

## 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 OEMS 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

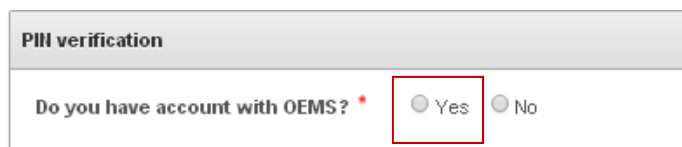
The Authorized Agent for an agency or organization not licensed by the office of EMS must provide your name and correct email address from the E-Gift application. Once the authorized agent has completed this step you will receive an email similar to the text below:

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 XXXXXXXX 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



PII verification

Do you have account with OEMS? \*

☒ Yes ☐ No

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.



The login form features a header with a cloud icon and the word "Login". Below this, a message states: "Existing users(see information below), please LOGIN using your User Name or Virginia Certification Number." There are two input fields: "User Name" and "Password", both with red asterisks indicating they are required. A blue "Login" button is positioned below the password field. A link "Click here to reset password" is provided for users who have forgotten their password. A section titled "Attention first time users!" contains a message: "First time users must create an online account to submit the grant. Please click below to Sign up and submit grant." A blue button labeled "Click here to Sign up" is located at the bottom right of this section.

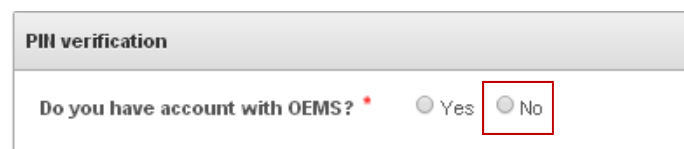
Enter your credentials in the User Name and Password fields. Once valid credentials are entered the following screen will display:



The PIN verification form has a header "PIN verification". Below it, a message says: "Enter the verification PIN sent in email" followed by a red asterisk. There is a text input field for the PIN and a blue "Verify" button.

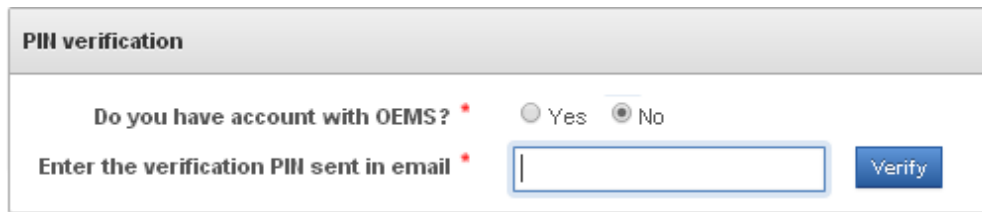
Enter the PIN number exactly as it appears in the email you received and click on the Verify Button. Once you have successfully logged into the system your home screen will display as follows:

### New Account with OEMS



The "New Account with OEMS" form has a header "PIN verification". Below it, a message asks: "Do you have account with OEMS?" followed by a red asterisk. There are two radio buttons: "Yes" and "No". The "No" radio button is selected and highlighted with a red box.

If you have never established an account with OEMS, select “No”. The following will display:



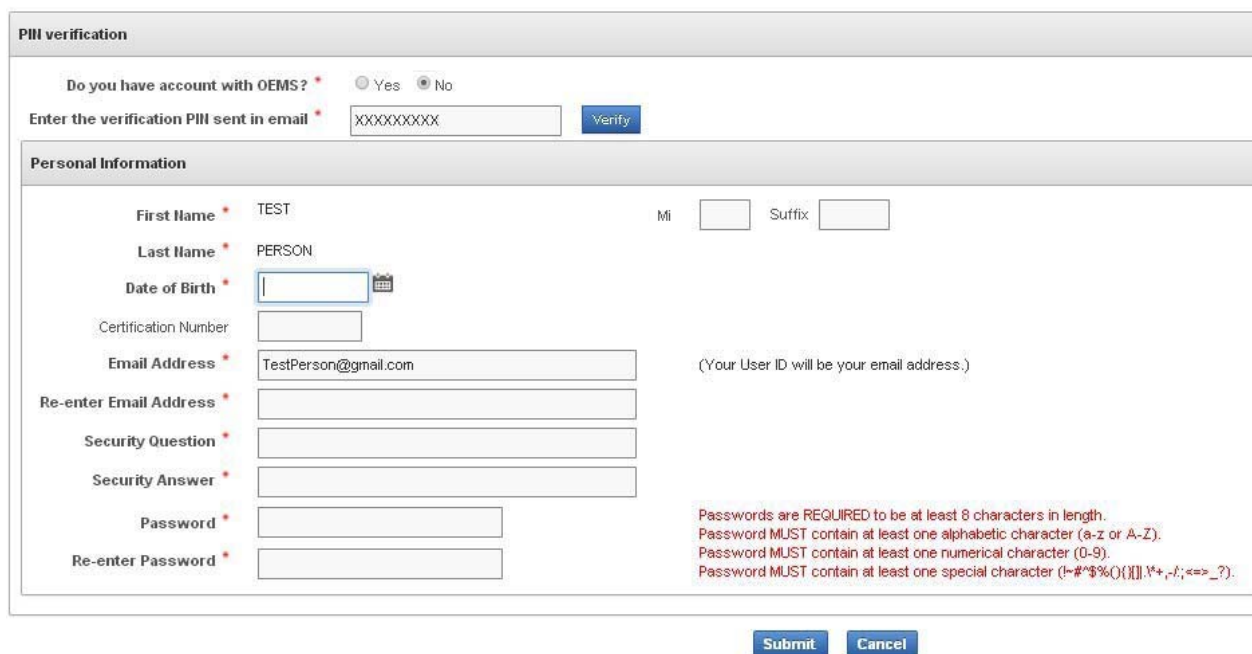
**PIN verification**

Do you have account with OEMS? ☐ Yes ☒ No

Enter the verification PIN sent in email

[Verify](#)

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:



**PIN verification**


Do you have account with OEMS? ☐ Yes ☒ No

Enter the verification PIN sent in email  [Verify](#)

**Personal Information**

First Name  MI  Suffix

Last Name

Date of Birth  

Certification Number

Email Address  (Your User ID will be your email address.)

Re-enter Email Address

Security Question

Security Answer

Password

Re-enter Password

Passwords are REQUIRED to be at least 8 characters in length.  
Password MUST contain at least one alphabetic character (a-z or A-Z).  
Password MUST contain at least one numerical character (0-9).  
Password MUST contain at least one special character (!~#\*\$%&'(){}[]|;^+,-./:<=>\_?).

[Submit](#) [Cancel](#)

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:

You have been identified as the Financial Officer for the grant(s) listed below. Please review the information in the grant application in full and provide your e-signature for review and/or correction.

Grant Applications waiting for your e-signature					
Year	Grant cycle	Agency Name	Review Status	Reviewer Type	Comments
2014	July	<a href="#">ARLINGTON COUNTY FIRE DEPT</a>	Pending	Financial Officer	-

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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.

Comments by Financial Officer, OMD, OEMS			
Reviewer Comments			
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>			
Comments History			
Comments	Reviewer	Date Created	

(\*) "FINANCIAL OFFICER VERIFICATION: By submitting your electronic signature, the Authorized Agent and Financial Officer have been designated by the Agency to complete and submit the grant request on its behalf. The agency/organization agrees to comply with the Rules and Regulations Governing Financial Assistance for Emergency Medical Services for Rescue Squad Assistance Fund requests. In addition, the Authorized Agent and Financial Officer attest to the fact that the Agency's or organization's ability to provide the matching funds (if required) to complete the purchase of the requested item(s), should they be awarded, is not contingent upon the receipt of the grant. The Authorized Agent and Financial Officer attest to the fact that the Agency(s) that are affected by the possible outcome of this grant request have been notified and agree to its submission. The Authorized Agent and Financial Officer attest that to the best of his/her knowledge, the information contained herein with regard to the agency's financial condition is true, accurate and correctly reflects the financial condition of the agency/organization. The OMD electronic signature is required for all grants. This electronic signature must be received by the grant deadline date with the electronic signatures from the Authorized Agent, Financial Officer and Agency Operational Medical Director (OMD).

Signature \*

Approve