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

Sign In:
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.

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

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

**Email**

**Password**
- Must contain at least one lowercase letter
- Must contain at least one uppercase letter
- Must contain one number
- Must be between 6 and 32 characters
- Must not be an email address

**Confirm password**
- Passwords must match

**Sign Up**

- **Input agency email address**
- **Input a password**
- **Confirm password**
- **Click "Sign Up" to continue**
Click on "Create a Profile"
Fill out the Profile fields with Agency information
"Email must match login email address"

"UEI numbers are not ini"

"Select "Create Profile" when done"