

## 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](#)

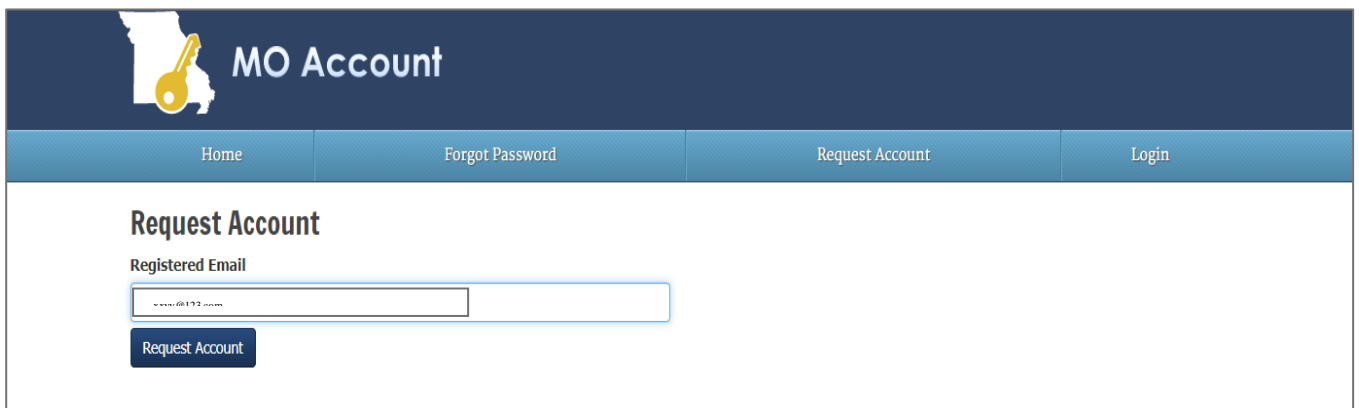
[Security roles for users](#)

[Forgot your password?](#)

[Trouble Logging In?](#)

### Create a MO Login Account

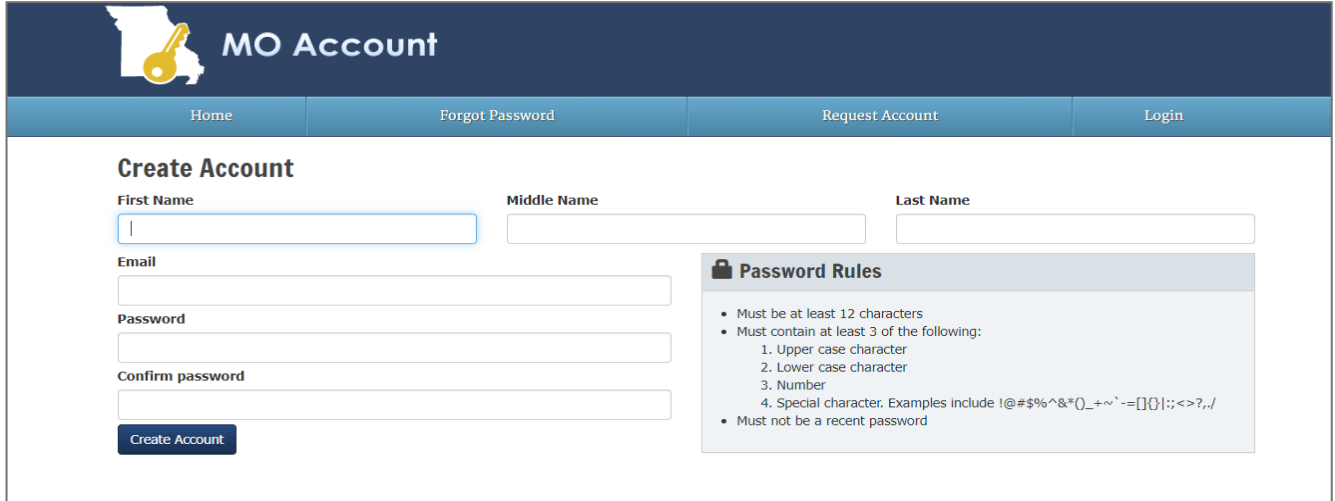
**Step 1:** [Register your email address](#) and click 'Request Account'. An account registration link will be sent to the email address entered. *The email address you use will become your account ID.*



The screenshot shows the 'MO Account' website interface. At the top, there 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 buttons: 'Home', 'Forgot Password', 'Request Account', and 'Login'. The main content area is white and titled 'Request Account'. It contains a form with the label 'Registered Email' above a text input field. The input field has a placeholder text '.....@172.....'. Below the input field is a dark blue button with the text 'Request Account'.

**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!



The image shows a web form titled "MO Account" with a navigation bar containing "Home", "Forgot Password", "Request Account", and "Login". The main heading is "Create Account". The form includes input fields for "First Name", "Middle Name", and "Last Name". Below these are fields for "Email", "Password", and "Confirm password". A "Create Account" button is located at the bottom left. On the right side, there is a "Password Rules" box with a lock icon and the following text:

- 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**

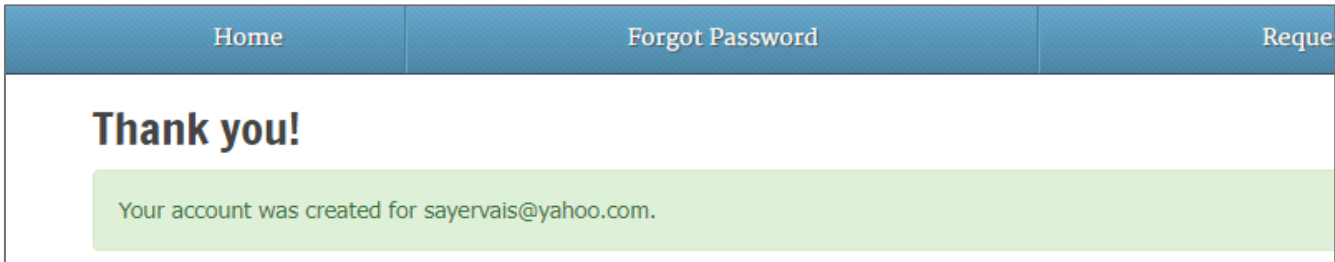
An account registration request has been received for the State of Missouri MO Login account for this email. If you requested this account registration, please click the **Account Registration Link** below or copy and paste the **Full Link** into your browser to complete the process. For security reasons,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



The image shows a confirmation message with a navigation bar containing "Home", "Forgot Password", and "Reque". The main heading is "Thank you!". Below the heading is a green box containing the text: "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.](#)

AMERICAN RESCUE PLAN ACT 2021  
Missouri's State Fiscal Recovery Funds

Contact Us

Home Account

### My Entities

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.

AMERICAN RESCUE PLAN ACT 2021  
Missouri's State Fiscal Recovery Funds

Contact Us

Home Account

### Register New Entity

#### Entity Information

Entity Name \*  
The full legal name of the entity on whose behalf you are registering an account.

Phone Number \*  
The phone number (including area code) to be used for communications from the State of Missouri.

Fax Number  
The fax number (including area code) to be used for communications from the State of Missouri.

Federal ID Number \*  
The nine-digit federal employer identification number (FEIN) for the entity, or a Social Security Number.

SAM.Gov ID  
The System for Award Management (SAM.gov) identification number of the entity. **Request a SAM.Gov ID**

Email \*  
The email address to be used for communications from the State of Missouri.

County \*  
Select County...  
Select the county in which the entity is physically located.

E-Verify.Gov  
The entity must be verified through e-verify.gov to be awarded any ARPA grant funds.

#### Address Information

Mailing Address \*  
The mailing address to be used for communications from the State of Missouri.

Mailing City \*  
Mailing State \*  
Select State...  
Mailing Zip/Postal Code \*

#### Fiscal Year Information

Fiscal Year Period  
Select Fiscal Year Period...  
Select the twelve-month period of the entity's fiscal year.

Save Cancel

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.

**AMERICAN RESCUE PLAN ACT 2021**  
Missouri's State Fiscal Recovery Funds

Contact Us

Home Grant Applications Account - Exit

### User Manager - Jane Smith

Email Address:  Security Role:

#### Active Users

Name	Email Address	Admin	Standard	View Only	
Smith, Joe	[REDACTED]	✓	✗	✗	<input type="button" value="Remove"/>

« < Page 1 of 1 > »

## 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 in the event that another Admin become unavailable.*

Security roles (shown below)	Manage entity	Manage users	Manage files, contacts, and applications	View submitted application
Admin	YES	YES	YES	YES
Standard	X	X	YES	YES
View Only	X	X	X	YES

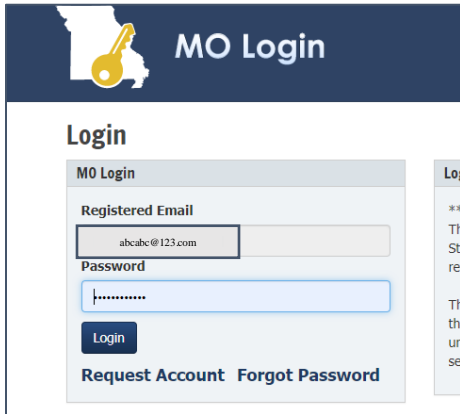
**Step 2b.1:** Once you've received the email with your invite code, [log onto the portal](#) and select 'Redeem invite code'.

**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 'Onboarding' page of the American Rescue Plan Act 2021 portal. The header includes the logo and text 'AMERICAN RESCUE PLAN ACT 2021 Missouri's State Fiscal Recovery Funds' and a 'Contact Us' button. The navigation bar has 'Home' and 'Account' (with a dropdown arrow). The main content area features a large 'Onboarding' banner. Below the banner, there are 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.



## 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