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:

  ![Organization Profile Tab](image)

- Click on the tab.

- Click on:

  - next to manage Organization Personnel.
  - Search... to search for Personnel.
  - CREATE to create new Personnel.
  - ACCOUNT INFO to edit Personnel Account Information such as Name, Username, and Password.
  - CONTACT INFO to edit Personnel Contact Information such as Phone numbers and Email addresses.
  - ROLES to add and remove Personnel Roles.