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: 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
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):

**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 Program Office at GPDGrants@va.gov for assistance, please include a copy of your IRS determination letter showing your nonprofit status and your UEI number.
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.

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

Dear Test Grantee,

Thank you for registering with the VHA Grants Programs’ online grants management system. The UDPaaS system will support grants management activities for the Grant and Per Diem (GPD), Supportive Services for Veteran Families (SSVF), the SSG Fox Suicide Prevention Grant Program (SSG Fox SPGP) and Legal Services for Homeless or At-Risk Veterans Grants Programs.

Please go to the address below to activate your account and set your password.
https://hmlsgrants-va.mod.udpaas.com/ex/ex_activate.jsp?lang-1&token-%24yN2zp2Ma9iV6PurC1gUAhDZbmQE%2Fdc400or7%2FSShVTsl%2BvxNDyQHEZFrj5HNZsYC5kGlyTPZw9Ctk

Once you have activated your account and set a password, log in at the address below.
Address: https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp
Username: TestAccount@gmail.com

Sincerely,

VHA Grants Programs
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.