MB3 PA PORTAL v3

AlabamaPA.org

▸ APPLICANT USER GUIDE

MB3 PA Portal is a product for States to manage every step of the Public Assistance process. This web-based tool allows Applicants, FEMA, and the State to connect in one central location.

SUBMIT AND TRACK RPAS
ACCESS PROJECT INFORMATION
SUBMIT AND TRACK PROJECT REQUESTS
MONITOR THE STATUS OF PAYMENTS
SUBMIT QUARTERLY REPORTS
GENERATE FINANCIAL REPORTS

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OVERVIEW

Introduction

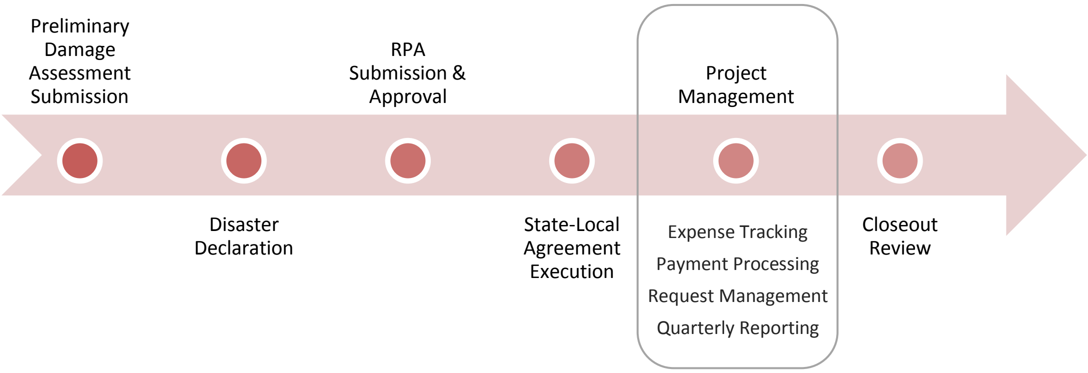
AlabamaPA.org is based on MB3 PA Portal, a web-based portal which manages the entire Public Assistance (PA) process. The portal centralizes PA information, connecting Applicants, the State, and FEMA in one place.

With this system you are able to do the following:

- Submit and Track RPAs
- Access Project Information
- Submit and Track Project Requests
- Monitor the Status of Payments
- Submit Quarterly Reports
- Generate Financial Reports

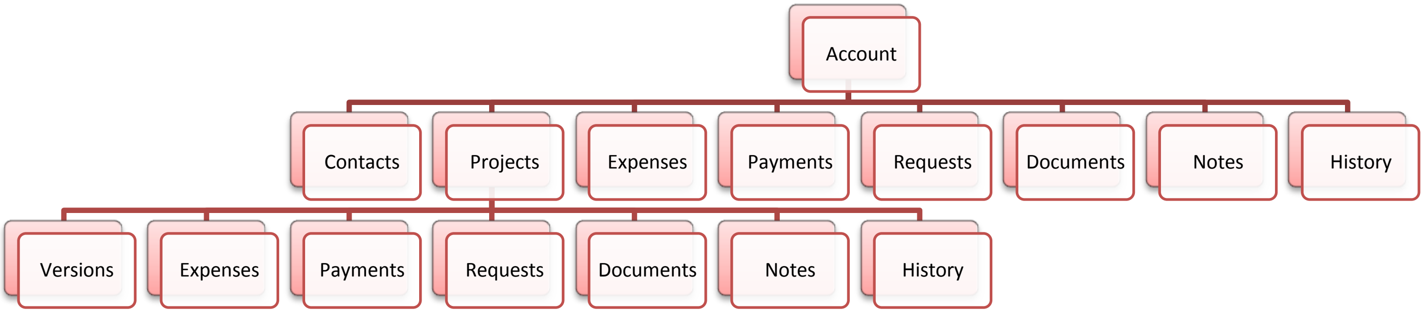
Public Assistance Process

The following outlines the Public Assistance process that is managed by AlabamaPA.org:



System Map

The following shows the main screens available for navigation in AlabamaPA.org:



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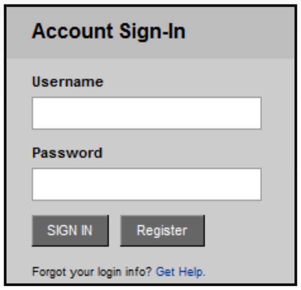
HOW-TO GUIDE

Obtain login Information

Note: These instructions only apply if you do not have a username and password to access AlabamaPA.org.

1) Open a web browser and go to AlabamaPA.org.
2) In the **Account Sign-In** section, click on **Register**.



3) Complete the required fields and click the **Next** button. (Note: Required fields are marked with *. If you are registering for access to an Applicant you know is in AlabamaPA.org, complete the **Reason** select box with “Access an Existing Applicant”. If you are registering for a new Applicant soon after a disaster, select “Submit a New RPA” as the reason.)

4) On the confirmation page, click the **Submit** button.
5) After the State reviews the registration request, you will receive an email with login information to the system.

Login to System

1) Go to AlabamaPA.org.
2) Enter the username and password provided to you by the State.
3) Click the **SIGN IN** button.
4) If this is your first time logging in, click the **Edit My Profile** link to the right of the account listing.
5) Enter a new password in the dialog and click the **Save** button.

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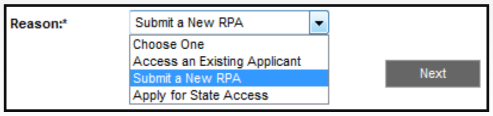
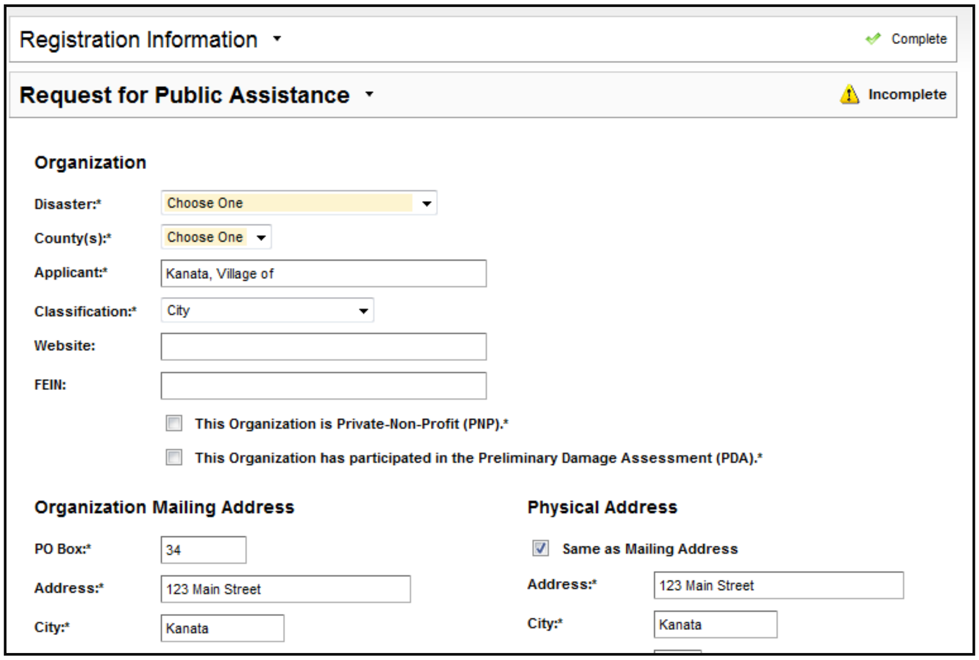
Submit a Request for Public Assistance (RPA)

If you do not have login access to AlabamaPA.org:

1) Go to AlabamaPA.org.
2) In the **Account Sign-In** section, click on **Register**. (Note: Alternatively, you may click the **Submit RPA** button when there are active disasters which will then take you to the Registration page and follow the same instructions below.)
3) Complete the required fields and be sure to fill out the **Reason** select box with "Submit a New RPA".



4) Click the **Next** button.
5) Complete the entire RPA form and click the **Next** button.



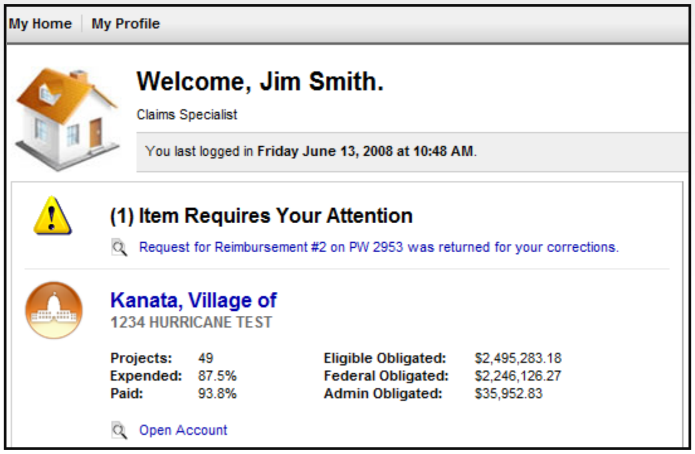
6) If you selected that your organization was Private Non-Profit, you will then complete the PNP Questionnaire form, followed by the **Next** button.
7) Review the details of your submission and click the **Submit** button.

If you have a username and password for AlabamaPA.org:

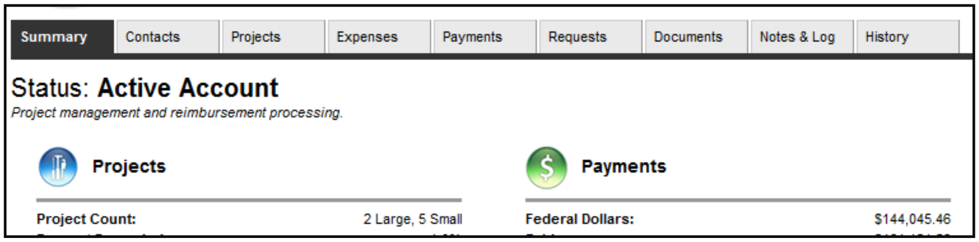
1) Login to AlabamaPA.org.
2) In the **Quick Links** section, click **Submit New RPA**.
3) Complete the entire RPA form and click the **Next** button.
4) If you selected that your organization was Private Non-Profit, you will then complete the PNP Questionnaire form, followed by the **Next** button.
5) Review the details of your submission and click the **Submit** button.

Access Account Information

1) Login to AlabamaPA.org.
2) This will take you to your home screen with a listing of all of your accounts (accounts are defined as an Applicant registered for a disaster). You may now select the account you wish to open by clicking **Open Account** which is below the summary details shown for each account.



3) This now brings you to the account summary screen which will show you the current account status. The status will be one of the following: Initial Account Setup (Approval of RPA and receipt of funding agreement), Active Account (Project management and reimbursement processing), and Closed Account (Requirements met for account to be fully closed). The account status will dictate the amount and type of account information available. For example, an active account will have payment information while an account in initial setup will only have an RPA and possibly a funding agreement).



4) To probe into more detailed account information, you may click on the tabs directly above the account status. The available tabs include the following: **Summary**, **Contacts**, **Projects**, **Expenses**, **Payments**, **Requests**, **Documents**, **Notes**, and **History**.

Track Eligibility Status (Request for Public Assistance)

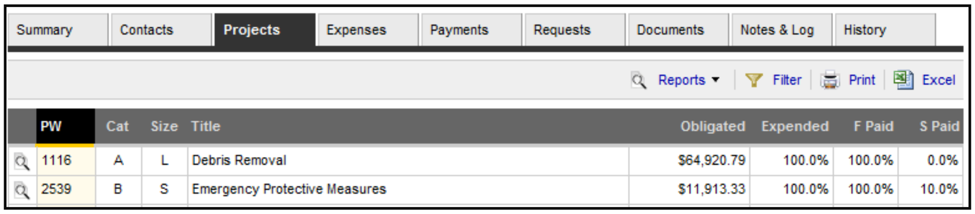
1) Login to AlabamaPA.org.
2) Select the account you wish to track. (Note: You will also see the currently approval status on the summary screen.)
3) The account status will show in the **Summary** tab (which will open automatically). If "Active Account" shows as the status, your RPA (as well as funding agreement) has been approved and deemed to be eligible by the State and FEMA. Alternatively, if "Initial Account Setup" shows as the status, your eligibility may still be under review. You will then see your RPA status directly below the account status. You may also view the RPA for more information by clicking the **View RPA** link.
4) If you opened the RPA for more information, the right-hand side of the screen shows the exact status of the RPA approval. This status could be any one of the following: State Approval, FEMA Initial Approval, FEMA Data Entry, FEMA Final Approval, and then Approved.

Access the State-Local Agreement

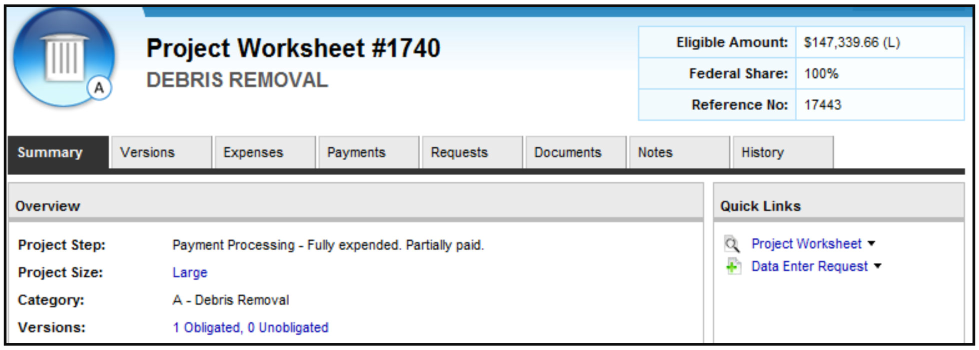
1) Login to AlabamaPA.org.
2) Select the account you wish to track.
3) If your account has an approved RPA and has been deemed eligible, a section labeled **Funding Agreement** will show below the account status. Providing the State has deemed to make your funding agreement available for download, you will see a **View Funding Agreement** link which will allow you to access, print, and then sign the agreement for return to the State.

Access Project Information

1) Login to AlabamaPA.org.
2) Select an account.
3) Click the **Projects** tab.
4) To find a specific project you may either filter the list or sort columns. To filter, click the **Filter** button just above and to the right of the project list. You may then select criteria to filter the list and click the **Filter** button. To sort a column, simply click the header of the column you wish to sort. Once you have found the project you wish to access, click the magnifying glass icon to the left of the desired row to open.



5) This now brings you to the project summary screen which will show detailed project information. Both the obligation status and project size will dictate the amount and type of information available. For example, a small project will not have expense or quarterly report information. As well, only projects with at least one obligated version will have payment information.



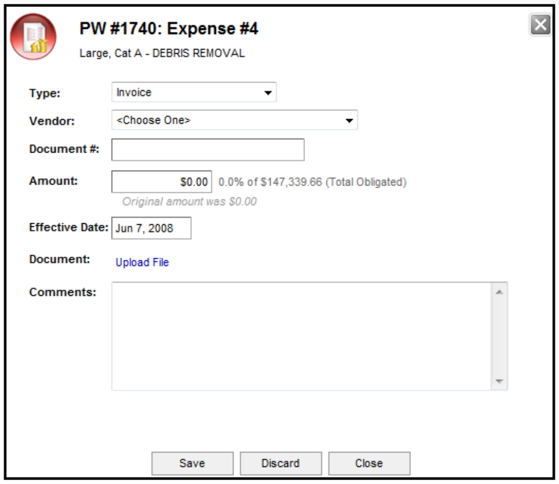
6) To probe into more detailed project information, you may click on the tabs directly below the project number and title. The available tabs include the following: **Summary**, **Versions**, **Expenses**, **Payments**, **Requests**, **Documents**, **Notes**, and **History**.

Access Payment Information

1) Login to AlabamaPA.org.
2) Select an account.
3) Click the **Payments** tab.
4) This now brings you to a list of all payments either made or in progress for the selected account. Once you have found the payment you wish to access, click the magnifying glass icon to the left of the desired row to open. (Note: You may also select a project first, and then select the **Payments** tab for payment information on only the selected project.)

Submit Request for Reimbursement on Large Project

1) Login to AlabamaPA.org.
2) Select an account.
3) Click the **Projects** tab.
4) Select the project that you wish to access.
5) Click the **Requests** tab.
6) Click the **New Request** link just below the tabs to pull up the various project requests that are available for submission. Select **Reimbursement** to submit a request for reimbursement.
7) Click the **Add Expense** button to record an expense.
8) Enter all required fields for the expense you are recording.



9) Once you have completed the fields for the current expense, click the **Save** button.
10) Repeat steps 7 to 9 for the number of expenses you wish to record.
11) Once you are done adding expenses, click the **Submit** button to send this Request for Reimbursement to the State. (Note: You may track this request by accessing the project **Requests** tab and selecting the correct entry).

Submit Other Project Requests (Time Extensions, Final Inspections, etc.)

1) Login to AlabamaPA.org.
2) Select an account.
3) Click the **Projects** tab.
4) Select the project that you wish to access.
5) Click the **Requests** tab.
6) Click the **New Request** link just below the tabs to pull up the various project requests that are available for submission. Select the request that you wish to submit. (Note: Available requests include Reimbursement, Time Extension, Final Inspection, Alternate Project, Improved Project, Appeal, and Small Project Netting.)
7) Enter all required fields and click the **Submit** button.

Submit Quarterly Reports

1) Login to AlabamaPA.org.
2) Select an account.
3) Click the **Requests** tab.
4) Click the **New Request** link just below the tabs to pull up the various project requests that are available for submission. Select **Quarterly Report** from the list for the quarter you are looking to complete.
5) You must now update the required status information for each project that shows up for reporting. To update a project, click the magnifying glass icon to the left of the desired row to open.
6) Enter the required fields for the selected project.
7) Click the **Save** button to save this single project, or click the **Save and Next** button to save your changes while proceeding to the next project.
8) If you are not done updating all projects, you may click the **Save & Finish Later** button to come back at another time. Alternatively, when all projects have been updated, you may click the **Submit** button.

Submit Disaster Closeout Request

1) Login to AlabamaPA.org.
2) Select an account.
3) Click the **Requests** tab.
4) Click the **New Request** link just below the tabs to pull up the various project requests that are available for submission. Select **Disaster Closeout** from the list.
5) Complete the required fields and click the **Submit** button. (Note: You may track this request in the account **Requests** tab. Once the request is approved, your account will move from an active to a closed status.)