

## **INSTRUCTIONS FOR ACCESSING THE COVID-19 FIRE, RESCUE and EMS GRANT APPLICATION:**

Before beginning an application within ESA, you will need to have a username and password registered within the Keystone Login Portal. You may register here: <https://keystonelogin.pa.gov/Account/Register>

Once you've registered, you will follow these steps:

1. Log into ESA: <https://dced.pa.gov/singleapp>
1. Enter your Keystone Login username: and whatever your password is
2. Project Name: Whatever is familiar to you
3. Do you need help? Select NO
4. Click on Begin new application
5. Program Name, enter key word: FIRE
6. Click Search
7. Scroll down until you see the program name and the blue underlined APPLY button to the right
8. Click on APPLY
9. Fill out the application fields that have red diamonds next to them, do not worry about the ones that don't.
10. Once all fields are filled out, the Certification Page (Red ribbon, last link) will ask you to check a few boxes and sign your name as having entered the application information.
11. Click Submit Application
12. The Signature page will appear and it will show you a 12-digit application ID number. It will be 20200706XXXX. This is how you know you've successfully submitted the application.