FDEM Filesharing System Access Request

When you are ready to submit your applications for review, please email the Division at DEM_HazardMitigationGrantProgram@em.myflorida.com to request access to the filesharing system to upload your documents. In the body of your email copy and paste the following script and provide the information for everything in **bold.**

Request Script

(**Sub-applicant Name**) is ready to submit applications for (**Disaster Name**) and is requesting access to the Division's filesharing system.

1. **County name projects are being submitting under**
2. **Number of projects being submitted from the sub-applicant above**
3. **The names and emails of everyone who needs to have access** (By default all persons listed will have access to all project files submitted under this request, unless noted otherwise)

Once the Division receives this request email, unique folders will be created in the system. A notification email is then sent to everyone in the above request with a link to these folders to begin the upload/submission process.

If for any reason a person needs to be added or removed from this folder access list, please use the following script to request this access change.

Access Change Script

(**Sub-applicant Name**) is requesting access change to the Division's filesharing system for projects submitted under (**Disaster Name**).

1. **County name projects are being submitting under**
2. **The names and emails of anyone who needs to be added/removed** (Note the specific projects that the listed person(s) should have access to and/or access revoked from)

Please Read

Requesting access to the Division's filesharing system can be done at any time during the relevant open application period. We highly recommend that you request access as soon as possible if you plan to submit an application.

DO NOT wait until the end of the application window to request access, as it will leave little time to address any unforeseen technical issues with your submission(s). Doing so may result in applications being deemed ineligible for being past the deadline.

The Division's filesharing system will time stamp files once they are completely uploaded. Many applications have very large files that may take time to fully upload. Plan accordingly.

An application will be considered submitted if the application and all necessary supporting documentation are fully uploaded by the deadline listed in the relevant Notice of Funding Availability.