

E-Gift Financial Officer User Guide

There are two types of organizations that can submit a grant application to the Office EMS, an agency that is licensed through the Office of EMS and a non-licensed EMS Agency. A licensed EMS Agency is an agency that is authorized by the Office of EMS to provide emergency medical services in the state as an EMS agency. A non-licensed EMS Agency is an agency that is not authorized by the Office of EMS to provide Emergency medical services 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



The screenshot shows a form titled "PII verification". Below the title is a question: "Do you have account with OEMS? *". To the right of the question are two radio buttons: "Yes" and "No". The "Yes" radio button is selected and highlighted with a red box.

If you already have an account with the Office of EMS, 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 the Office of EMS 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:

PIN verification

Do you have account with OEMS? * Yes No

Enter the verification PIN sent in email *

Personal Information

First Name * TEST Mi Suffix

Last Name * PERSON

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 (!~#*\$%&(){}[]|^+,-./:;<=>_?).

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-signal for review and/or correction.

Grant Applications waiting for your e-signature

Year	Grant cycle	Agency Name	Review Status	Reviewer Type	Comments
2014	July	ARLINGTON COUNTY FIRE DEPT	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

Comments History

Comments	Reviewer	Date Created
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*** FINANCIAL OFFICER VERIFICATION:** By submitting your electronic signature, the Authorized Agent and Financial Officer have been designated by the agency/organization to complete and submit a 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 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 state funds. The Authorized Agent and Financial Officer are aware that vehicles and equipment purchased with state monies must be purchased without any financial liens and without the item being used as collateral to secure a loan of any kind. 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, Fiscal Officer and Agency Operational Medical Director (OMD).

Signature *

Approve

Deny