

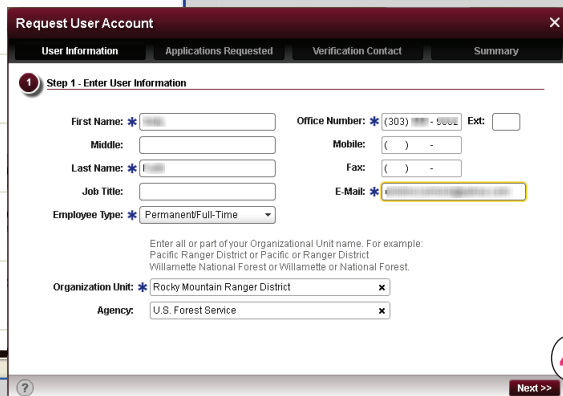
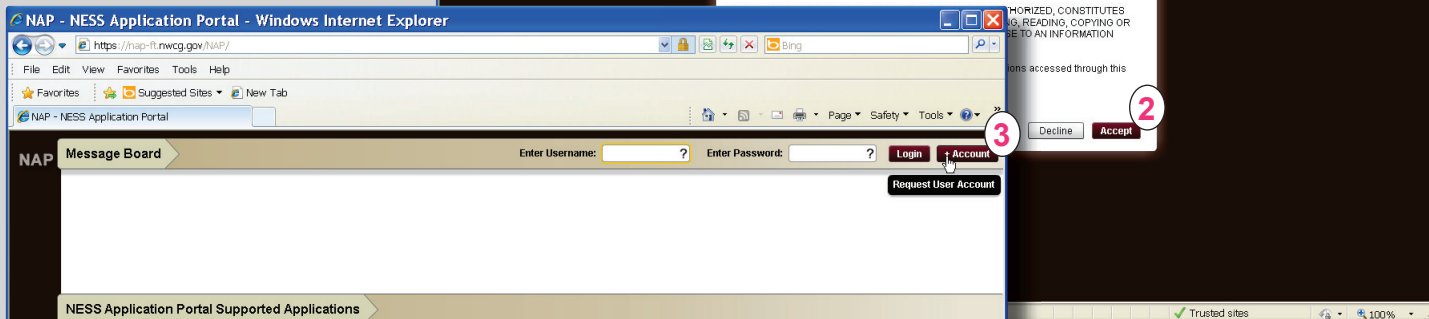
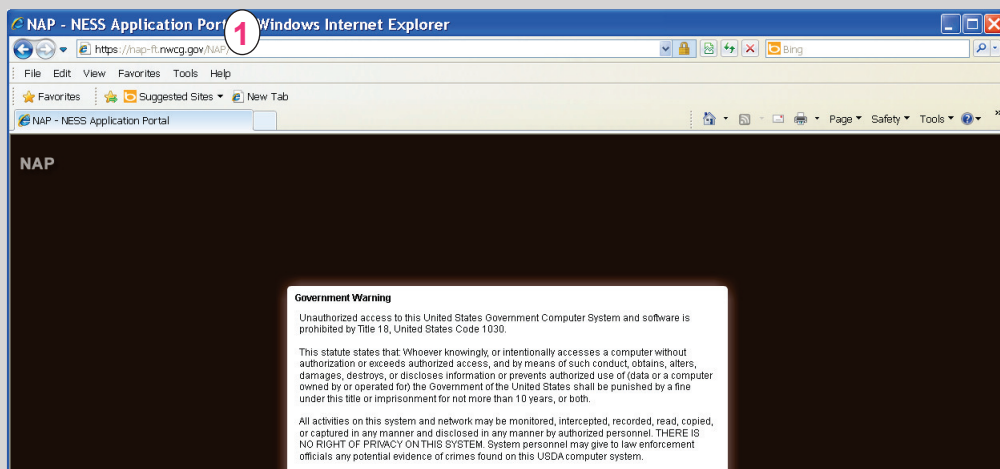
To request a NAP User Account

An asterisk (*) denotes a required field.

- 1 Start your Internet browser, type <https://nap.nwcg.gov/NAP/> in the **Address** bar and then press [Enter].
- 2 On the **Government Warning** dialog box, click **Accept**
- 3 On the **NAP Home** screen, click **+ Request User Account**

4 On the **User Information** tab on **Request User Account** dialog box, complete the following information about your request, and then click **Next >>**

- First Name*
- Middle
- Last Name*
- Job Title
- Employee Type*
- Organization Unit*
- Agency*
- Office Number*
- Mobile
- Fax
- Email*



Helpdesk: 866-224-7677
 email: helpdesk@dms.nwcg.gov

Proceed to the next page

To request a NAP User Account - *continued*

5 On the **Applications Requested** tab, click to select one or more of the **Standard Account Types** and **Privileged Account Types** check box(es) for your request, and then click **Next >>**

6 On the **Verification Contact** tab, complete the following contact information for the dispatch manager who will verify your request

Wendy Logistics Coordinator
Dougherty wdougherty@fs.fed.us
509-685-6900

7 If requesting both a Standard and Privileged NAP User Account, click **Copy from Standard** to copy the contact information.

8 Click **Next >>**

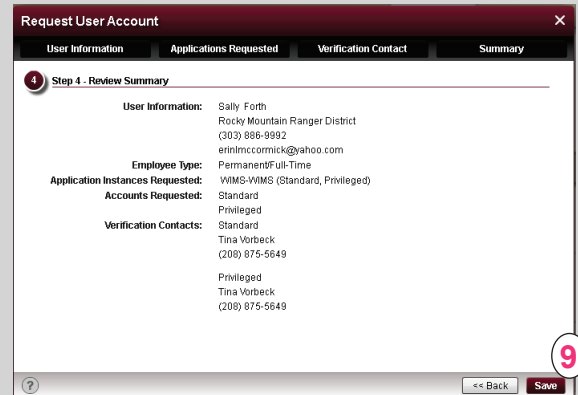
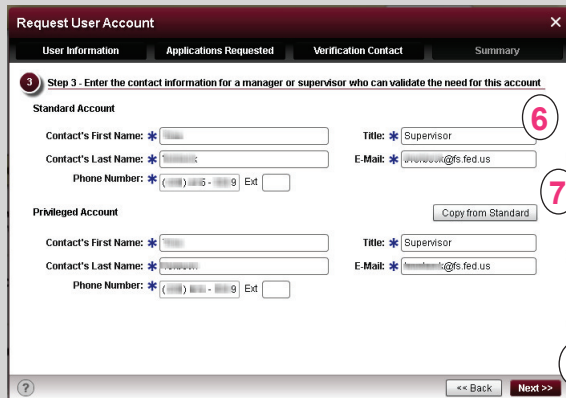
9 On the **Summary** tab, review your request information, and then click **Save**

Once you complete your request, notify Wendy via email. She will verify your request and then contact the Helpdesk, which finalizes and validates your request.

Select Application...

- ICBS-Interagency Cache Business System
- IWADMIN-INCIWEB Administration
- OIS-Organization Information System
- ROSS-Resource Ordering and Status System
- WIMS-Weather Information Management System
- WSR-Web Status (ROSS) **5**

You only need to click on **ROSS -PROD** for a Webstatus account. No other access will be approved.



On confirmation and approval of your request, you will receive two email messages from donotreply@nwcg.gov. One message identifies your new NAP User Account and the other identifies your Temporary NAP password. This will be your ROSS User ID and Wendy will need this.