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?

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.

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.

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.moeaccount.azurewebsites.us/Account/Register?/Code=0057904a-3795-4a49-affc-ea8eb15d700&ReturnUrl=7&ClaimId=

If you did not request this account registration, please delete this email.
Step 3: Create your account by entering the information shown below. Click ‘Create Account’ and you are finished!

![Create Account Form](image)

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

![Thank you! Message](image)
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](#).

![Register your Entity](image)

**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.

![Register New Entity](image)
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.
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 in the event that another Admin become unavailable.**

<table>
<thead>
<tr>
<th>Security roles (shown below)</th>
<th>Manage entity</th>
<th>Manage users</th>
<th>Manage files, contacts, and applications</th>
<th>View submitted application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Standard</td>
<td>X</td>
<td>X</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>View Only</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>YES</td>
</tr>
</tbody>
</table>

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