Instructions for Accessing the Registration Portal

**STEP 1:** For security purposes, you will receive two separate emails containing your login information. One email will contain your username and a login link. The second will contain a link to reset your password. Follow this link and reset your password. Once your password is reset, use your username and the login link to log in to the portal.

**STEP 2:** Click “My Agreements” in the upper right corner of the homepage. This will allow you to access and confirm that the information entered on your local government’s behalf is correct.
**STEP 3:** Click the blue SA-XXXXX. This allows you to confirm the authorized contact for your local government and that you have reviewed the information entered on behalf of your local government.

**STEP 4:** Review information on this screen and then click “New NEU Financial Activity.”
STEP 5: Answer the question to complete the survey. Depending on how you answer the first question, there may be additional questions to answer. Please carefully read the first question. To answer the first question, disregard the “NONE” option and select either:

- “Yes” to indicate you decline funding and DO NOT wish to participate in the Local Fiscal Recovery Program.*
- “No” to indicate you DO WANT to request funds and be a Recipient of Local Fiscal Recovery Funds.

*If you select yes indicating you do not wish to participate, there will be no further survey questions.

STEP 6: If you selected “NO” in the previous step, ensure you have budget documentation available and are ready to upload. It is mandatory for local governments to upload a budget. Select “Yes” to indicate you have a total operating budget. Then enter your local government’s total operating budget.
NOTE: If you answer “No” to the question in Step 6, you will be prompted and required to enter a figure for your top-line expenditure. However, not selecting “YES” and not uploading a mandatory operating budget will likely cause delays in receiving funding.
**STEP 7:** Complete the certification box that requires you to select a SAM.gov Registration Status and enter your local government’s nine-digit DUNS Number. Then click on each box that requires certification from the local government. Once you have clicked on and certified each box, select “Next.”

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**Note:** NEUs will receive an electronic request for signature on the (1) budget attestation, (2) Assurances of Compliance with Title VI, and (3) Award Terms and Conditions upon submission of this Financial Activity request.
**STEP 8:** During this step, you will be asked to upload the current, approved budget document or the one approved and in effect as of January 2020.

Once you’ve uploaded the document(s), you will need to click in the blue outlined box to certify that you are providing the most up-to-date and accurate budgets.

The “Submit for Approval” box will appear. Type the word “NONE” in the box and hit “Next.”
STEP 9: You will then be redirected to the Financial Activity record. Review and then click “Submit For Approval.”

![Image of Financial Activity record]

STEP 10: Once submitted, the authorized representative on your account will receive an email for documents that will require an e-signature. Only the authorized representative on your account can electronically sign the documents. The three documents that require signatures are:

1. NEU Attestation
2. NEU Award Terms and Conditions
3. Title VI Assurances

![Image of email for documents requiring e-signature]

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