How-To: Register a New Organization in eGMS

Step 1: Register in eGMS

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

- Select the Register button to begin:

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, SPGP, or VJO grants before.

NOTE: If your organization is already registered in the system and you would like to be added as a contact to view the grant record(s), please reach out to someone within your organization who has access to the grant(s) and provide them with this How-to Guide for adding/updating Grant Contacts so they can invite you as a contact: https://www.va.gov/HOMELESS/docs/GPD/providers/UDPaaSTutorialAddContacts.pdf

If you have any issues, please reach out to the GPD National Program Office at GPDgrants@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

Select one of these options:
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):

**NOTE:** If you chose the Eligible Entities option in Step 2, skip this Step and go to Step 4a on page 5.

**NOTE:** If your organization is charitable or nonprofit and you are unable to find your organization during this search, please reach out to the GPD National Program Office at GPDgrants@va.gov for assistance, please include a copy of your IRS determination letter showing your nonprofit status.
Step 4: Finish the Registration Process for Charitable or Nonprofit Organizations

Some fields are auto-populated, please fill in the remaining fields:

- The Organization Name must match the Legal Name but in standard business format (e.g., SALVATION ARMY → Salvation Army)
- Please ensure that you also accurately add your UEI, this field is mandatory
- Add your contact information, then select the Submit button to complete the process
Step 4a: Finish the Registration Process for Eligible Entities

Fill in all requested information:

- The Organization Name must match the Legal Name but in standard business format (e.g., SALVATION ARMY → Salvation Army)
- Please ensure that you also accurately add your UEI, this field is mandatory
- Add your contact information, then select the Submit button to complete the process
Once you have completed the registration process you will receive an email with a temporary password to finish setting up the new organization in eGMS.
Step 6: Once Registered, you'll be able to log in & view the VHA Grant Programs Portal page

Please select the **Grant and Per Diem Program** shortcut to:

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

If you have any questions or need any assistance with registering or logging in to eGMS, please reach out to the GPD National Program Office by emailing GPDgrants@va.gov, please include your FAIN.