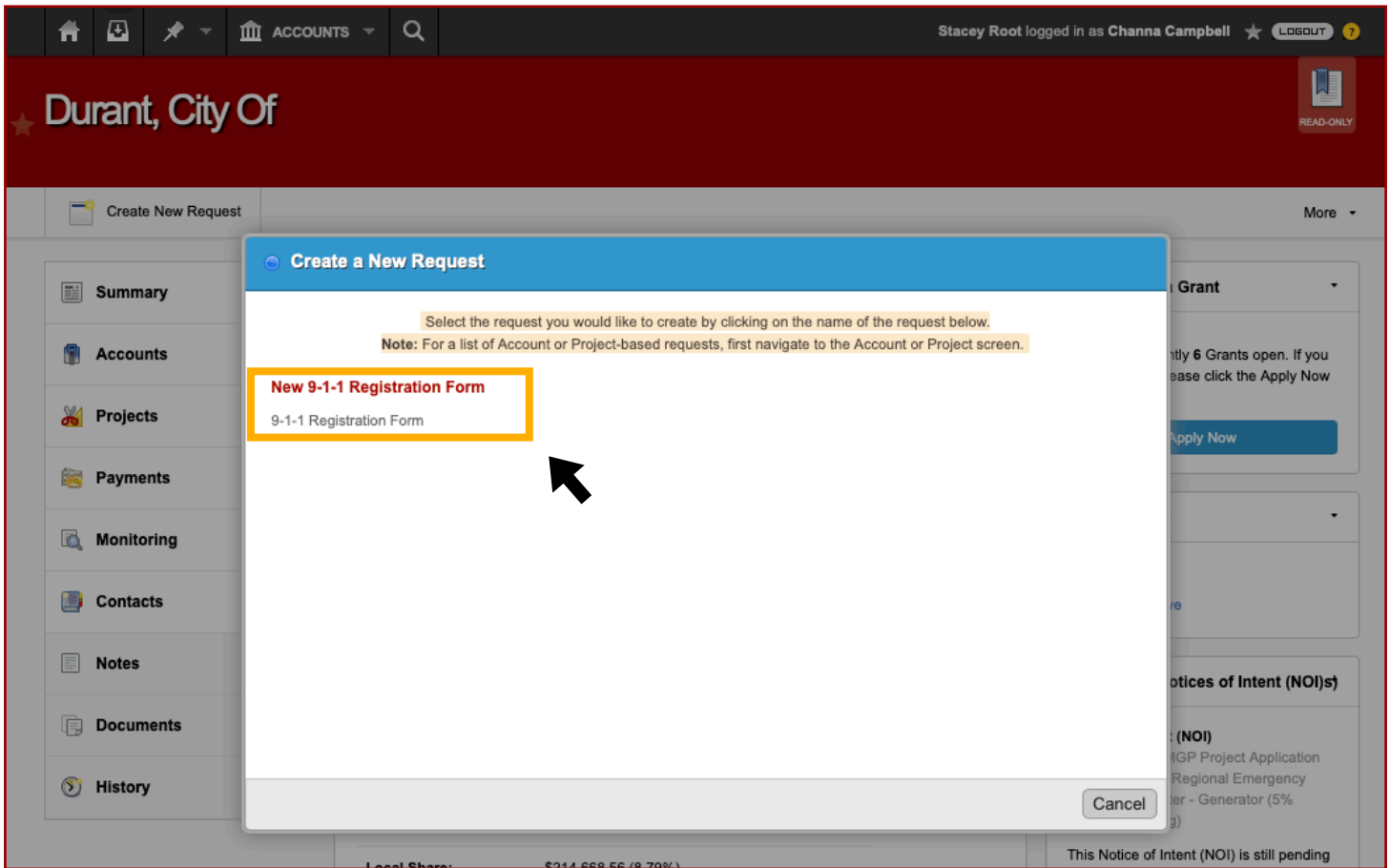
Click on "**New 9-1-1 Registration Form**" to be taken to the Registration Form sections.

The PSAP is completing the Registration Forms for **FY2022** - make sure you choose "2022" from the drop down menu, then the system will prompt you to "Save" at this point. This confirms you read and understand what is expected and what the PSAP will be held accountable for.

The questions asked through the sections are the same questions in the provided pdf's the Authority office sent out to prepare for the Registration Forms. Continue through the sections, just like you would in previous years. Documentation is the section that allows the PSAP to upload the most recent budget - for this year the budget will be for FY2021

Questions? Stuck? **Send us a note**! This is the internal chat - so we can respond directly in EMGrants and the system will catalog all correspondence.

All uploaded documentation will be held here, along with issues or tickets.

Form III/Finance Section - Some Changes…

You will notice subscriptions and dues have been removed. If you do have these costs, you can enter them in the line item after the last Expenses question, along with any other cost not represented; If you do not, you can leave it blank.

This table will also calculate the entered costs.

You will notice the questions asked last year about the cost for the building and office supplies have been removed. If you do have these costs, you can enter them in the line item for Other Expenses, along with any

All Expense will be totaled for you, and carried to through to the Revenue section.

The total of the Revenue you submit will be calculated for you, like the Expenses. If there is a deficit, you will be promoted to review the reported revenue. It will not stop you from completing and "Advancing" the Forms and completing the process, but it will note that you did not review and update the PSAP finances

If the PSAP costs are covered by the revenue received, it will calculate and show a surplus or a zero total.
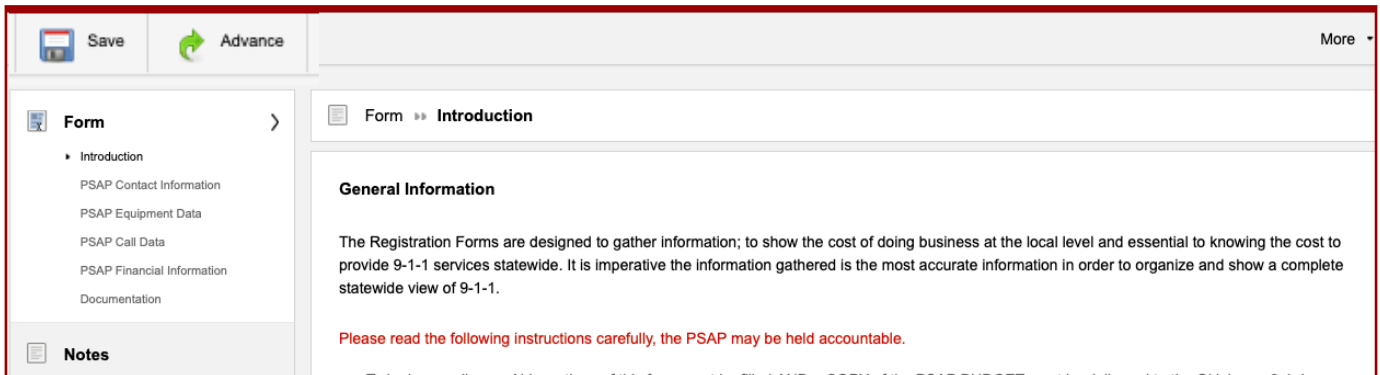
If you have completed each section, and uploaded the PSAP budget and are ready to submit this to the Authority, click "Submit".
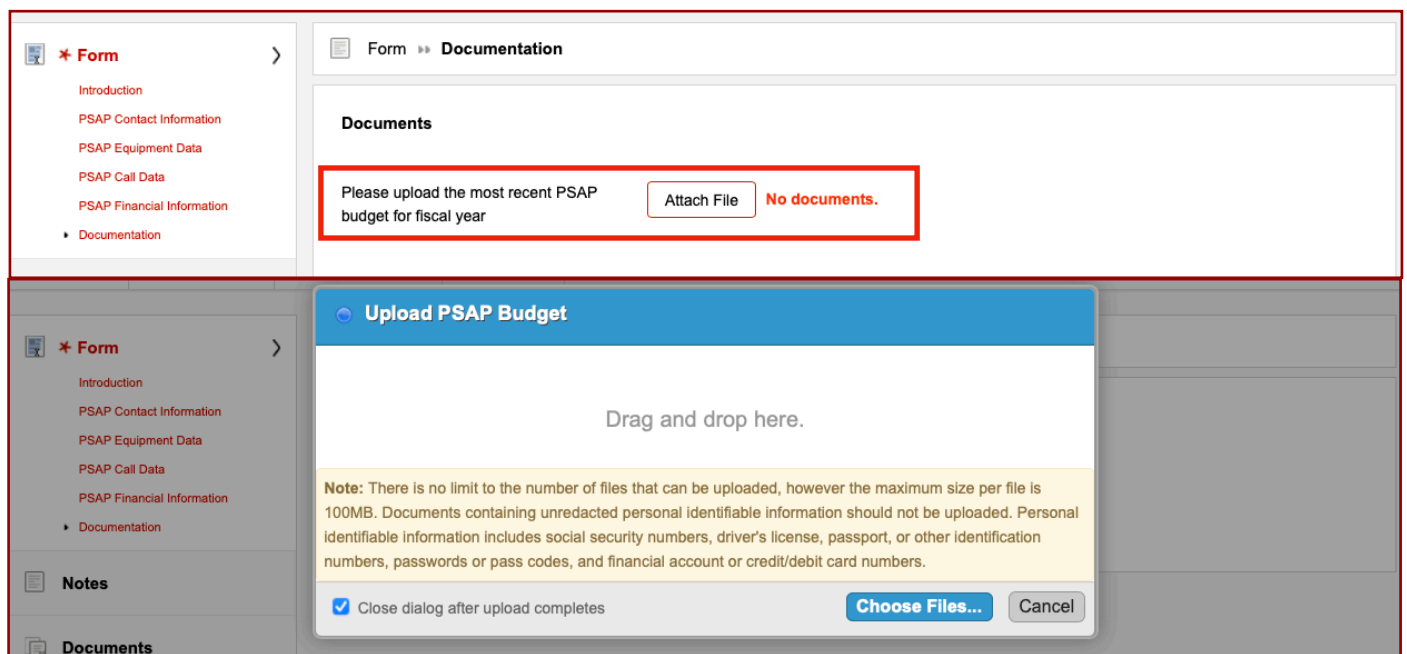
Once you have **ADVANCE**, you will not be able to go back and change or enter any information.

However, if you do not feel ready or need to get more information you can "**SAVE**" where you are and sign back in to complete the sections.

When you are ready to upload the PSAP Budget for FY21 - that is June 30, 2020 - July 1, 2021, click on "Documentation" - from here, you click on "Attach File" a pop up allows you to drag and drop or choose a file to upload.

Complete the five (5) sections and upload the budget. If you have questions you can use the note/chat at the bottom of each page; you can also call or email the office - 405-521-3193 or 911@oem.ok.gov.

Thank you, we know this is a new process surrounding a stressful report, we are here to help!