

## E-Gift Financial Officer User Guide

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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.

### Licensed EMS Agencies

The super user, approved by the Office of EMS, for the submitting agency will need to add the Financial Officer role to your existing account or create a new account for you. Once you have been identified as the Financial Officer by the Authorized Agent for a licensed EMS agency you will receive an email similar to the text below:

The Virginia Office of Emergency Medical Services (OEMS) has received a grant application for AGENCY NAME. This grant application cannot be processed until your electronic signature has been received.

Please [Click here](#) here to log in with your Username "XXXX" to complete this portion of the application process.

Please [Click here](#) here if you want to reset your password.

If you need assistance signing the grant, view the Financial Officer User Guide at [User Guide](#). For technical assistance contact [OEMS-AppSupport@vdh.virginia.gov](mailto:OEMS-AppSupport@vdh.virginia.gov).

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 using the credentials provided in the email. 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	<a href="#">ARLINGTON COUNTY FIRE DEPT</a>	Pending	Financial Officer	-

[Review Grant](#)

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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 all for 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 \*