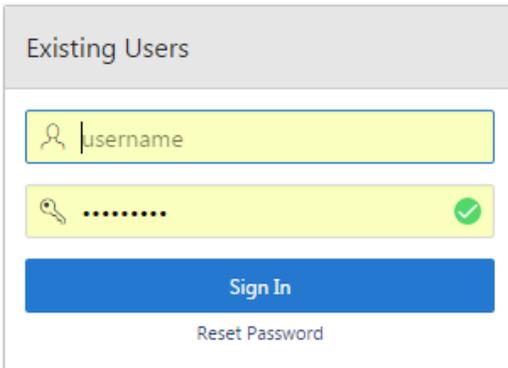


All agency Super Users have the ability to grant roles through the E-GIFT application. Log into your account at the following URL:

<https://vdhems.vdh.virginia.gov/emsapps/f?p=147>

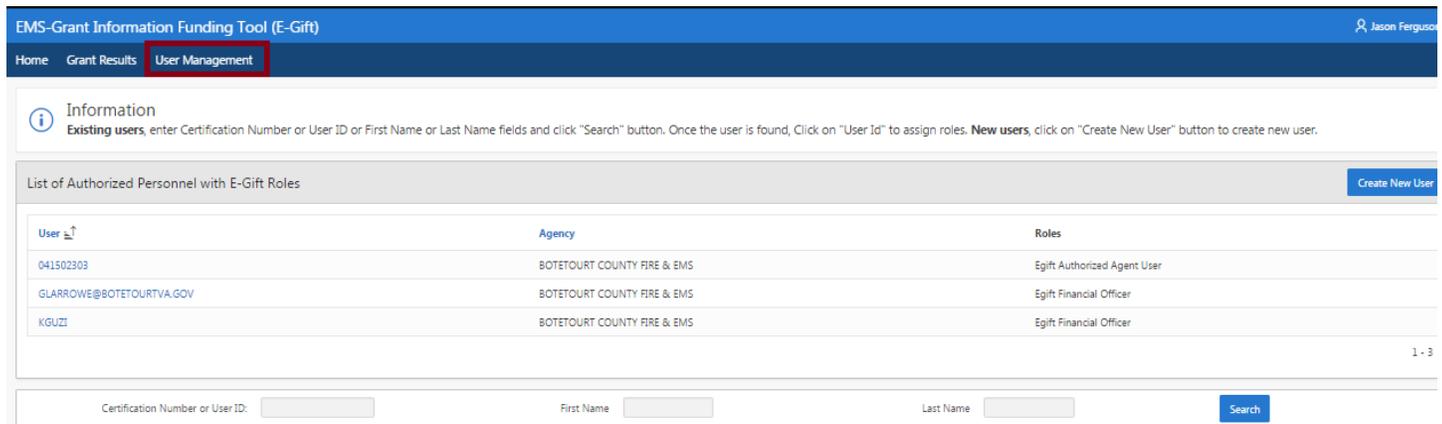


The login form is titled "Existing Users". It contains a text input field for the username with a person icon, a password field with a key icon and a green checkmark, a blue "Sign In" button, and a "Reset Password" link below it.

Enter your User Name and Password in the appropriate spaces and click on the **Sign In** Button. Your user name could be your certification number, your first initial and last name, or an email address.

If you have forgotten your password you can have it reset by following the link and the directions on the screen.

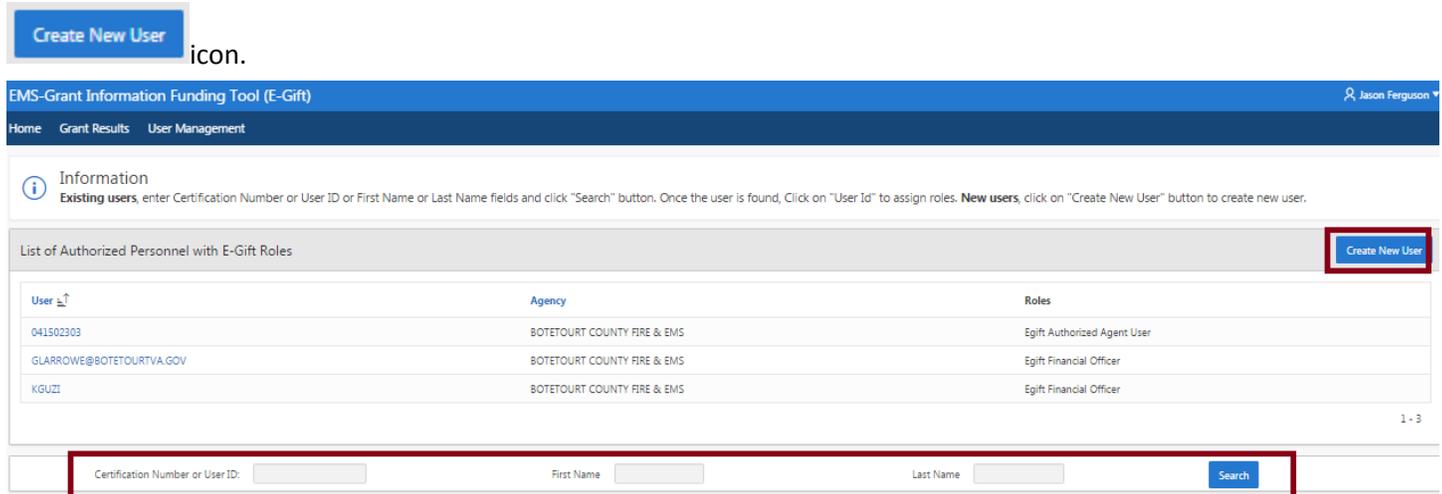
Once you have successfully logged in to E-Gift your home screen will display. The user name will appear in the right hand corner. There are three tabs displayed, HOME, GRANT RESULTS and USER MANAGEMENT. The USER MANAGEMENT tab is the tab to select to grant roles to users.



The screenshot shows the "EMS-Grant Information Funding Tool (E-Gift)" interface. The "User Management" tab is selected. Below the navigation bar, there is an "Information" section with instructions for existing and new users. The main area displays a "List of Authorized Personnel with E-Gift Roles" table. At the bottom, there are search filters for Certification Number or User ID, First Name, and Last Name, along with a "Search" button.

User	Agency	Roles
041502303	BOTETOURT COUNTY FIRE & EMS	Egift Authorized Agent User
GLARROWE@BOTETOURTVA.GOV	BOTETOURT COUNTY FIRE & EMS	Egift Financial Officer
KGUZI	BOTETOURT COUNTY FIRE & EMS	Egift Financial Officer

The USER MANAGEMENT tab will allow the agency superuser to change/edit/create new roles for the applying agency. The superuser can assign a role to the user by entering the certification number or user ID or entering the First/Last Name of the provider to search. If the user is not a provider the superuser can CREATE NEW USER by selecting the



This screenshot is similar to the previous one but highlights the "Create New User" button in the top right corner of the table area with a red box. The search filters at the bottom are also highlighted with a red box.

If the user is a provider, once you've located them you select USER and assign their E-GIFT role (Authorized Agent, Financial Officer).

- Assign that user a temporary password
- Select the Agency from the drop-down list
- Assign Role – Authorized Agent and/or Financial Officer

Select SUBMIT

Submit

EMS-Grant Information Funding Tool (E-Gift)

Home Grant Results User Management

Information
Existing users, enter Certification Number or User ID or First Name or Last Name fields and click "Search" button. Once the user is found, Click on "User Id" to assign roles. **New users**, click on "Create New User" button to create new user.

List of Authorized Personnel with E-Gift Roles

User	Agency	Roles
041502303	BOTETOURT COUNTY FIRE & EMS	Egift Authorized Agent User
GLARROWE@BOTETOURTVA.GOV	BOTETOURT COUNTY FIRE & EMS	Egift Financial Officer
KGUZI	BOTETOURT COUNTY FIRE & EMS	Egift Financial Officer

Certification Number or User ID:

Egift Release 3.3 [Set Screen Reader Mode On](#)

You will notify the user of their temporary password, they will need to login to E-GIFT with their username (certification number/user name) and temporary password, the system will force them to change their password.

To create a new user (someone that's never been in the E-GIFT system) you will need to select the CREATE NEW USER

- It is important to make sure you do not create duplicate files of one user – MAKE SURE THE USER IS NOT IN THE SYSTEM PRIOR TO CREATING A NEW USER....you can do this by searching at the bottom of the screen by name/certification number.

Home Grant Results User Management

Information
Existing users, enter Certification Number or User ID or First Name or Last Name fields and click "Search" button. Once the user is found, Click on "User Id" to assign roles. **New users**, click on "Create New User" button to create new user.

List of Authorized Personnel with E-Gift Roles

User	Agency	Roles
041502303	BOTETOURT COUNTY FIRE & EMS	Egift Authorized Agent User
GLARROWE@BOTETOURTVA.GOV	BOTETOURT COUNTY FIRE & EMS	Egift Financial Officer
KGUZI	BOTETOURT COUNTY FIRE & EMS	Egift Financial Officer

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Certification Number or User ID: First Name Last Name Search

You will then need to complete the information for the user:

User Information

Personnel Information

First Name * Mi Suffix

Last Name * Date of Birth *

Phone Number * ?

Email Address * User Id will be Email Address. ?

Re-enter Email Address * ?

Account Information

Password * ?

Re-enter Password * ?

Agency & Role Information

Agency * *

Roles EGIFT AUTHORIZED AGENT USER EGIFT FINANCIAL OFFICER

- Name
- Date of Birth (to prevent duplicates)
- Phone Number
- Email address
 - make sure the email address is correct, this will be the users username
- Temporary password
 - User will use this to sign into E-GIFT
- Select agency name from drop down list
- Assign user role – Authorized Agent and/or Financial Officer

Select SUBMIT

The user will then login to E-GIFT using their email address and temporary password, the user will be forced to change their password once they log into E-GIFT for the first time.