

# Creating a Login

Each subrecipient agency must create a unique login to access the MEMA grant portal. This login will provide access to all grant program portals, so only one unique login needs to be created.

*Step One*

*Step Two*

*Step Three*

*Step Four*

*Step Five*



### Sign In/Sign Up Instructions

#### For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

#### For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

REMINDER: Your email address and password is utilized for all Maine Emergency Management Grant Programs. A unique login for each program is not required.

### Sign In

Email

Password

Log In

[Forgot your password?](#)

Need an Account?

Sign Up

POWERED BY  
wizehive

To Set up an Account:  
Click on "Sign Up"





[← Return to Login](#)

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### Sign Up

Enter an email address and choose a password to create a new account.

Email

input agency email address

Password

input a password

- Must contain at least one lowercase letter
- Must contain at least one uppercase letter
- Must contain one number
- Must be between 8 and 32 characters
- Must not be an email address

Confirm password

confirm password

- Passwords must match

**Sign Up**

click "Sign Up" to continue



Homepage

Welcome, rebeta73@gmail.com

Please click "**+Create a Profile to Get Started**" to begin. You can always edit your Profile by clicking "Edit".  
You cannot move forward until you have completed your Profile.

Create a Profile to Get Started

POWERED BY  
wizehive

**Click on "Create a Profile"**



## Profile ▾

Save Draft

Create Profile

Subrecipient Agency \*

Physical Address \*

City \*

State \*

Zipcode \*

Mailing Address \*

City \*

State \*

Zipcode \*

**Fill out the Profile fields with Agency information**

State \*

Zipcode \*

Email Address \*

DUNS Number \*

SAM Number \*

[Save Draft](#) [Create Profile](#)

\*Email must match login email address

DUNS & SAM numbers are required

Select "Create Profile" when done

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