Please see the step-by-step guide for completing your entity’s Request for Public Assistance.

**GENERAL GUIDANCE:**

Enter the [www.FloridaPA.org](http://www.FloridaPA.org) website.

The main page will appear.

Click the “APPLY NOW” Banner
INSTRUCTIONS FOR NEW USERS:

If you are a new user to www.FloridaPA.org, Click the “Click Here” link under the New User Header.

**New User**

1. Click HERE to Register for Access on FloridaPA.org
2. Fill out the Access Request Form and click Register. Your request will be forwarded to the State Administrator for approval.
3. Once approved, you will receive an email with your login information.
4. Login to system as EXISTING USER (See section: Existing User).
The Registration Page will appear

When you reach “Select User Type,” leave the selection for “I am a representative for an Applicant Organization” checked. Select “Create New Applicant Organization” from the dropdown select. This will populate a number of new required fields that will need to be completed.

Enter your organization’s name, county, and classification. If your entity is a Private Non-Profit, please indicate using the drop down select.

If you know your FEIN (Federal Identification Number) and DUNS (Data Universal Numbering System) numbers, please enter them before proceeding. If you are uncertain of these numbers, enter a placeholder and continue with the application.
After you have entered the information from your organization, complete the fields under the “Mailing Address” header.

In the “Reason for Requested Access” field, enter that you are a new user in www.FloridaPA.org and that you are filing your RPA.

In the “Grant Number” field, use the dropdown to select the Grant Number for which you are applying for assistance. For COVID-19, click the Grant Number: EM-3432.

In the “Position” field, select which title is most relevant to your work in www.FloridaPA.org. If you are the main person working in www.FloridaPA.org, “Primary” is a good choice. If you have signing authority for your organization in executing agreements, select “Authorized User.” For other users, please select either “Alternate” or “Other.”

*Please note, there are no functional differences between these titles. These titles are used when FDEM contacts your entity for required documentation or other correspondence. Each account may have the following: 1 Authorized User, 1 Primary, 4 Alternates, and unlimited Other.

After this is complete, you have successfully registered as a user in www.FloridaPA.org. Once approved, you will receive an email with your login details. Login to www.FloridaPA.org and submit a RPA as an existing user.
All Applicants must obtain a DUNS and enter it in their RPA Applications.

If you are a previous applicant, you may already have this number entered in www.FloridaPA.org. A DUNS number identifies your organization; it is how the Federal Government tracks grant funds. DUNS numbers are issued by Dunn and Bradstreet INC. To get a DUNS Number or confirm the correct DUNS Number, call (866) 705-5711.

Once you have obtained a DUNS number, you must register with www.sam.gov; Registration with sam.gov is required. To register with SAM, go to www.sam.gov.

Create a user ID and password to begin. If you have any issues or questions with this process, email RPA.help@em.myflorida.com.

After your registration is complete, click “Register” at the bottom of the page. FDEM will review your information and set up an account for you and your organization. Within the next day, you will receive your login information in your email, your username will be the email you indicated on your registration. Once you receive this email, follow the prompts to login to your account.
If you are an Existing User who has forgotten your password, click “Forgot Login” under the “Returning User Login” at the top of the www.FloridaPA.org main page.

Enter your email address and click “Send Information.”

You will receive an email to reset your password.

**INSTRUCTIONS FOR EXISTING USERS:**

Sign into your account on the www.FloridaPA.org main page.
Click on the “Create New Request.”

Select “New Public Assistance Request.”

The Create New Request for Assistance page will appear.

Select 3432

Fill out your primary, alternate, and authorized contacts for this event. You can add contacts to this or select from previously existing contacts if available.

Fill out this information if available.

List the counties where the damages have been incurred for the applicant.

For PNP’s, you should be able to attach documents on a tool option on the bottom right.
For Private Non-Profit Organizations, you must submit supporting documentation with your application. Follow the prompts given to you on the application and answer the questions to the best of your ability. FDEM will reach out to you regarding any further documentation requirements before submitting your application to FEMA.