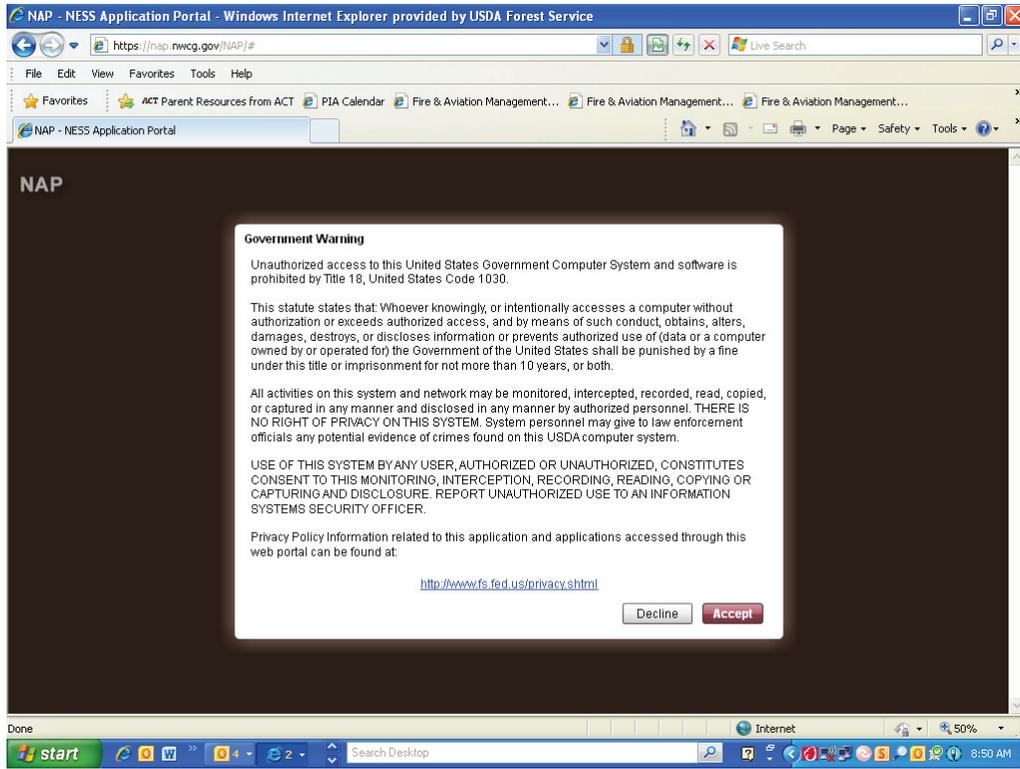


Logging into the InciWeb Test Site through NAP (NESS Application Portal)

Note: If you have trouble seeing some of the buttons or the links mentioned in these instructions, you will need to adjust your computer settings so that you can see them.

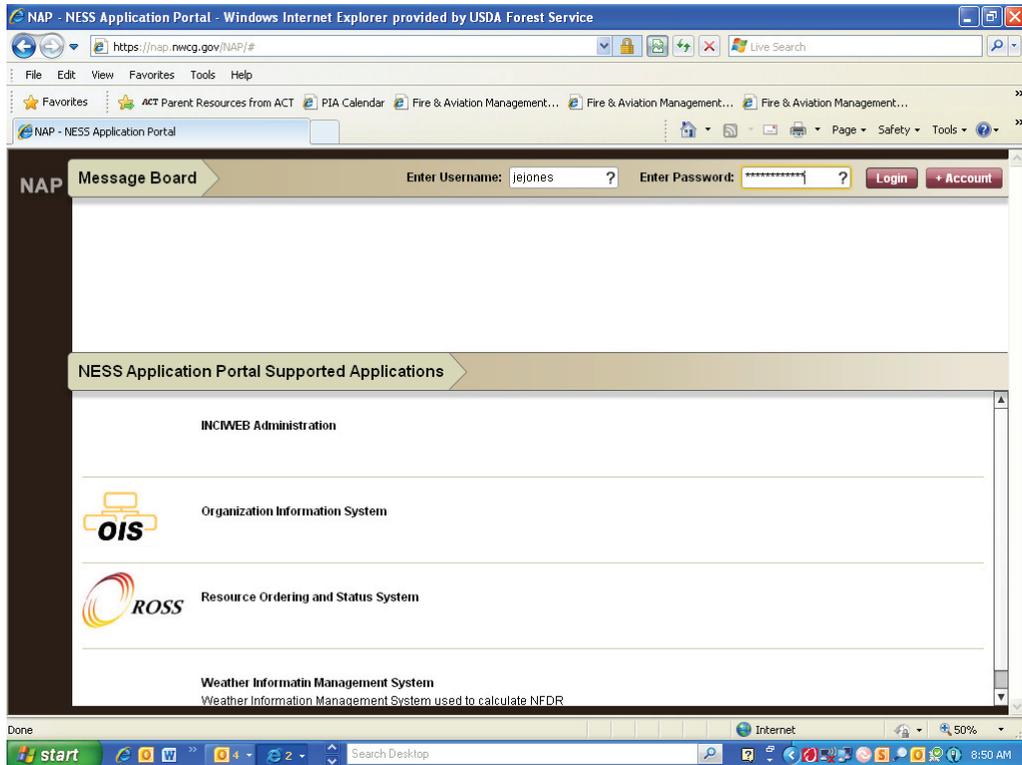
Step 1: Go to the NAP at <https://nap.nwcg.gov/NAP/>

Step 2: Read the Government Warning and click the red “Accept” button in the lower right hand corner of the white box.



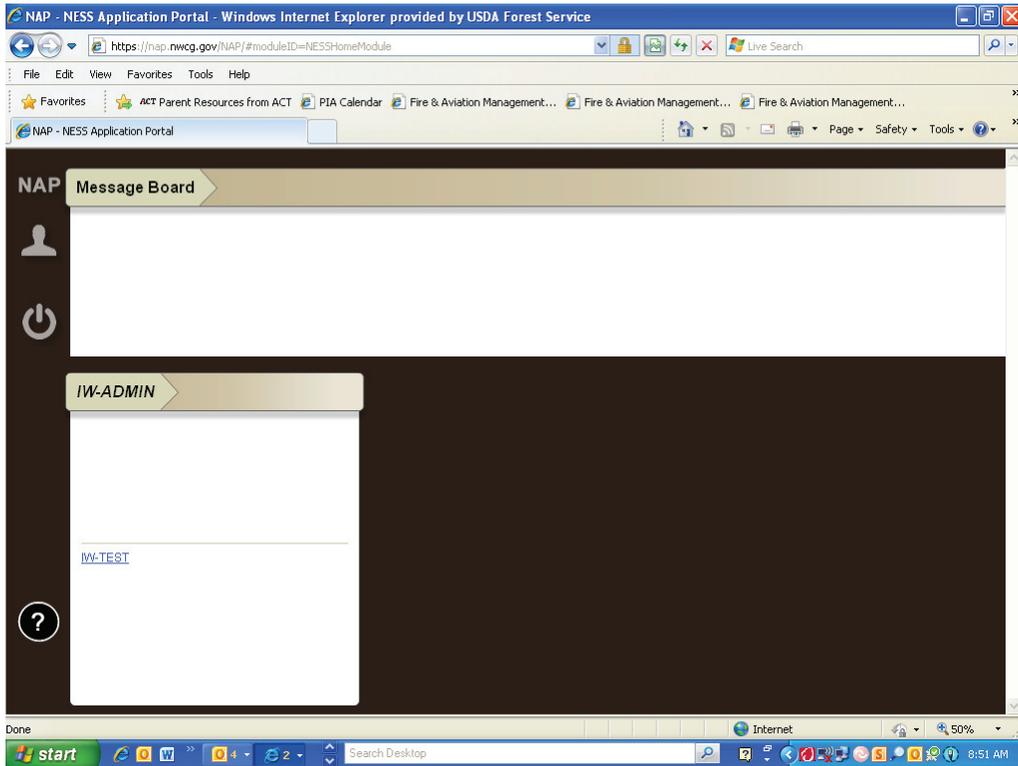
Directions continue on next page

Step 3: Log in by entering your NAP username and password in the white boxes and clicking on the red “Login” button in the beige “Message Board” line at the top of the page. If you do not have a NAP username and password, follow the instructions at the end of this document to obtain one.

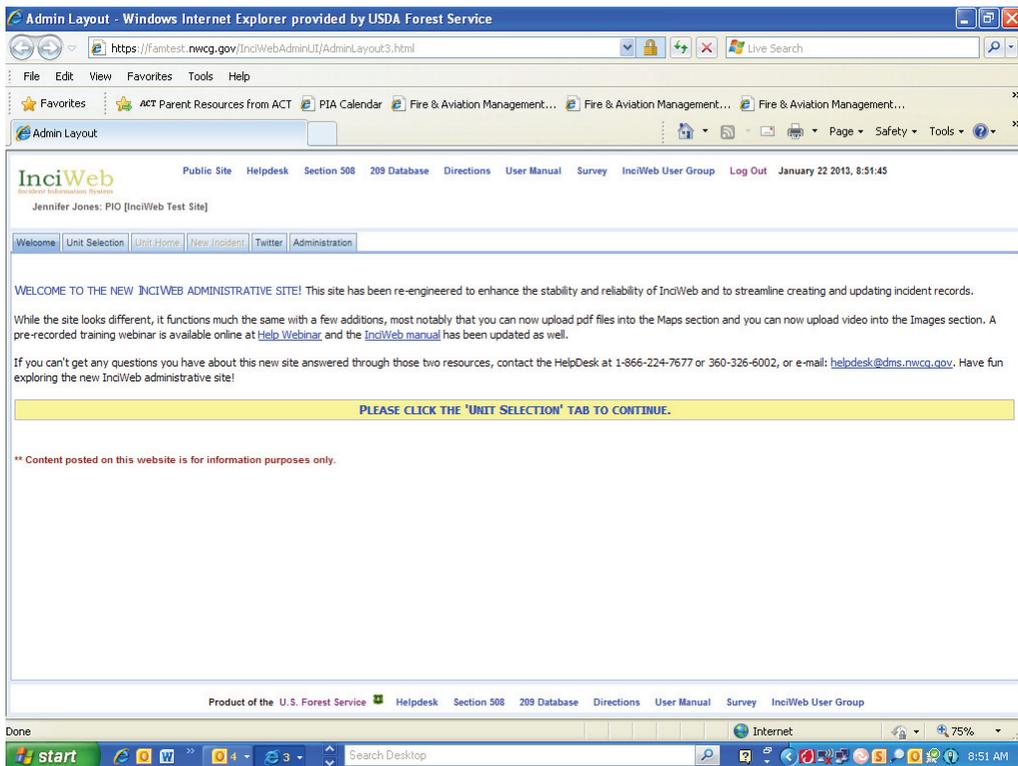


Directions continue on next page

Step 4: Click on the IW-TEST link in the IW-ADMIN box



Step 5: You should now be on the InciWeb Welcome screen.

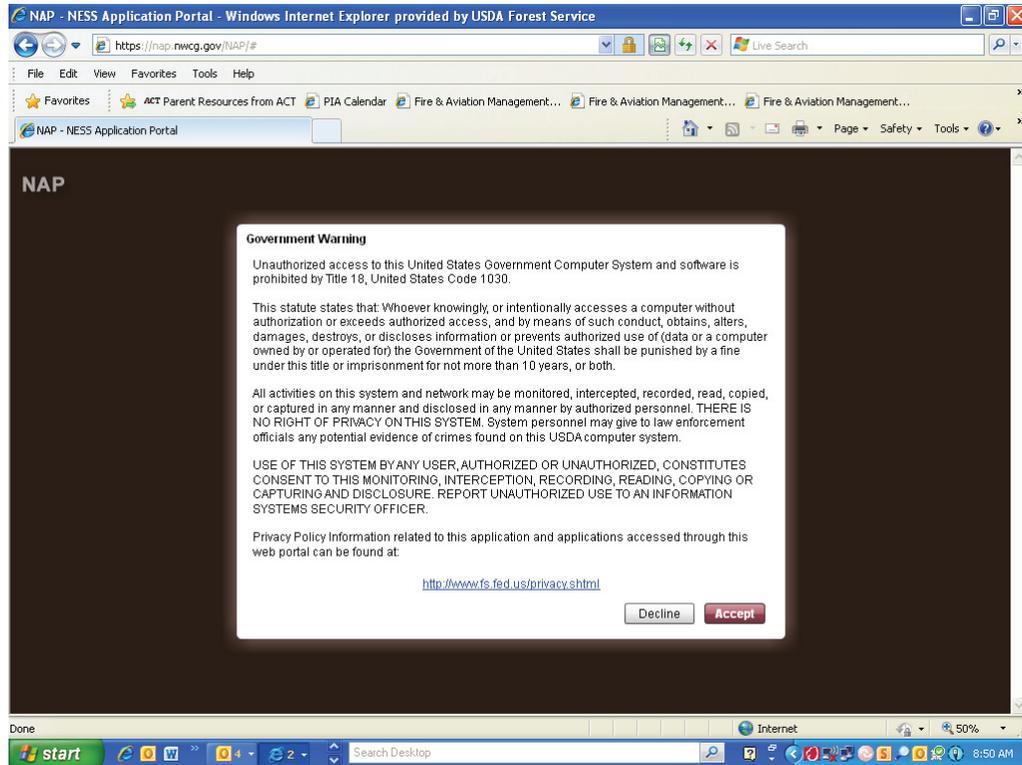


Requesting a NAP (NESS Application Portal) User Account

Note: If you have trouble seeing some of the buttons or the links mentioned in these instructions, you will need to adjust your computer settings so that you can see them.

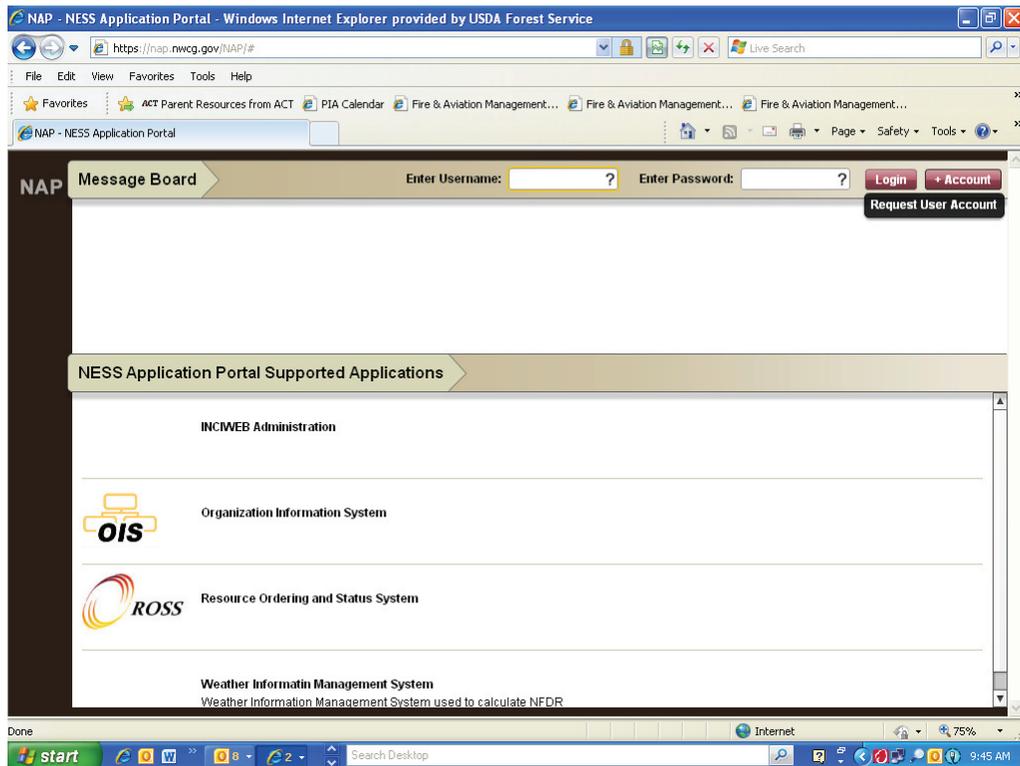
Step 1: Go to the NAP at <https://nap.nwcg.gov/NAP/>

Step 2: Read the Government Warning and click the red “Accept” button in the lower right hand corner of the white box.



Directions continue on next page

Step 3: Click the red “+Account” button in the right hand corner of the beige “Message Board” line.



Directions continue on next page

Step 4: On the User Information Tab in the Request User Account dialog box, complete the following information, then click the red “Next >>” button in the lower right hand corner of the dialog box: First Name; Middle; Last Name; Job Title; Employee Type; Organization Unit; Agency; Office Number; mobile; Fax; and Email.

Request User Account

User Information Applications Requested Verification Contact Summary

1 Step 1 - Enter User Information

First Name: * Office Number: * () - Ext:

Middle: Mobile: () -

Last Name: * Fax: () -

Job Title: E-Mail: *

Employee Type: * Permanent/Full-Time

Enter all or part of your Organizational Unit name. For example:
Pacific Ranger District or Pacific or Ranger District
Willamette National Forest or Willamette or National Forest.

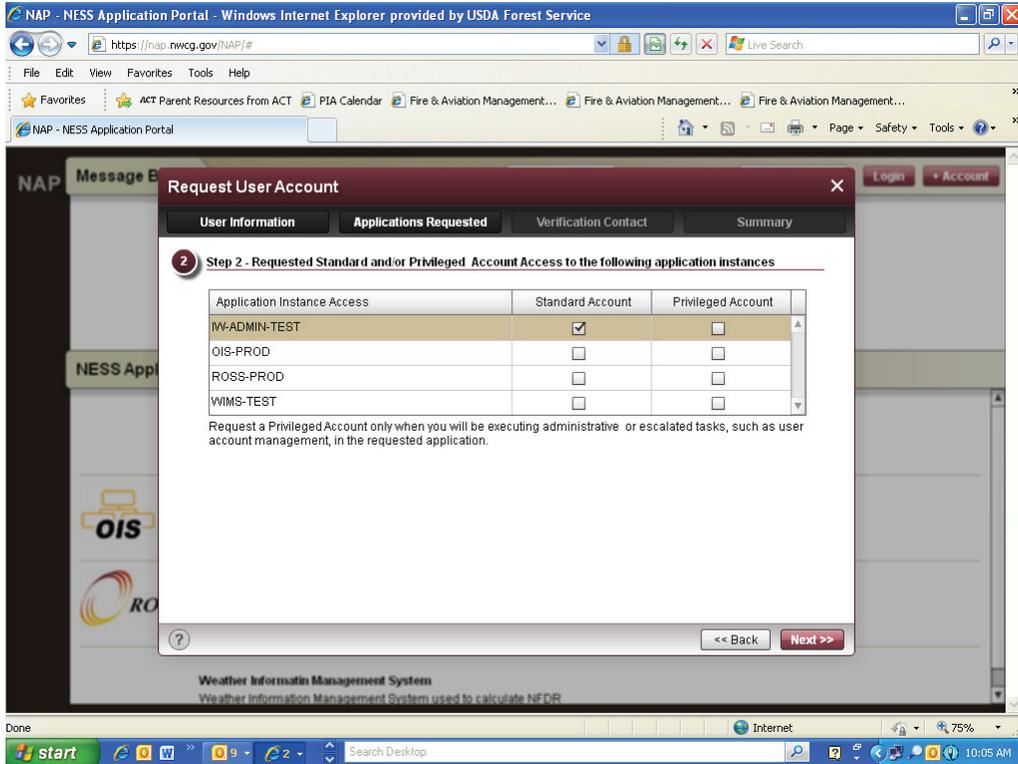
Organization Unit: * Search Organizations...

Agency: Search Agencies...

Next >>

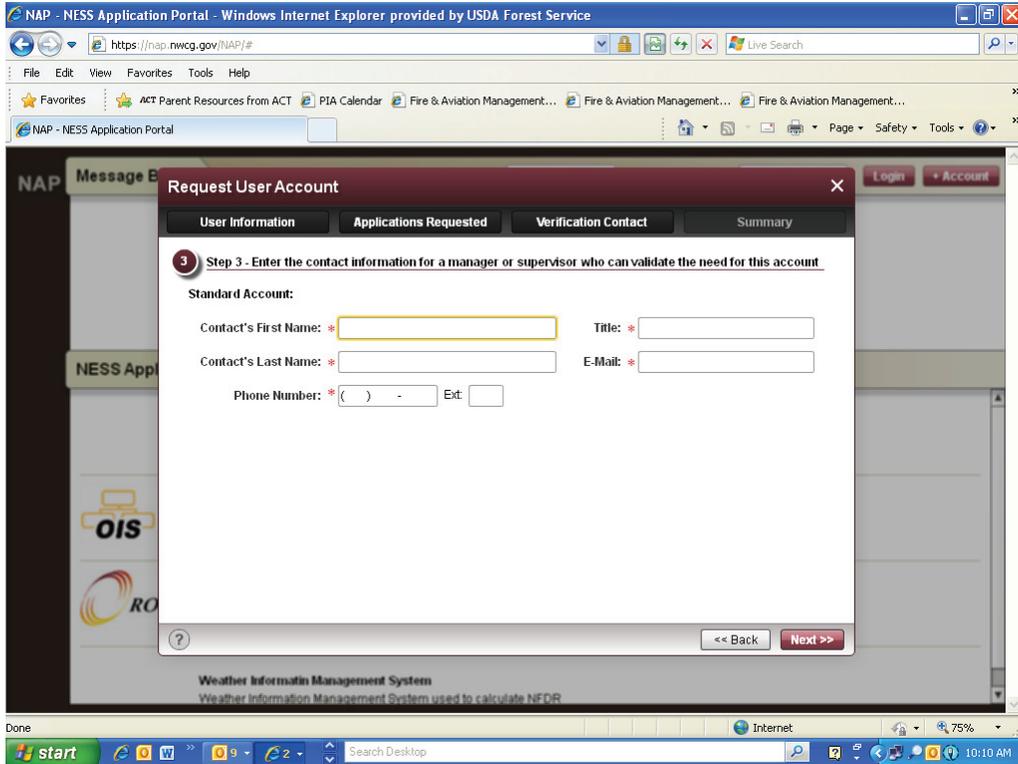
Directions continue on next page

Step 5: On the Applications Requested tab in the Request User Account dialog box, select IW-ADMIN-TEST and check the box in the Standard Account column. **Note: All InciWeb Users and Superusers will need Standard Accounts only, no InciWeb User or Superuser will need a Privileged Account.**



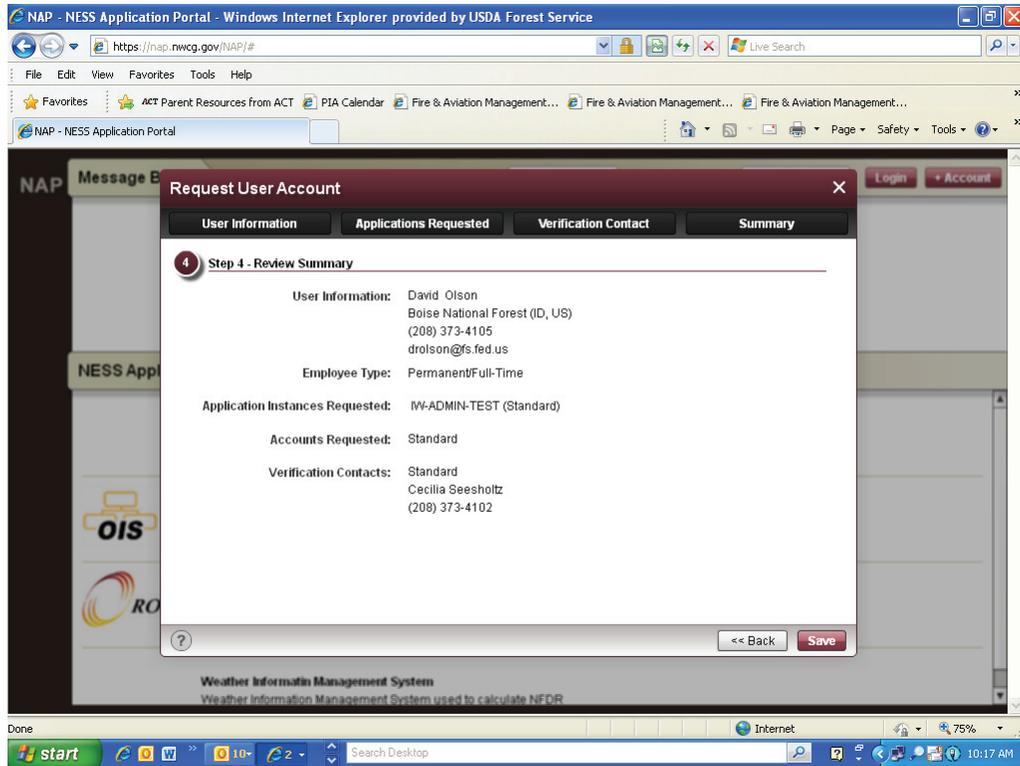
Directions continue on next page

Step 6: On the Verification Contact tab in the Request User Account dialog box, complete the following contact information for the manager or supervisor who will verify and approve your request, and then click the red “Next>>” button in the lower right corner of the dialog box.

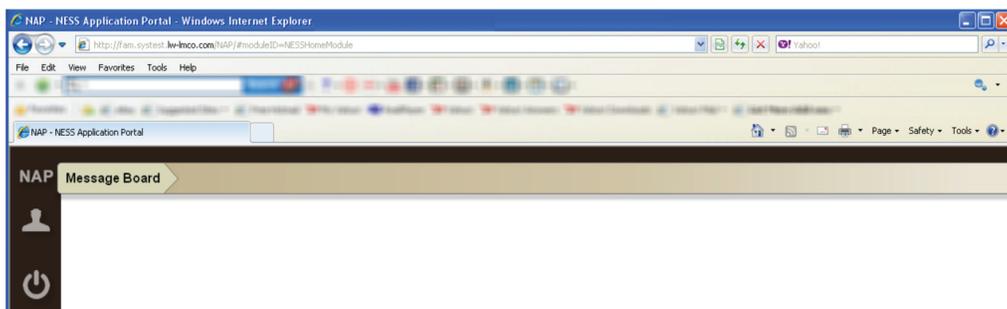


Directions continue on next page

Step 7: On the Summary tab in the Request User Account dialog box, review your request information. If it is incorrect, click the “<<Back” button in the lower right corner to go back to previous tabs and correct inaccurate information. If it is correct, click the red “Next>>” button in the lower right corner of the dialog box.



Step 8: To log off, click on the icon that looks like a semi-circle with a line going through the top of it on the NAP Navigation panel on the left side of the screen, then click the red “Accept” button on the Government Warning dialog box, and then click the red box with the white “x” in it.



Once approved, you will receive two e-mail messages from donotreply@nwcg.gov. One e-mail provides your new NAP username and the other email identifies your temporary NAP password. You may now log in to the InciWeb test site through the NAP portal (follow the directions at the beginning of this document).