E-Gift Non-Licensed Financial Officer User Guide

There are two types of organizations that can submit a grant application to the Office EMS (OEMS), an agency that is licensed through OEMS and a non-licensed emergency medical services (EMS) Agency. A licensed EMS Agency is an agency that is authorized by OEMS to provide EMS in the state as an EMS agency. A non-licensed EMS Agency is an agency that is not authorized by OEMSMS to provide EMS in the state, for example EMS Regional Council, Community College, Sheriff's Office, 911 Centers, and Volunteer Fire Department.
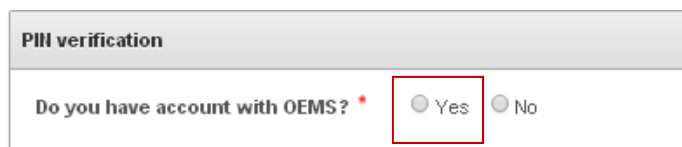
Non-Licensed EMS Agencies

The Authorized Agent for an agency or organization not licensed by the office of EMS must provide your name and correct email address from the E-Gift application. Once the authorized agent has completed this step you will receive an email similar to the text below:

> The Virginia Office of Emergency Medical Services (OEMS) has received a request from AGENCY NAME to submit an RSAF grant application through the E-GIFT system. You have been identified as the Financial Officer for AGENCY NAME grant application. In order to complete the application you must log on to the E-GIFT system and verify the verification PIN XXXXXXX and create an account. Your e-signature is required for the Grant Application in order for submission to be complete. The website may be accessed by clicking here: Click here
>
> PLEASE DO NOT REPLY TO THIS MESSAGE: *This is a system-generated email. Replies will not be read or forwarded for handling.* (Message ID#)

Upon receipt of this email click the link included in the text of the email and log into the E-Gift application. You will see the following screen display:

Established Account with OEMS

If you already have an account with OEMS, such as EMS Provider Portal, OMD Portal, Call for Presentations, EMS Agency Portal, or Symposium Registration select "Yes". You will be directed to the main E-Gift Login screen.
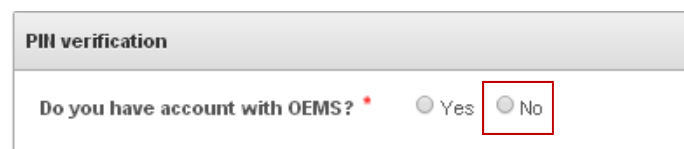
Enter your credentials in the User Name and Password fields. Once valid credentials are entered the following screen will display:
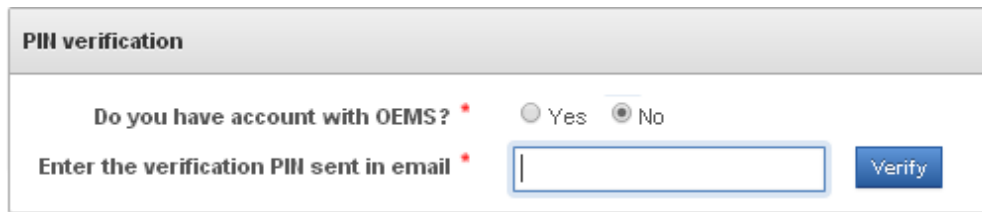

Enter the PIN number exactly as it appears in the email you received and click on the Verify Button. Once you have successfully logged into the system your home screen will display as follows:

New Account with OEMS

If you have never established an account with OEMS, select "No". The following will display:
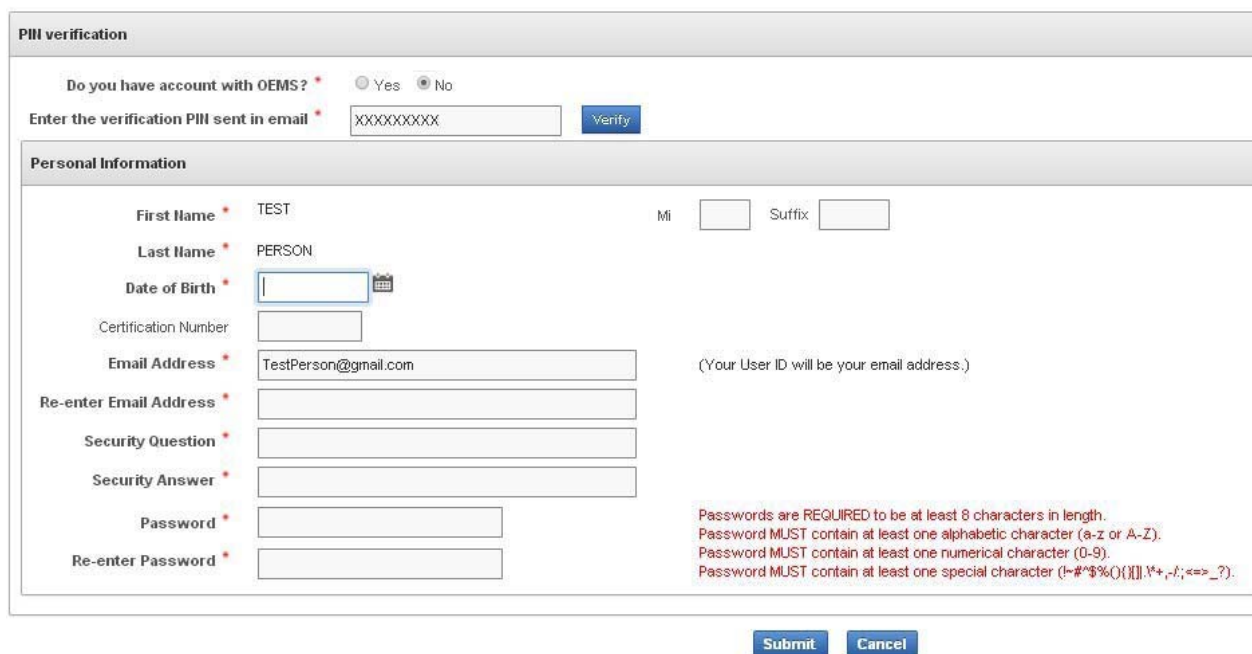
Enter the PIN number exactly as it appears in the email you received and click on the Verify button. The following user account creation screen will display:

Enter all information as requested. Your first and last name will appear as the authorized agent entered it into the system. If this needs to be changed, have the authorized agent update it and generate another email to you. All fields are required. Once this screen is complete click the Submit button.

Once you have successfully logged into the system your home screen will display as follows:

Click on the Review Grant button to the right of the screen. This will open the details of the grant for your review. Review all of the information included on the grant. This information cannot be edited. Once all information has been reviewed scroll to the bottom of the screen.

If you approve the grant as submitted, Check the box and type your legal name into the Signature field. Click the Approve button. The authorized agent will be notified of your approval.

If you deny the grant you must provide comments as to what information needs to be changed and the reason for your denial. Click the Deny button. The authorized agent will be notified of your denial along with the comments you have provided.