

## How to Access the ARPA Grant Management Portal

You are required to create a MO Login account and register your entity (organization, company, institution, vendor, contractor, etc. who will be applying for ARPA funds) before you can access and submit an application through the grant management portal system. The steps below will guide you through this process.

Read through the entire document or click on the items listed below to navigate directly to that section.

[Create a MO Login account](#)

[Register your entity](#)

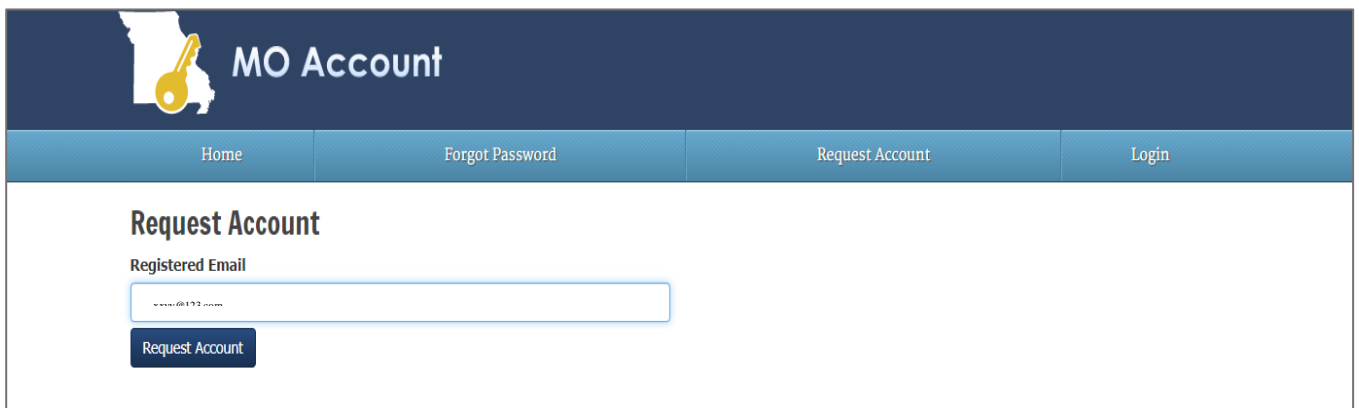
[Security roles for users](#)

[Forgot your password?](#)

[Trouble Logging In?](#)


### Create a MO Login Account

**Step 1:** [Register your email address](#) and click 'Request Account'. An account registration link will be sent to the email address entered. *The email address you use will become your account ID.*

The screenshot shows the 'MO Account' web interface. At the top is a dark blue header with a white outline of Missouri and a yellow key icon, followed by the text 'MO Account'. Below the header is a light blue navigation bar with four links: 'Home', 'Forgot Password', 'Request Account', and 'Login'. The main content area is white and titled 'Request Account'. It contains a label 'Registered Email' above a text input field. The input field has a placeholder text 'xxxx@172.com'. Below the input field is a dark blue button with the text 'Request Account' in white.

**Step 2:** Check your email right away for a message (see image below) from *Missouri Account System* with the subject '*State of Missouri MO Login Account Request*'. Click the Account Registration Link provided. ***You will have only one hour to activate the link before it expires.***

**Step 3:** Create your account by entering the information shown below. Click 'Create Account' and you are finished!

 **MO Account**

HomeForgot PasswordRequest AccountLogin

### Create Account

First Name

Middle Name

Last Name

Email

Password

Confirm password

Create Account

#### Password Rules

- Must be at least 12 characters
- Must contain at least 3 of the following:
  1. Upper case character
  2. Lower case character
  3. Number
  4. Special character. Examples include !@#\$%^&\*()\_+~`-=[\]{}|;:;<>?.,/
- Must not be a recent password

Subject: State of Missouri MO Login Account Request

An account registration request has been received for the State of Missouri MO Login account for this email. If you requested this account registration, please click the **Account Registration Link** below or copy and paste the **Full Link** into your browser to complete the process. For security reasons, this link expires in 1 hour.

[Account Registration Link](#)

Full Link:

<https://test-moaccount.azurewebsites.us/Account/Register/?Code=00d7604a-a72a-4a49-afbc-eae0b15d1c00&ReturnUrl=?&ClientID=>

If you did not request this account registration, please delete this email.

You will see a message that your account has been created successfully.

HomeForgot PasswordReque

## Thank you!

Your account was created for sayervais@yahoo.com.

## Register Your Entity

Once you have a MO Login account, you will need to either register your entity **or** join an entity already registered by someone else within your organization. Note: If you do not see the screen shown below, close the application and sign in again.

**Step 1:** [Log on to the ARPA portal.](#)

The screenshot shows the top header of the ARPA portal with the 'AMERICAN RESCUE PLAN ACT 2021' logo and a 'Contact Us' button. Below the header is a navigation bar with 'Home', 'Account', and 'Exit' links. The main content area is titled 'My Entities' and contains a yellow message box stating: 'Your account is not associated to an Entity. Please use the Account menu to either **Redeem an Invite Code** or **Register a New Entity**.'

**Step 2a:** *If your organization has not yet created an entity, select Register a New Entity, enter the information shown on the entity registration page in the image below, and click 'Save'. Tool tips appear beneath most fields to help guide you through the process.*

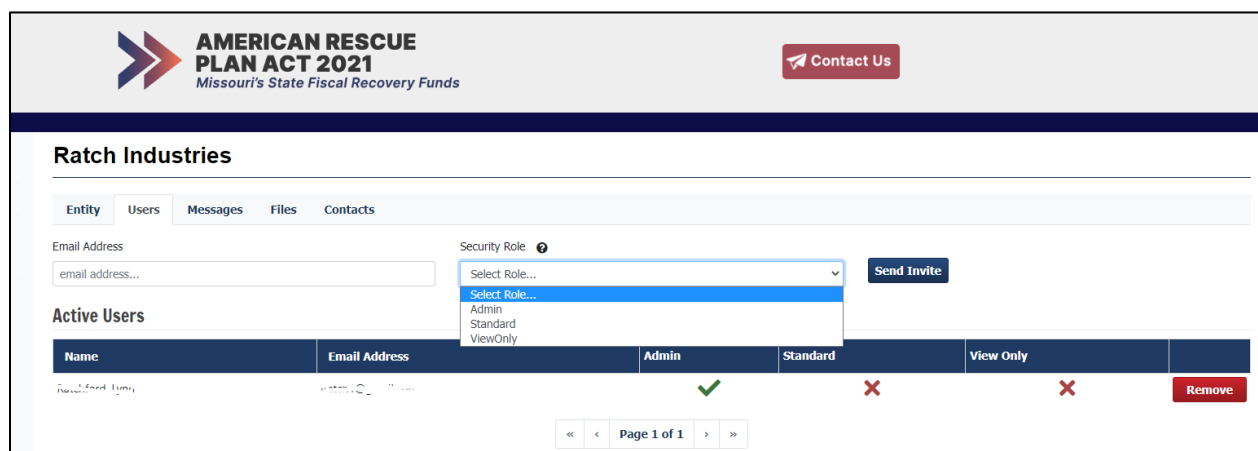
The screenshot displays the 'Register New Entity' form, which is divided into three main sections: 'Entity Information', 'Address Information', and 'Fiscal Year Information'. The 'Entity Information' section includes fields for Entity Name, Phone Number, Fax Number, Federal ID Number, Confirm Federal ID Number, SAM.gov ID, Email, and County. The 'Address Information' section includes fields for Mailing Address, Mailing City, Mailing State, and Mailing Zip/Postal Code. The 'Fiscal Year Information' section includes a field for Fiscal Year Period. Each field has a corresponding tool tip providing additional guidance. At the bottom of the form are 'Save' and 'Cancel' buttons.

You are now an 'Active User' and your security role is set to 'Admin', having set up an account and registered your entity. Nothing further is required!

**Step 2b:** If someone else has already registered your organization as an entity, that person is registered as the entity Admin and will need to invite you to join.

They can do this by:

- Logging on to the portal, selecting Home in the top menu bar, their entity, and then Manage Users
- Entering the email address of the person they wish to invite, selecting the appropriate security role for that person (see table below), and clicking on the 'Send Invite' button. *Please ensure the email address entered is correct.*
- The email invitation will expire in one (1) hour. If the invite code expires, the admin will need to go through this process again.
- Pending Invites are displayed below the Active Users section. Once someone redeems their code, they are displayed in the Active Users section.



## Security Roles within an Entity

There are three options for assigning security roles, each with different permissions as described in the table below. *Note: it is encouraged that more than one user be assigned as an Admin should another Admin become unavailable.*

**Step 2b.1:** Once you've received the email with your invite code, [log onto the portal](#) and select 'Redeem invite code'.

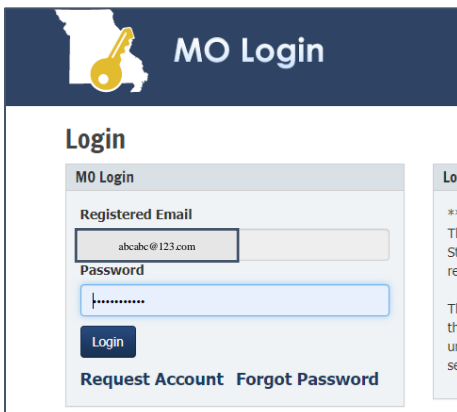
**Step 2b.2:** Enter your invite code and press the Save button. You are now an 'Active User', having set up an account that is associated to the Entity. *Nothing further is required!*



The screenshot shows the 'AMERICAN RESCUE PLAN ACT 2021' portal for Missouri's State Fiscal Recovery Funds. The header includes a logo, the title, and a 'Contact Us' button. The left sidebar contains links for Home, Grant Applications, Account, and Exit. The main content area is titled 'Onboarding' and features two sections: 'Redeem Invite Code' with an 'Invite Code' input field and a 'Save' button, and 'Register New Entity' with an 'Add Entity' button.

## Forgot Your password?

If you forget your password, follow the prompts given on the MO Login page and instructions will be provided.



The screenshot shows the 'MO Login' page. The header features a Missouri state outline with a key icon and the text 'MO Login'. The main content area is titled 'Login' and contains a form with fields for 'Registered Email' (with the example 'abcabc@123.com') and 'Password'. Below the password field is a 'Login' button. At the bottom of the form are links for 'Request Account' and 'Forgot Password'.

## Trouble Logging In?

If you are receiving an error message when logging in, please use the following steps to resolve the issue:

- Exit your browser (please close all browser windows when exiting) and clear all cookies For help with this process, reference [How to clear cache and cookies on Windows PC | Trend Micro Help Center](#)). Reopen your browser and try to access the portal.
- If this is unsuccessful, attempt portal access using an alternate browser.
- If you still receive an error message, try clicking the “Home” button upon receiving the error message. (Make sure you are not just hitting the refresh button on the error page.)

If you are still unable to access the ARPA Grants Management Portal, repeat the steps outlined above and try entering the portal using this URL <https://moarpagrants.mo.gov/>.

If the above instructions do not work, please reach out to the MO ARPA Support Center at [MOARPAsupport@pcgus.com](mailto:MOARPAsupport@pcgus.com) and provide the information below:

- Exact date and time the issue is occurring
- Grant program for which you are applying
- The Support Center will get back to you as soon as possible