



## Quick-Start Guide for OEA Grantees New to EADS II

# Hello! Welcome to the OEA Grants Portal

The OEA Grants Portal provides seamless interface between OEA and the grantee community. We are excited to have you aboard and look forward to working together through our new system. Please remember, we are always here to help in any way possible.

# 1

## Submit an Inquiry

The inquiry form is located on the OEA Website and must be fully completed by a community contact. Once completed, select **Submit Questionnaire**.

A member of the OEA Team will then review the application and determine the proper level of involvement.

# 2

## Evaluation

Once you have submitted your inquiry it will be evaluated by OEA staff. If the program director can justify moving forward with your proposal, you will be contacted by an OEA Project Manager. If declined, you will be provided a response by the Program Director.

# 3

## Invitation

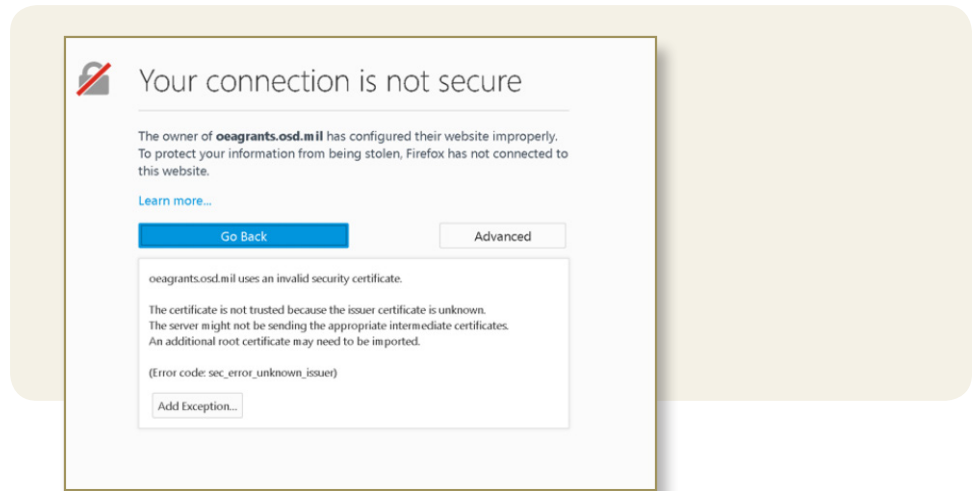
If it is determined that OEA is authorized to provide federal financial assistance for your proposal, your assigned project manager will send you login credentials. You will be sent an email from the system and a link to the OEA Grants portal.

# 4

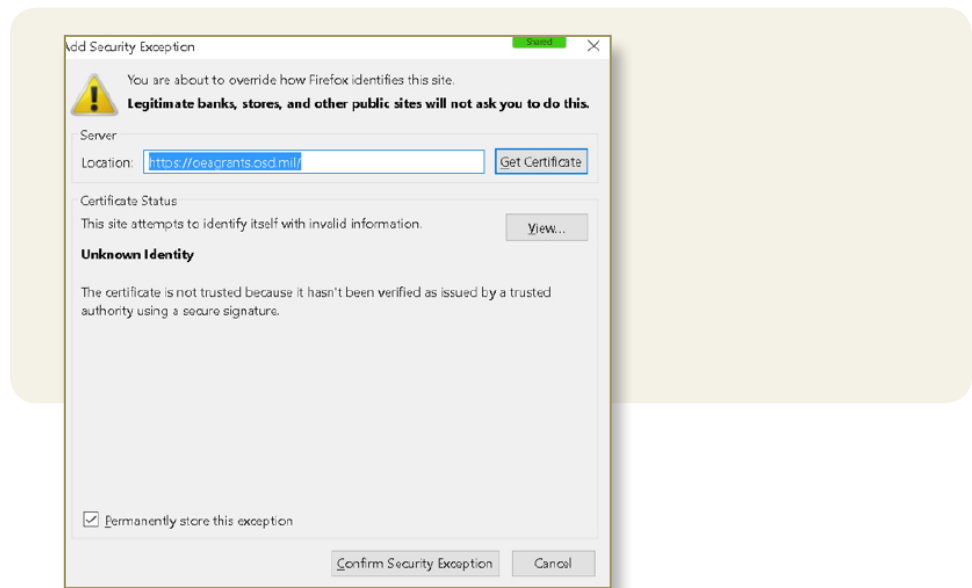
## Access

The OEA Grants Portal is configured to work across all browsers (to include Safari), however a browser may not recognize the credentials of the OEA Grants Portal. This is because the website's certificates are issued by DoD and not by a civilian organization. In this case you will have to add the "https://oeagrants.osd.mil" as a trusted site to your internet browser. The specific steps may vary from browser to browser, but the concept is the same. Below are the steps for Mozilla Firefox™.

Step 1: Click advanced



Step 2: Click Add exception



Step 3: Click Confirm

Step 4: Password

# Congratulations!

## Welcome to the new OEA Grants Portal!

