

Add a Funding Source

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Authorized administrators can add funding sources for their region or location. Before you add a source, you may want to search existing sources to make certain you do not create a duplicate. You can search by source type, name, start and end dates, active/inactive status, or owner.

To add a source

1. On the **Settings** tab, click **Funding Sources**. The *Funding Sources* page opens.
2. Click **Add**. The *Add Funding Source* window opens.
3. Select the level of access (**Available To**).
4. Select the **Type**.
5. Enter a **Name**.
6. Indicate the source's **Start Period** and **End Period**.
7. To make the source available, be certain the **Active** check box is selected.
8. Click **Save**.