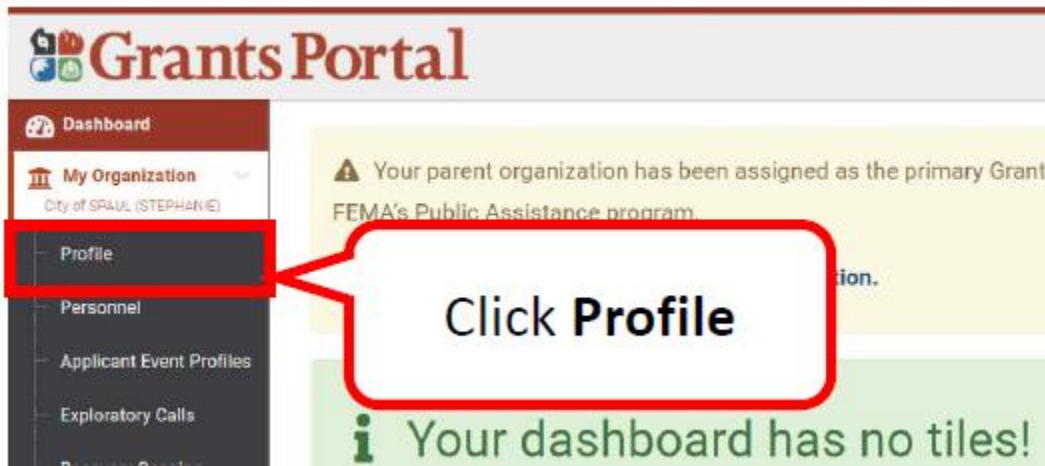
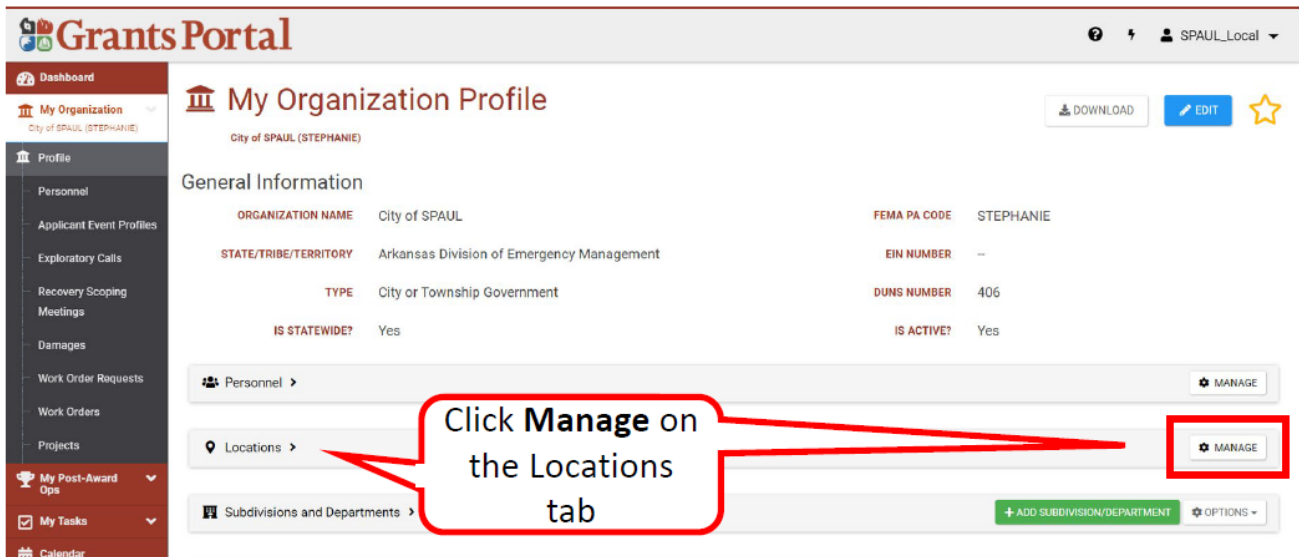


Grants Portal: Updating Addresses

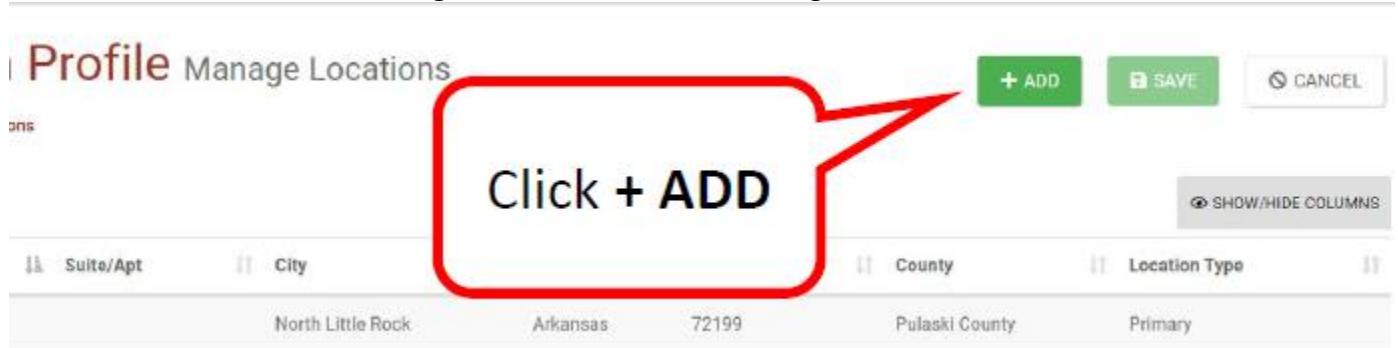
1. Update your mailing address in Grants Portal anytime it changes. This is your address of record for FEMA and the State to send important correspondence to.
2. Log in to your Grants Portal account and go to your Organization Profile:



3. Click the MANAGE icon on the Locations tab:



4. To add a new address, click the green + ADD button on the right side of the screen:



5. Enter the information for the new location:

Enter Location Information

Add Location

Address *

Street Address

Building / Suite

City

Choose State...

Zipcode

Location Type *

Choose Type...

→ CONTINUE CANCEL

You can set the Location Type as a Primary (physical) location, or a Mailing (address)

Add Location

Address *

123 Main Street

Building / Suite

Little Rock

Arkansas

72201

Pulaski County

Location Type *

Mailing

→ CONTINUE CANCEL

You may set the location type as Primary or Mailing

Click Continue

Changing the Primary location will prompt a warning:

The screenshot shows a form titled "Add Location" with a close button (X) in the top right corner. The form contains several input fields: "Address *" with "123 Main Street", "Building / Suite", "City" with "Little Rock", "State" with "Arkansas", "Zip" with "72201", "County" with "Pulaski County", and "Location Type *" with "Primary". Below the form is a yellow warning box with a triangle icon and the text: "You are about to update the primary location for this Organization. Designating this location as the primary location will set the existing primary location to the Location Type of Other. If Other is not correct, it will need to be modified to another Location Type after saving this Location." At the bottom right of the form are two buttons: a green "CONTINUE" button and a grey "CANCEL" button.

6. After you Click the green CONTINUE button, you can review the changes you made:

The screenshot shows the "My Organization Profile" page with a "Manage Locations" sub-header. There are three buttons at the top right: "+ ADD", "SAVE", and "CANCEL". A search bar and "SHOW/HIDE COLUMNS" button are also visible. A table lists two locations. A red callout box labeled "Review New Location" points to the first row. Another red callout box labeled "Click Save" points to the "SAVE" button.

Address	Suite/Apt	City	State	Zip	County	Location Type
123 Main Street		Little Rock	Arkansas	72201	Pulaski County	Mailing
Camp Joseph T. Robinson		North Little Rock	Arkansas	72199	Pulaski County	Primary

7. You cannot remove a primary location until you have set a new one and hit the green SAVE button.
8. After you hit the green SAVE button, you will be taken back to your Organisation profile and a pop up will appear saying that the location was updated successfully.
9. Updating your mailing address in Grants Portal **DOES NOT** update the address that your checks are sent to. In order to update the address where your checks are mailed, you must complete a new W9 and send that in to the SD Office of Emergency Management.