

CARES Act Relief Fund Portal Instructions

1. From the [DFA CARES Act Webpage](#), click **CARES Act Portal**.



CARES Act Portal

2. Click **CARES Act Application Security Form**.

CARES Act Relief Fund Funding Request Portal



CARES Act Application Security Form



Documentation and Templates



Create Organization Certification Form



Create Funding Request



Maintain/Update Funding Request

Administrative Interface Access



Review/Approve Organization Certification Forms



Approve/Update Funding Request

3. Send the completed form to the contact information on the form. Click **New Request** if you are submitting the form for the first time. If you need to update your existing contact information click **Modified Request**.

If you need assistance email caresact@dfa.ms.gov. Assistance is available Monday - Friday; 8:00 AM – 4:30 PM CST except State holidays.

4. The form will be reviewed and if approved you will receive one email with your user id and a separate email with your password. The emails will come from caresact@dfa.ms.gov.

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5. When you receive your user-id and password, click **Documentation and Templates**.

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6. Enter your user-id and password then click **Log In**.

Server Login

Please type your user name and password

User name:

Password:

Log In

7. When you are in the portal, please continue with the **Certification Process** instructions.