



# ACCESSING YOUR FCEMS GRANT AGREEMENT

1. Click here to log into your grant application: [GRANT APPLICATION](#) .
2. Enter your **User ID** and **Password**.
3. Click the “**Click here to access the Online Grant Application**” link.
4. Click the “**Select**” link beside your company name to access your grant application.
5. Once you are in your grant application, scroll down and click on the “**View Signature Section Only**” link. **The grant agreement will open in another window.** You will need to print out your grant agreement.
6. The “**View Signature Section Only**” is the grant agreement EFT form which must be completed by an authorized officer of your company, and the financial institution where your funds will be deposited.
7. The “**Complete Agreement**” is the document you will keep for your company records.
8. After **both** sections of your EFT grant agreement form has been completed, **EMAIL your grant agreement to** [ra-vfcvasgp@pa.gov](mailto:ra-vfcvasgp@pa.gov).