

# FAC·TRAX

## GRANTS PORTAL: MANAGE PERSONNEL

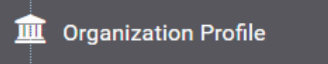
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You can manage Personnel for your organization from the FAC-TRAX Grants Portal.

Log into the FAC-TRAX Grants Portal— <https://grantee.fema.gov>

- On your sidebar—*click* on the tab for your organization:




- *Click* on the  Organization Profile tab.

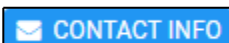
- *Click* on:


-  next to  to manage Organization Personnel.

-  to search for Personnel.

-  to create new Personnel.

-  to edit Personnel Account Information such as Name, Username, and Password.

-  to edit Personnel Contact Information such as Phone numbers and Email addresses.

-  to add and remove Personnel Roles.