

SSG Fox SPGP Electronic Grants Management System (eGMS)

Step 1: Register in eGMS

Access eGMS: https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp

- Select the Register button to begin:

The screenshot shows the VHA GRANTS portal. On the left, there is a login form with fields for Email and Password, a Log In button, and a Forgot Password? link. Below the login form are links for Privacy & Security policies and a Register button. On the right, there is a 'Welcome to VHA Grant Programs Portal' section with a welcome message, a link to download login instructions, and contact information for technical questions.

If you are a current system user and unable to log in, please utilize the *Forgot Password* option to reset your password, please **DO NOT** register a new account. Only register if you are a new organization that has never used this system to apply for any GPD, SSVF, SSG Fox, or LSV grants before.

This is a close-up of the login form. It shows the Email and Password input fields, the Log In button, and the Forgot Password? link. A yellow arrow points to the Forgot Password? link, which is circled in red.

NOTE: If you have any issues, please reach out to the SSG Fox SPGP team at VASSGFOXGrants@va.gov

Step 2: Select Charitable/Nonprofit Organization or Eligible Entities to Proceed

Select your organization type:

- Charitable or Nonprofit Organization
- Eligible Entities that are Not Charitable or Nonprofit Organizations

Registration Options

To register your Organization, please select:

1. **Charitable or Nonprofit Organizations** registration if you are a nonprofit registered with the IRS.
2. **Eligible Entities that are Not Charitable or Nonprofit Organizations** registration if you are:
 - City/township government
 - County government
 - State government
 - Tribal organization
 - Public/Indian housing authority
 - Consumer Cooperative
 - Legal Aid Organization
 - Law School
 - Veterans Organization
 - Any other eligible entity

Charitable or Nonprofit Organizations

Eligible Entities that are Not Charitable or Nonprofit Organizations

Select one of these options:

Step 3: Fill in your Organizations EIN & Select Search

If you chose the Charitable or Nonprofit Organization option in Step 2 - Search for your organization by adding only the EIN, without the hyphen (e.g., 989898989). It is best to use the search function by entering the EIN only and no other organization identifying information:

NOTE: If you chose the “Eligible Entities that are Not Charitable or Nonprofit Organizations” option in Step 2, skip this Step and go to Step 4a on page 5.

Organization Search

i The organization search utilizes the IRS database to complete the organization registration. Please enter your **EIN** only and click Search to continue.

EIN

Name

Address

City

State

Search

NOTE: If your organization is charitable or nonprofit and you are unable to find your organization during this search, please reach out to the SSG Fox SPGP team at VASSGFOXGrants@va.gov for assistance. Please include a copy of your IRS determination letter showing your nonprofit status and your EIN number.

Step 4: Finish the Registration Process for Charitable or Nonprofit Organizations

Once the system compares with the IRS database, your organization should be visible. Some fields are auto-populated; fill in the remaining fields:

- The Organization Name must match the Legal Name but in standard business format (e.g., SALVATION ARMY → Salvation Army)
- Accurately add the Unique Entity Identifier (UEI) for your organization. This field is mandatory.
- Add your contact information, then select the Submit button to complete the process

Organization Information

 Search IRS Data

Note, the organization address identified below is pulled from the IRS database associated with your organizations tax ID number. Grant applicants will have an opportunity to update this information, if needed, once your account has been created.

* Legal Name

* Organization Name

DBA or AKA

* Address

Address 2

* City

* State

Virginia

* Postal Code

* Tax ID

UEI

Web Site

Contact Information

* First Name

* Last Name

* Title

* Email

Step 4a: Finish the Registration Process for “Eligible Entities that are Not Charitable or Nonprofit organizations.”

Fill in all requested information:

- The Organization Name must match the Legal Name but in standard business format (e.g., SALVATION ARMY → Salvation Army)
- Accurately add the Unique Entity Identifier (UEI) for your organization. This field is mandatory.
- Add your contact information, then select the Submit button to complete the process.

Organization Information

 Instructions

Required fields are marked with an asterisk "**".

* Legal Name

* Organization Name

DBA or AKA

* Address

Address 2

* City

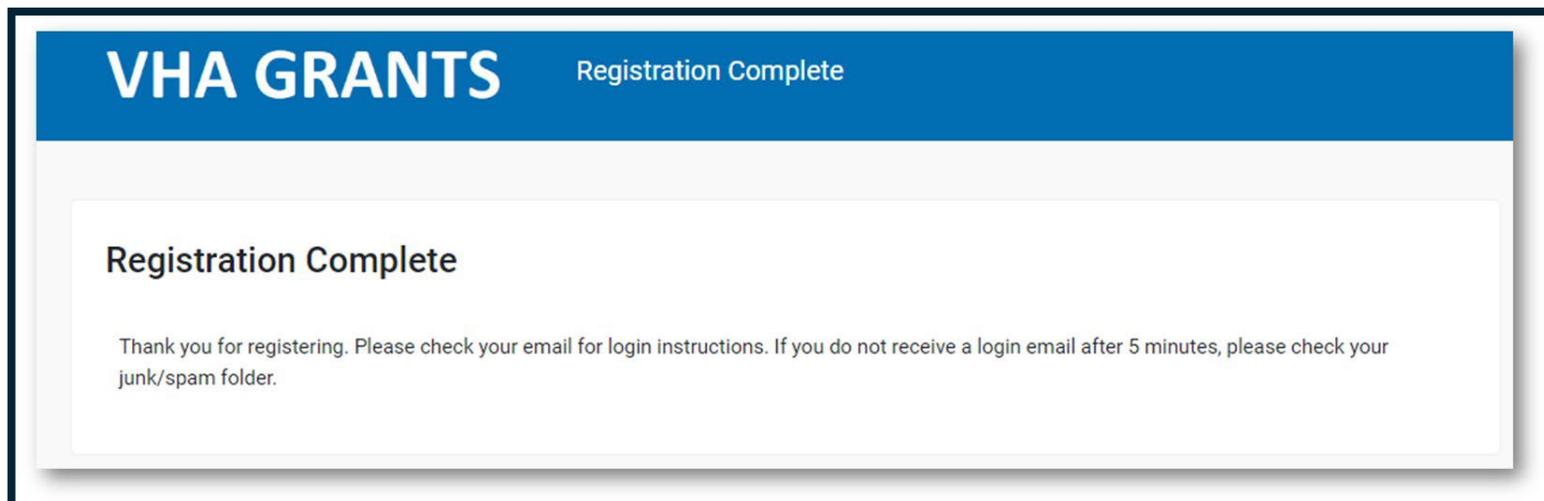
* State

* Postal Code

* Tax ID

Step 5: Registration Complete

Once the registration process is complete you will receive an email with a temporary password to finish setting up the new organization in the eGMS.



Select the activation link in the welcome email you receive from the system to complete the registration process:



Step 6: Once Registered, you'll be able to log in & view the VHA Grant Programs Portal page

Please select the **Office of Suicide Prevention** shortcut to:

- Apply for new NOFOs
- View applications in progress
- View active grant awards & activities

Welcome to the VHA Grant Programs Portal

Please click on the Organization Profile shortcut below to complete your organization information before starting an application.

Organization and Contact Profile

 My Organization Profile	 My Profile	 Change Password
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Applications and Grants

Click any of the program shortcuts to open their corresponding pages.

 Grant and Per Diem Program <small>(GPD Grants)</small>	 Supportive Services for Veteran Families <small>(SSVF Grants)</small>	 Office of Suicide Prevention	 Legal Services for Homeless or At-Risk Veterans Grants <small>(LSV Grants)</small>
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