

# 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.

**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: DTDZ3WZ FEMA Home

\* denotes required field

**PERSONAL INFORMATION**

Title \* Ms.   
First Name \*   
Last Name \*

**LOGIN INFORMATION**

You will need to save your user ID, it will be required each time you logon 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 \* - select one -   
Zip Code \*  format is 01234, 01234-5678

**ADDITIONAL ADDRESS**

Shipping Street   
City   
State - select one -   
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 \* Jan  1  1900   
Mother's Maiden Name \*

[Español](#) | [Accessibility](#) | [Site Help](#) | [Site Index](#) | [FEMA Contact](#) | [FEMA Home](#)  
FEMA 500 C Street SW, Washington, D.C. 20472 Phone: (202) 566-1600

**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:

**7** → User ID:  User ID auto-fills

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

Submit Reset

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

FEMA 500 C Street SW, Washington, D.C. 20472 Phone: (202) 566-1600

**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.

Click here to request new privileges.

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

FEMA 500 C Street SW, Washington, D.C. 20472 Phone: (202) 566-1600

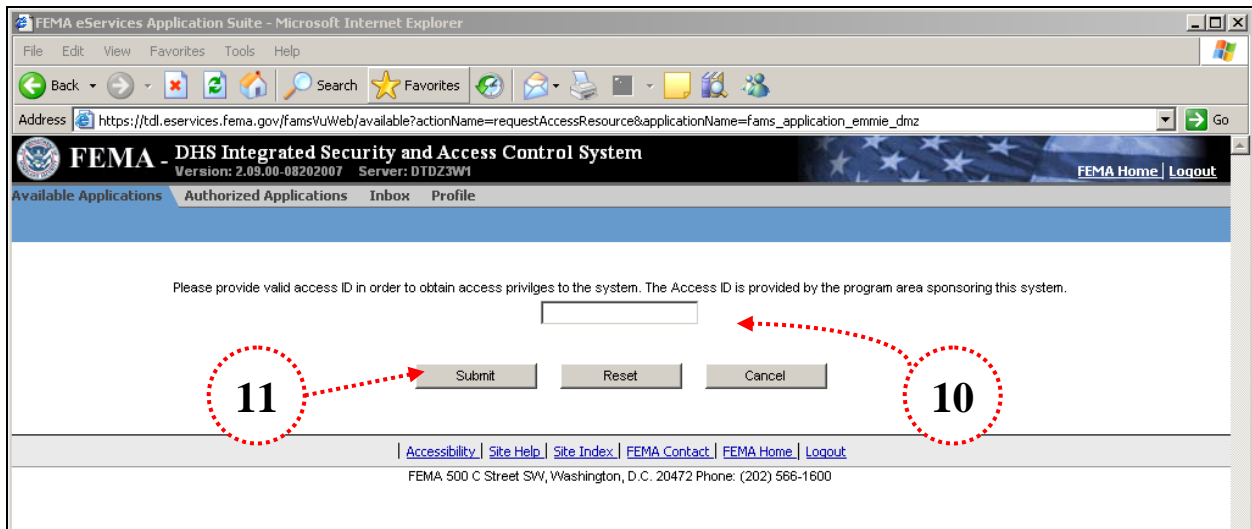
**Step 8** – Click on link provided above.

## Registering as an EMMIE External User

**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 (S48)

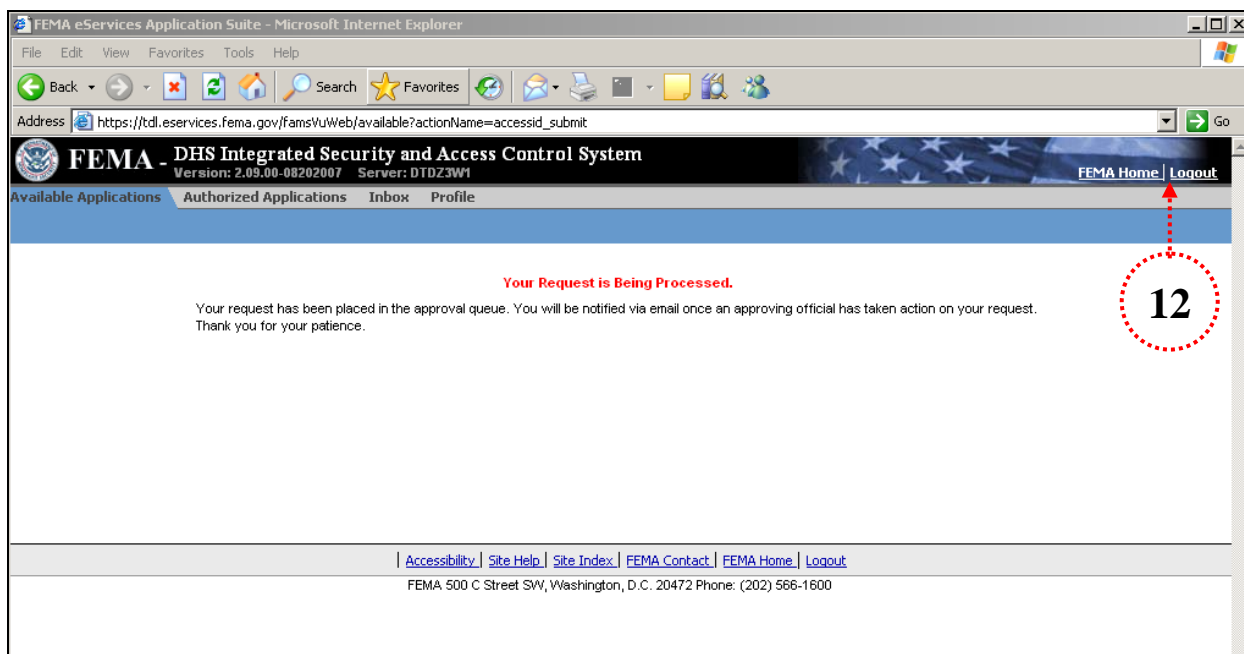
**NOTE:** *this access ID will identify the state and type of user (Grantee or Sub-Grantee).*

**Step 11** – Click the “Submit” button.

## Registering as an EMMIE External User

---

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.*

---