DEFENSE LOGISTICS AGENCY

Established 1961

New Login.gov, iNAP and FEPMIS User Guide

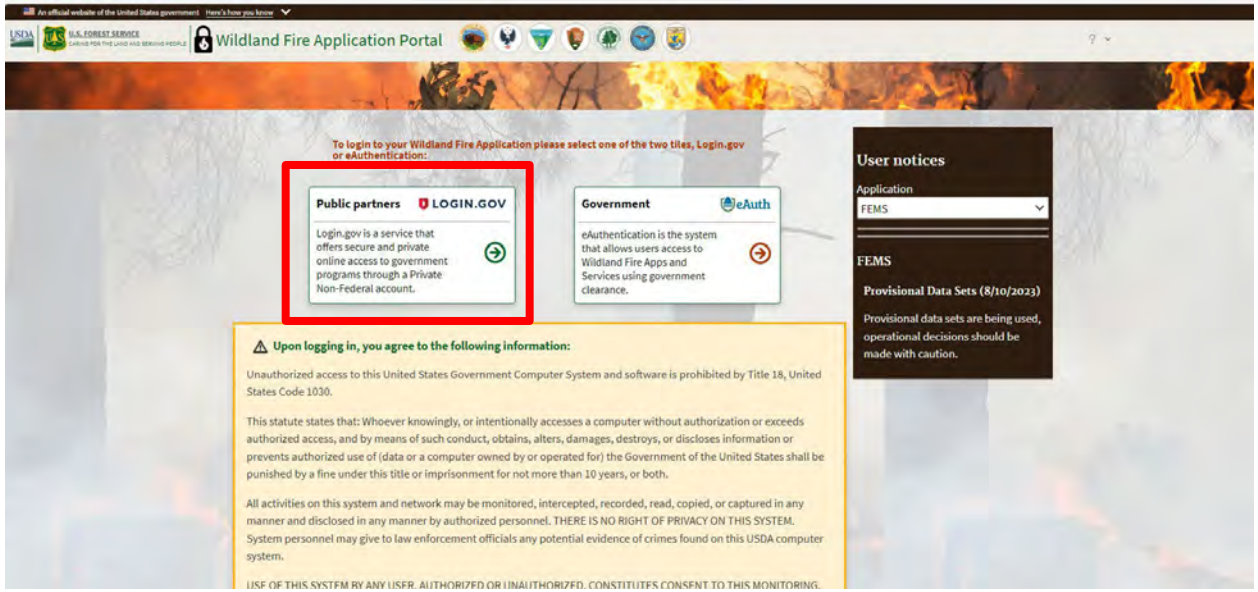
THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY

1. **Setting up LOGIN.GOV user account:**

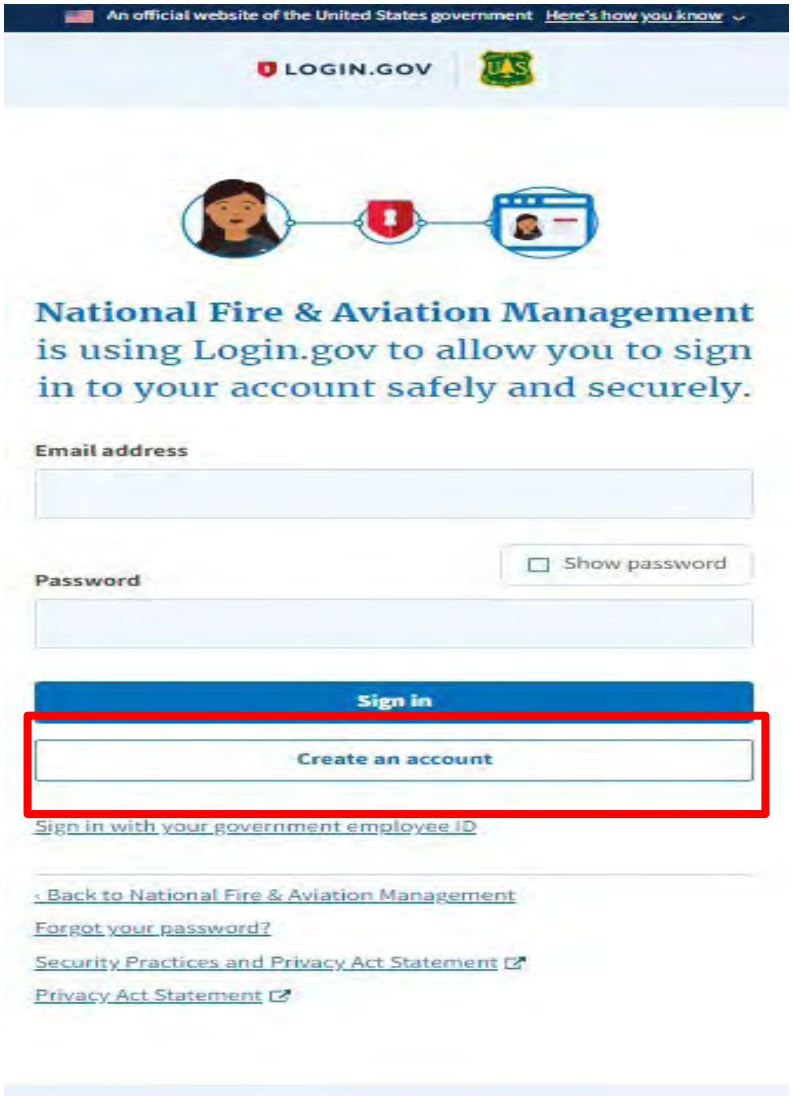
    a. **Go to:** https://famauth.wildfire.gov/

Note: This will be your access point for LESO FEPMIS from now on so you can bookmark this page.

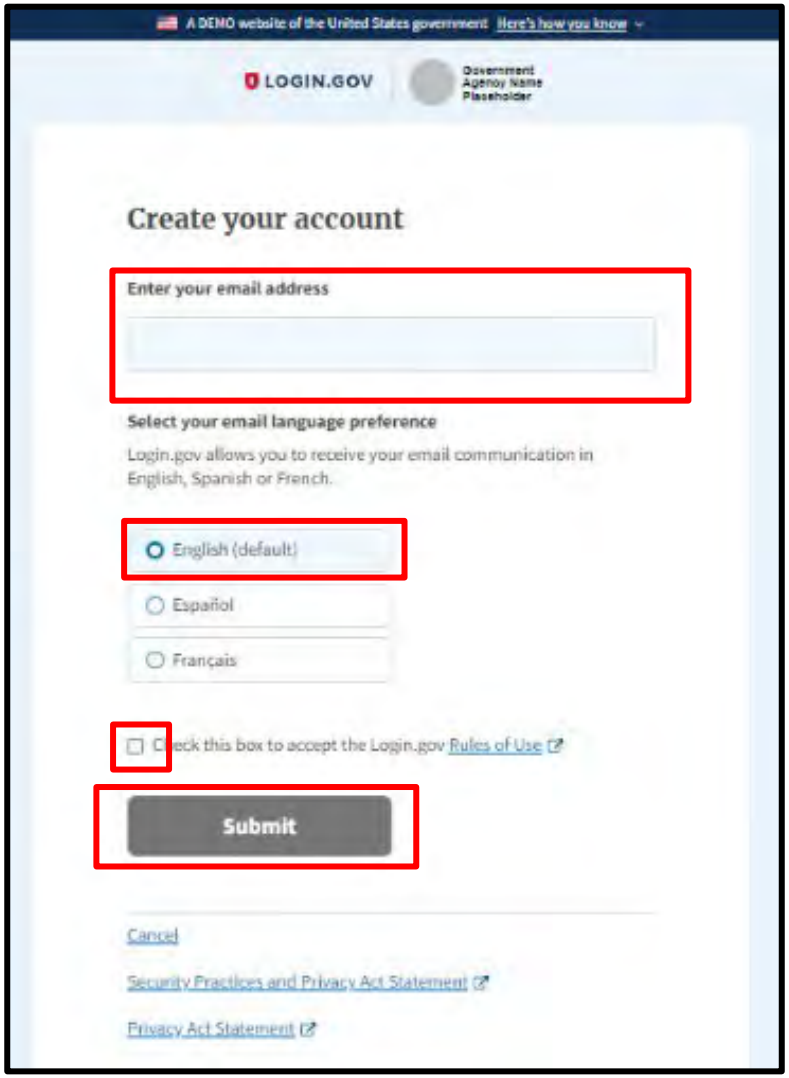
b. Select Public Partners (Login.gov)



Note: If you have an existing Login.gov account then sign into your existing account.



c. Create a Login.gov account by selecting Create an Account



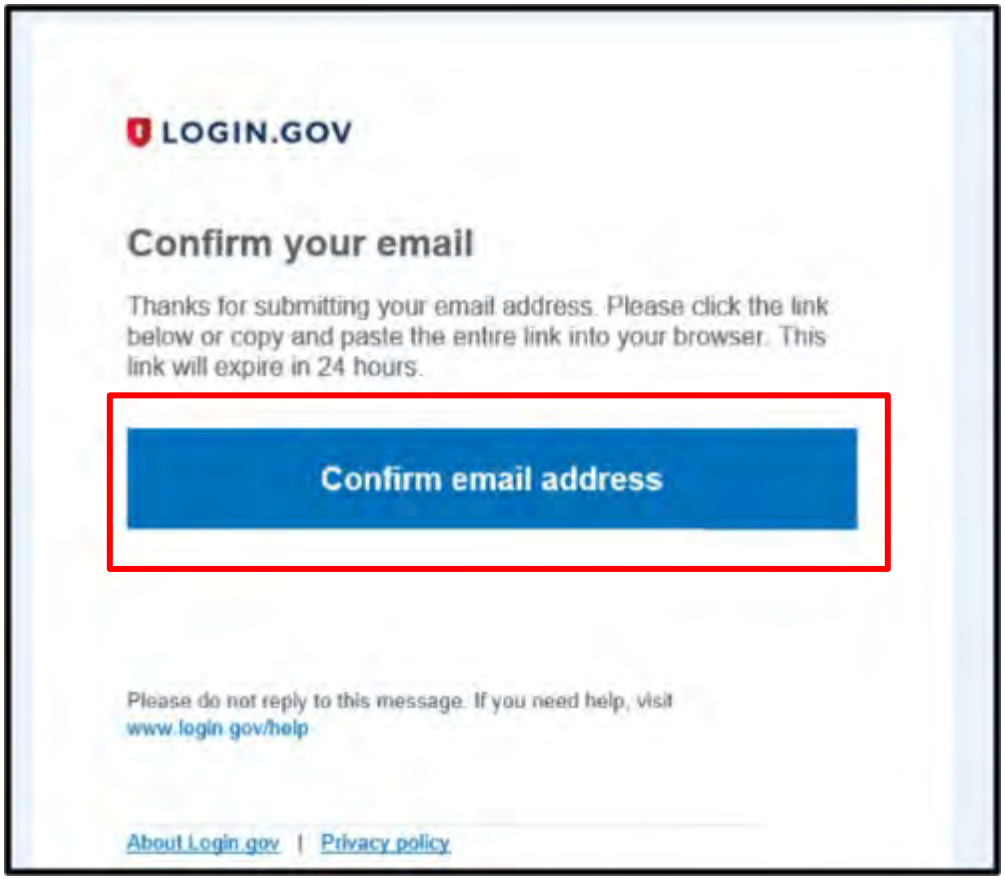
d. Enter your email address.

Note: We recommend using your personal email address to avoid issues with your organization blocking emails from login.gov.

e. Select your language.

f. Check the ‘Rules of Use’ box.

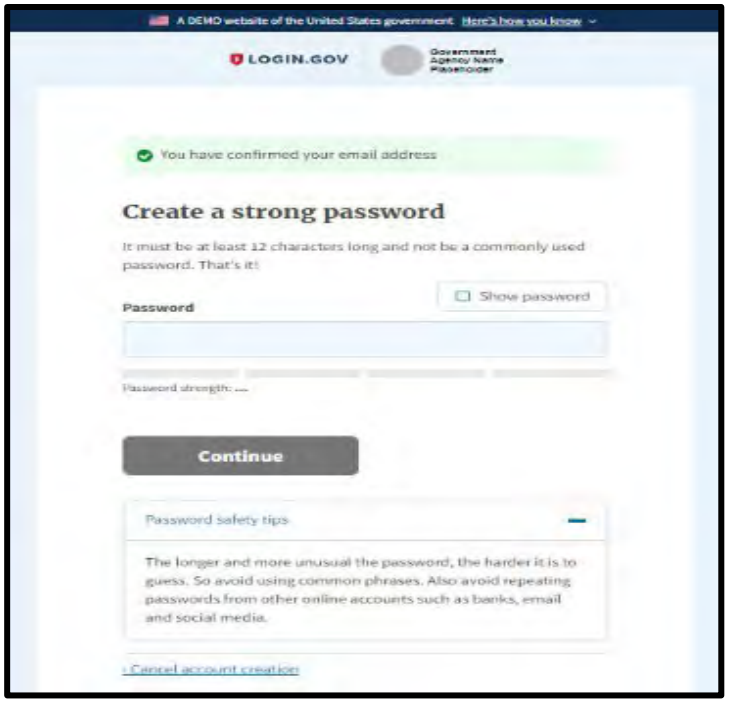
g. Select ‘Submit’

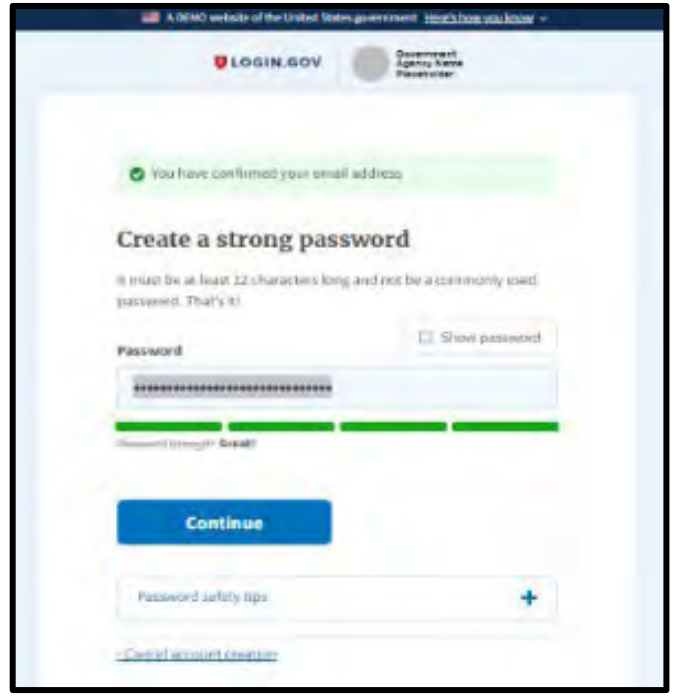


Note: An email will be sent to the email address entered in step 4. Note: Ensure all your browsers are closed before proceeding.

h. Confirm Email

i. Go to your email account.
ii. Find the email from login.gov.
iii. Click on the 'Confirm email address' link within the email that you received.



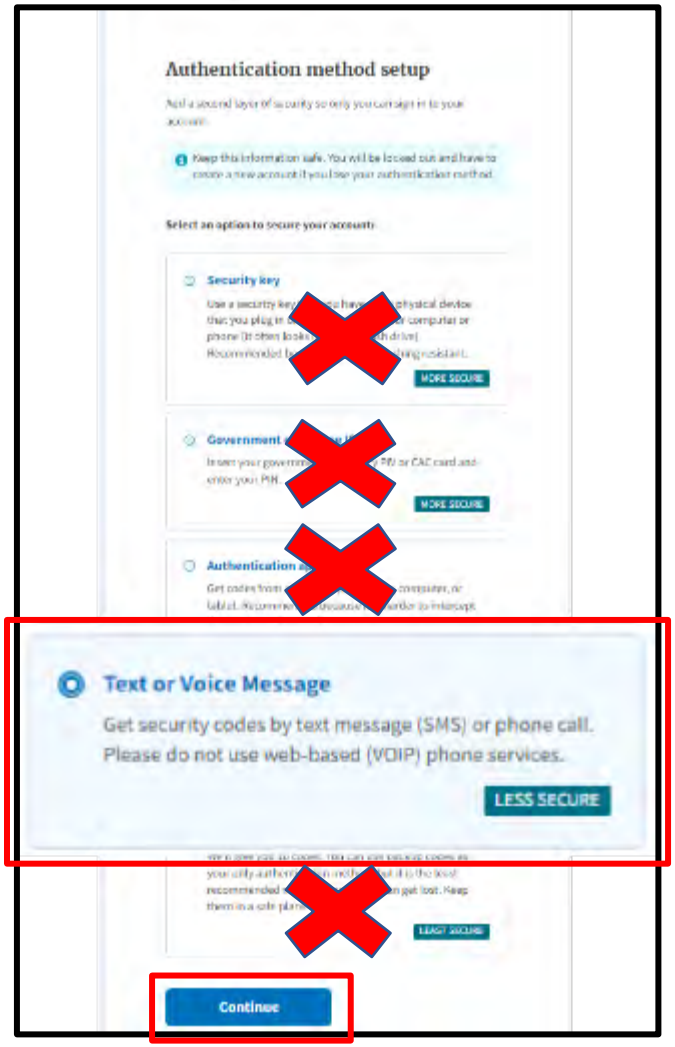


i. Create a strong password.

Note: Password must contain at least 12 characters with a good or better strength rating (3 green bars) in order to continue. REMEMBER YOUR PASSWORD

Note: Your password will not expire unless you change it. If you email address is invalid or not working any more than it would affect your account with login.gov because you wouldn't have a valid email.

j. Select 'Continue'



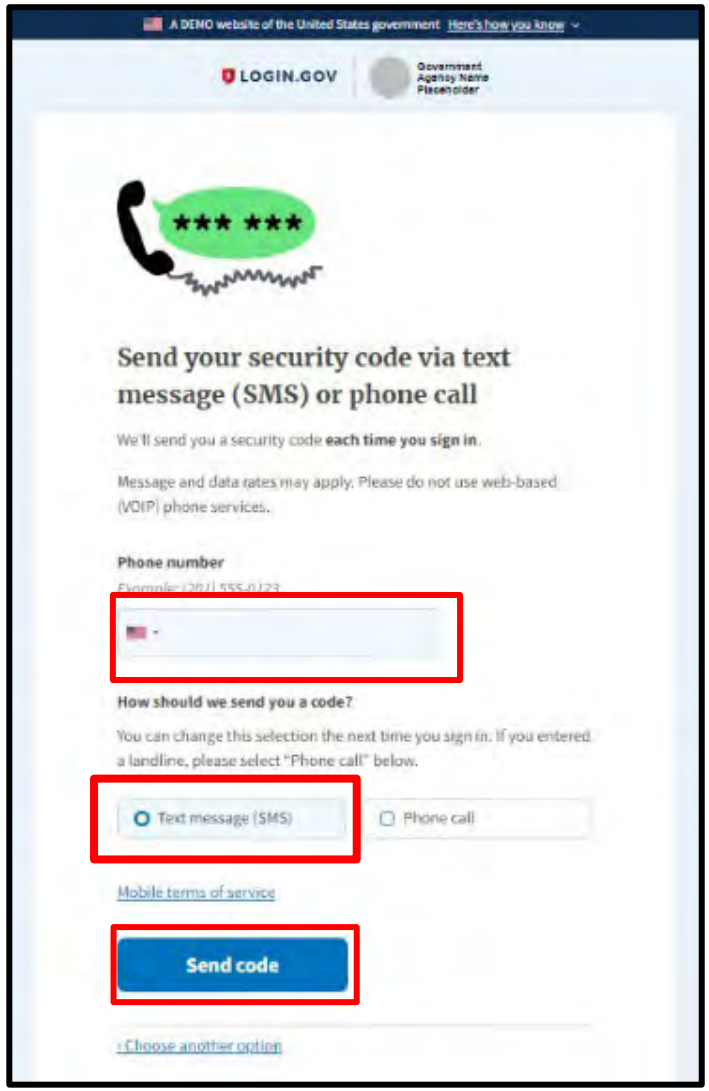
k. Select your 2nd level authentication method: 'TEXT or VOICE MESSAGE'

i. We recommend using TEXT if possible.
ii. Do not use web based VOIP phones.

Note: If you choose to use a different authentication method, we cannot provide any further guidance for you.

iii. You will be required to use this 2nd level of authentication each time you log into LESO FEPMIS.

l. Select 'Continue'



m. Phone Authentication

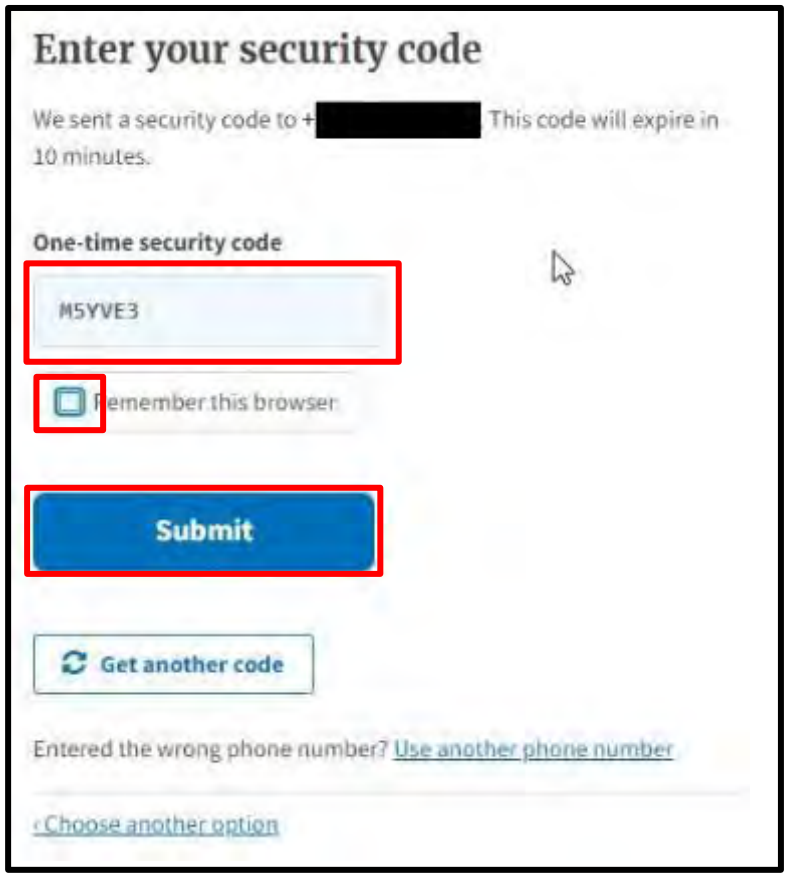
i. Login.gov will send you a security code each time you sign in, so ensure you use a phone number you have access to
ii. Message and data rates may apply. Do Not use a web based VOIP phone service.

n. Enter your phone number.

o. Select Text Message or Phone Call ‘We recommend text.’

p. Select send code.

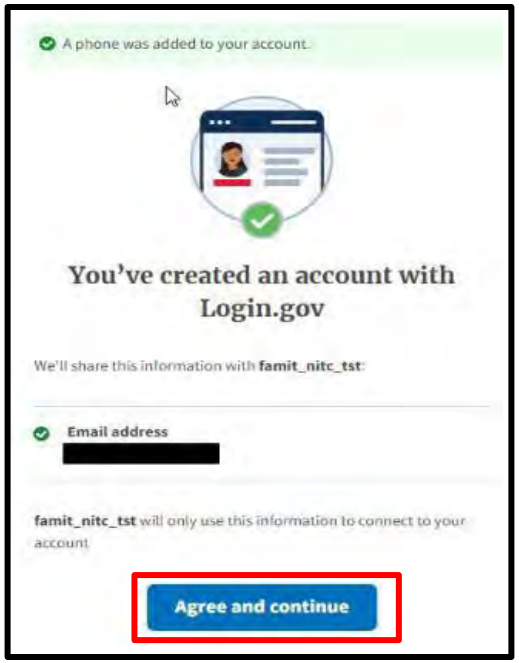
Note: The Code Will Expire in 10 Minutes.



q. Enter your one-time security code that you received either text or call **(this security code will be sent to your phone each time you log in)**

r. Uncheck ‘Remember this Browser.’

s. Select Submit

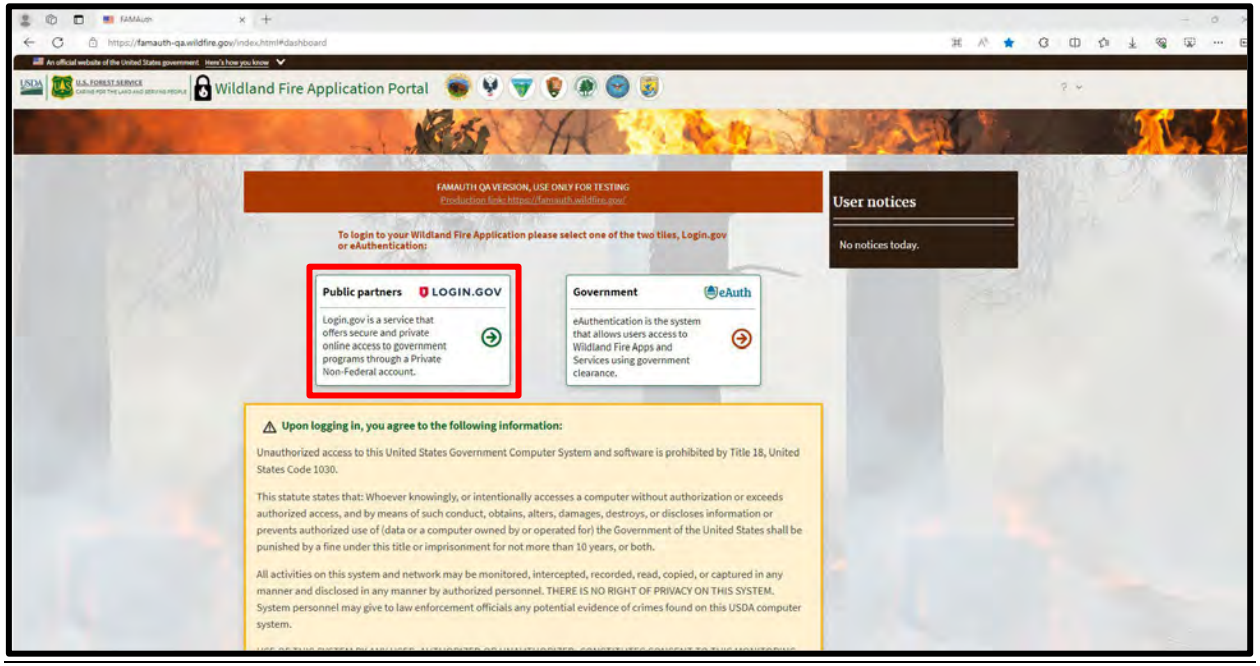


Note: You should see a confirmation from login.gov like this 'A phone was added to your account' and the email address associated with your login.gov account.

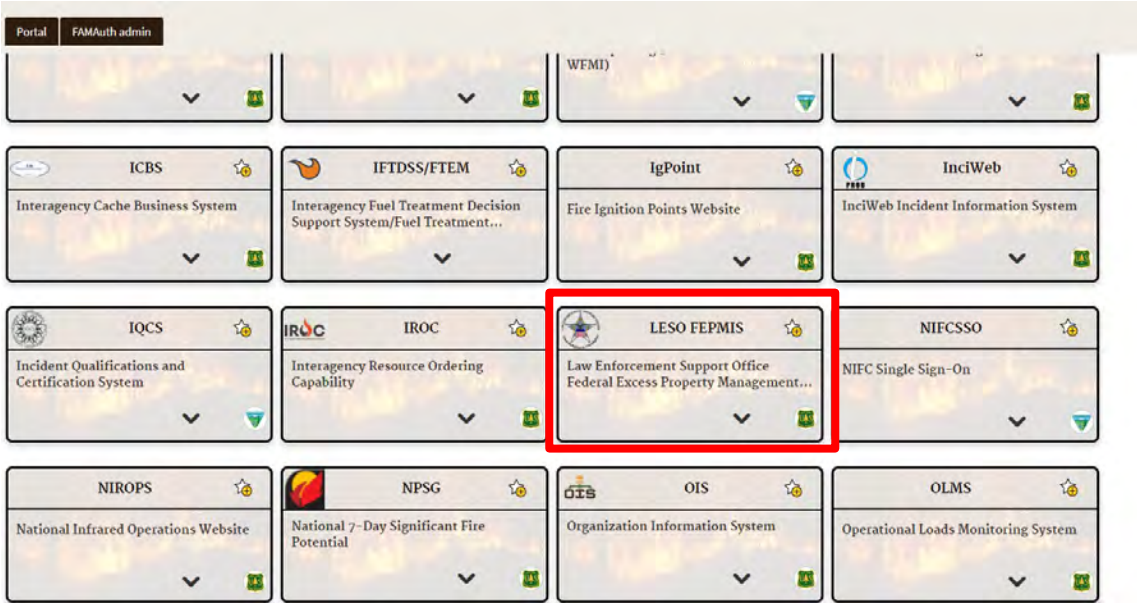
t. Select Agree and Continue

Note: You have successfully created a login.gov account and you will be returned to Wildland Fire Application Portal.

Note: You must now create an iNAP account. Please Continue.

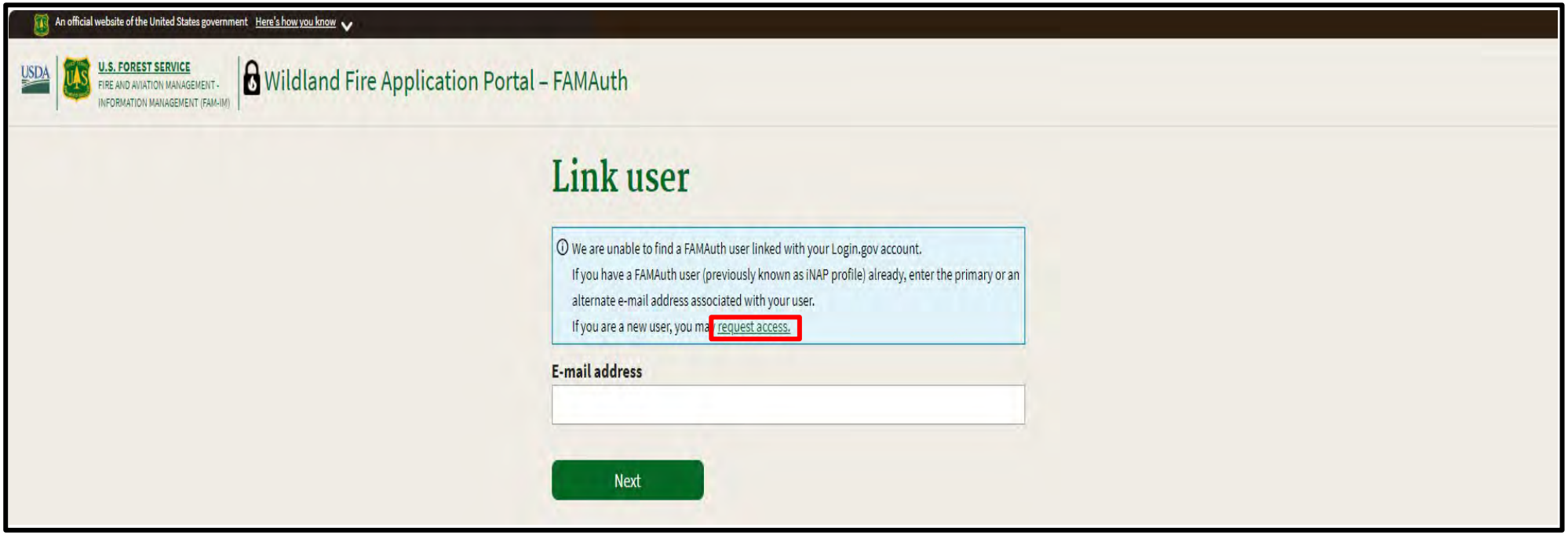


u. Select ‘Login.gov’



v. On the Wildland Fire Application Portal Dashboard page, find the LESO FEPMIS Tile and select 'Access'.

w. Select ‘Request access’



x. Enter user information, All Fields are required unless noted as “Optional.”

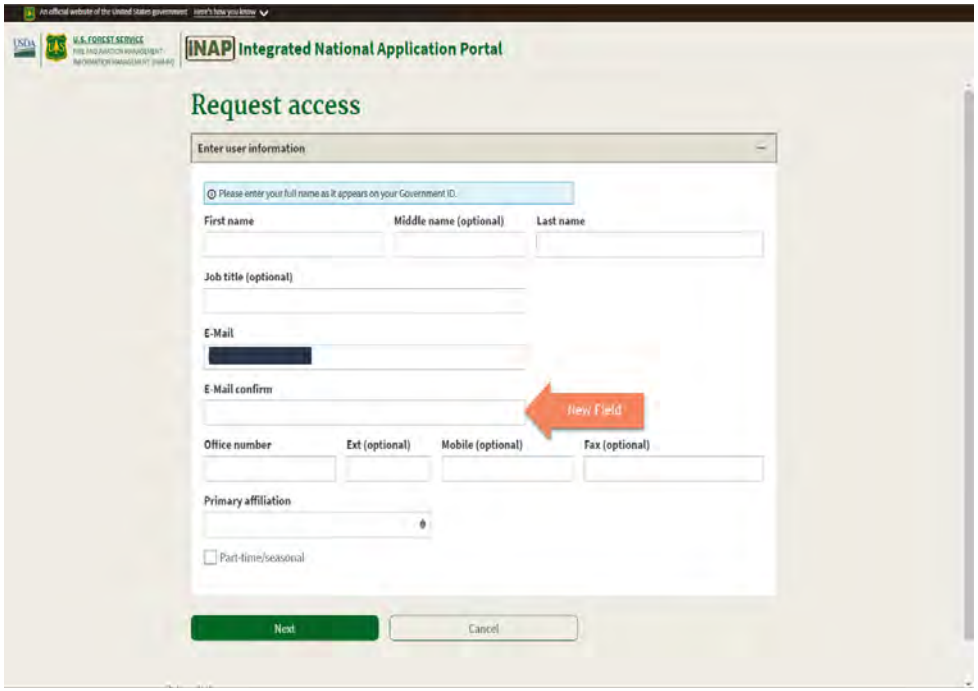
Note: Ensure your email address matches in both E-Mail boxes (E-Mail box and the E-Mail Confirm box).

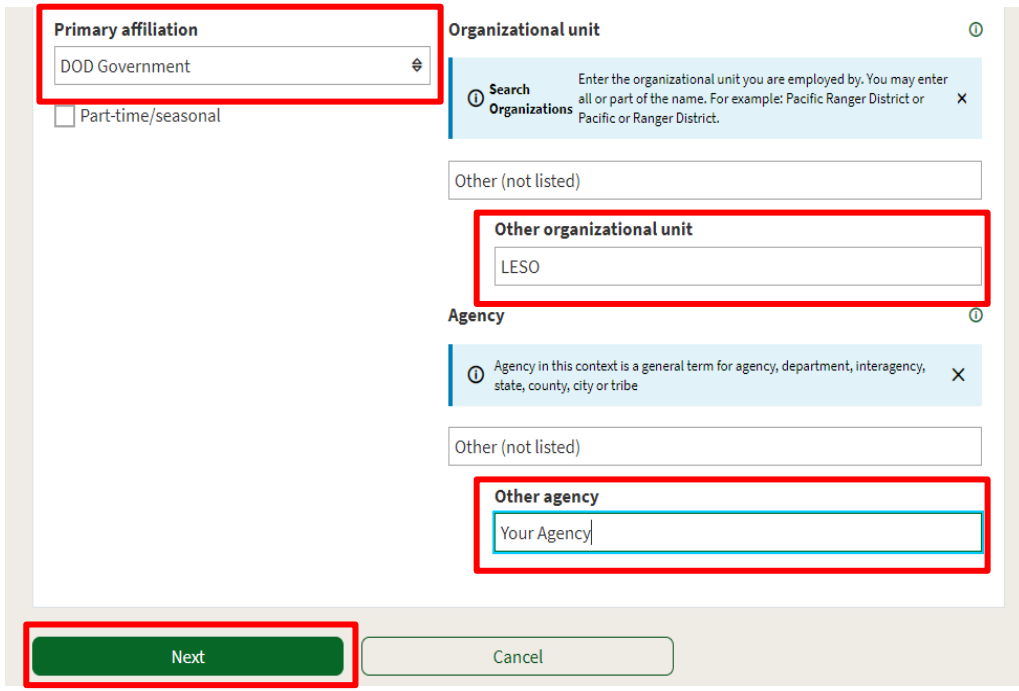
y. Enter Primary Affiliation ‘DoD Government’

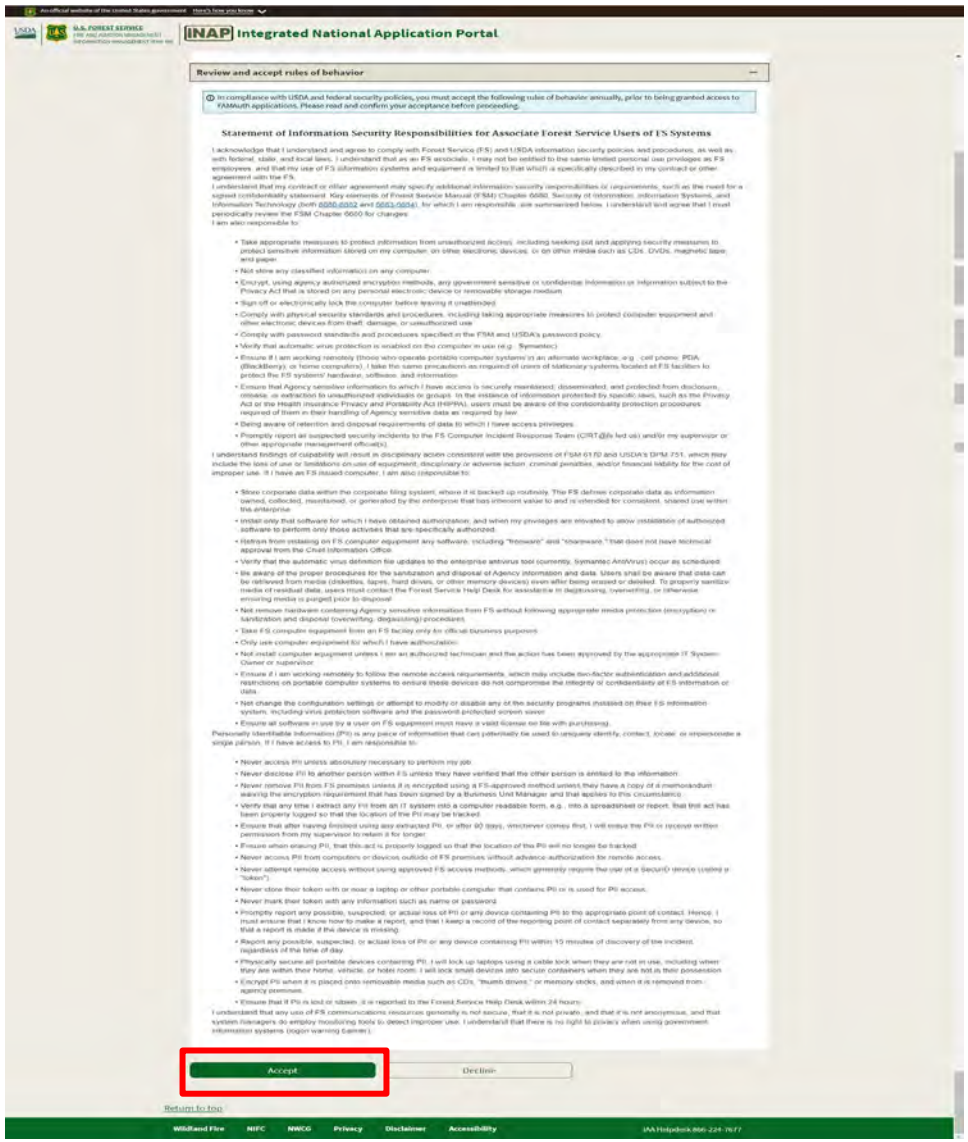
z. Enter ‘Other’ and ‘LESO’ for Organizational Unit

aa. Enter ‘Other’ and your current agency for Agency.

bb. Select ‘Next’





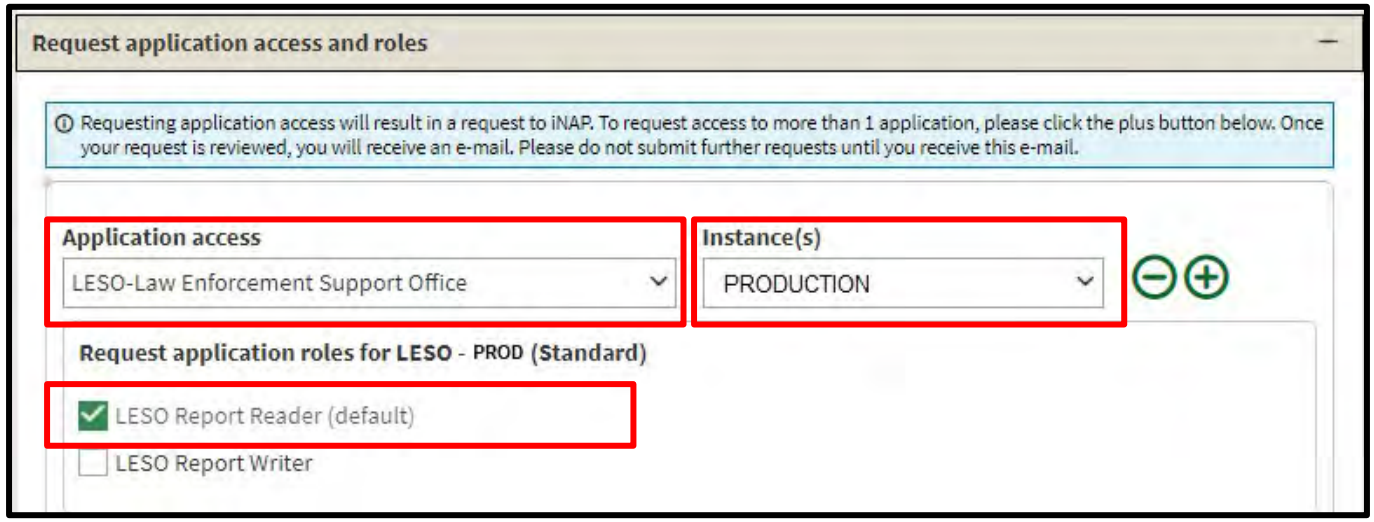


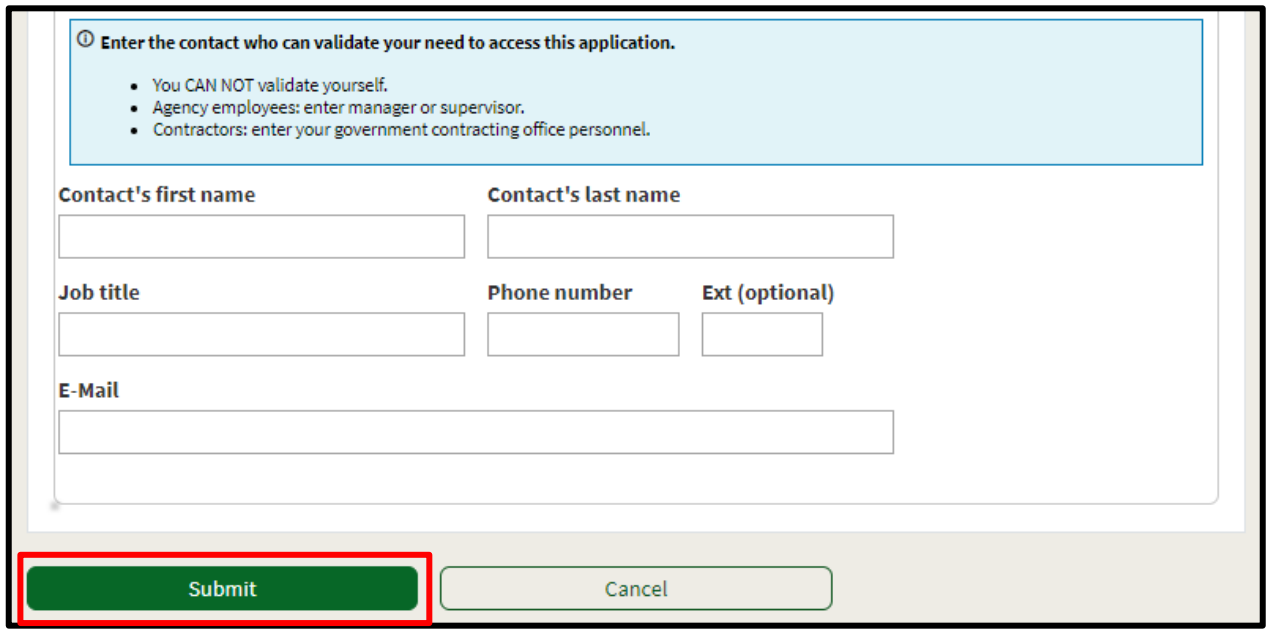
cc. Review/Read and Accept Rules of Behavior (RoB) and select Accept

NOTE: RoB must be accepted to submit a request for access. If you decline the RoB you will not be allowed to proceed.

dd. Verify the requested application access and roles.

i. Application Access: LESO-Law Enforcement Support Office
ii. Instance: PRODUCTION
iii. Request application role for LESO-PROD (Standard)
iv. LESO Report Reader (default) is checked.

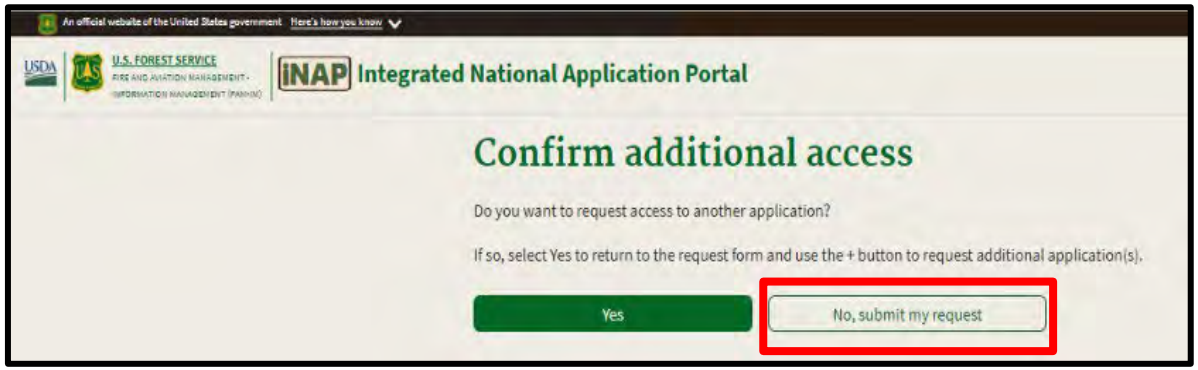




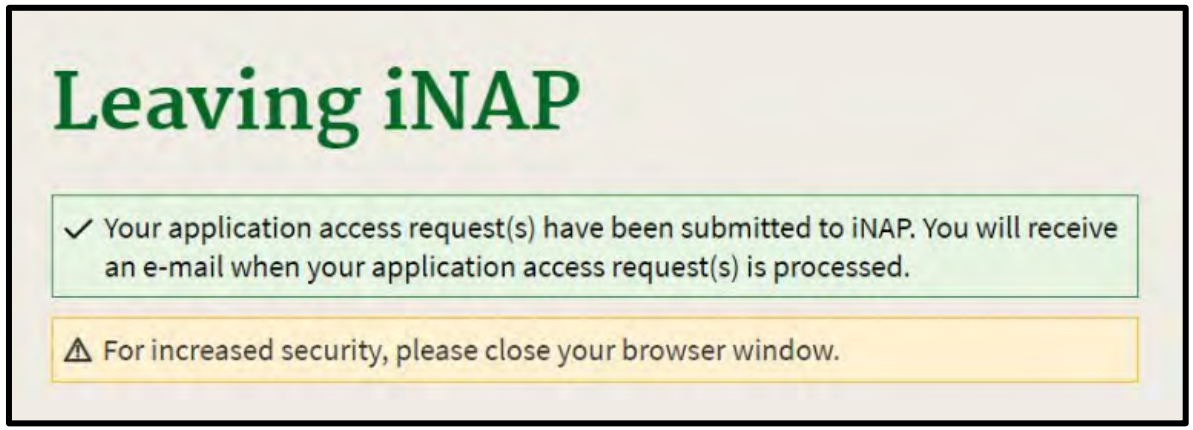
ee. Enter contact information.

i. State Coordinators enter your LESO East/West Lead
ii. Law Enforcement Agencies enter your State Point of Contact information.

ff. Select ‘Submit’

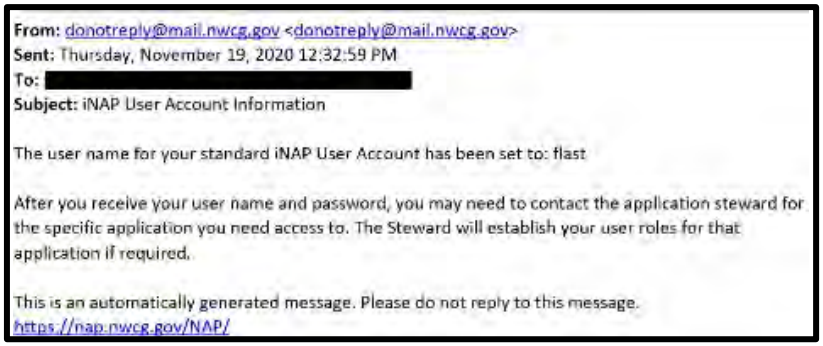


gg. Select 'No, Submit my request.'



Note: You will see this page display. You have successfully connected your new login.gov account to your new iNAP account.

Note: STOP HERE, close your browser, and wait until the LESO HQ approves your account. Once approved you will receive 2 emails. After you receive the emails, you will be able to proceed.



From: donotreply@mail.nwcg.gov <donotreply@mail.nwcg.gov>
Sent: Thursday, November 19, 2020 12:32:59 PM
To: [redacted]
Subject: iNAP User Account Information

The user name for your standard iNAP User Account has been set to: flast

After you receive your user name and password, you may need to contact the application steward for the specific application you need access to. The Steward will establish your user roles for that application if required.

This is an automatically generated message. Please do not reply to this message.
https://nap.nwcg.gov/NAP/

From: donotreply@mail.nwcg.gov <donotreply@mail.nwcg.gov>
Sent: Thursday, November 19, 2020 12:32:59 PM
To: [redacted]
Subject: Application Access for LESO-TEST Approved

Your access request for LESO-TEST is approved.

This is an automatically generated message. Please do not reply to this message.
https://nap.nwcg.gov/NAP/

hh. Upon confirmation and approval of your iNAP request by the approving official you will receive multiple email messages from donotreply@nwcg.gov

ii. Up to 2 emails could be sent.
    i. iNAP User Account Information.
    ii. Application Access for LESO-PROD Approved.

You have successfully connected your iNAP and LOGIN.gov accounts. This is a onetime process.

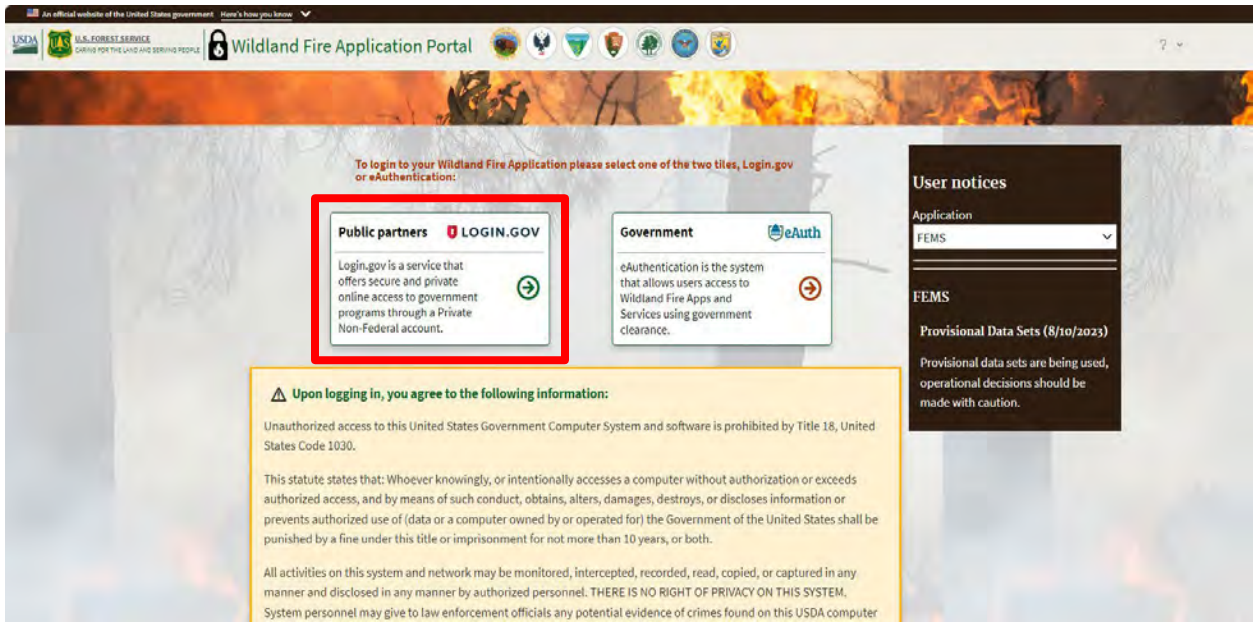
You must wait to receive email confirmation that your iNAP account has been approved to proceed.

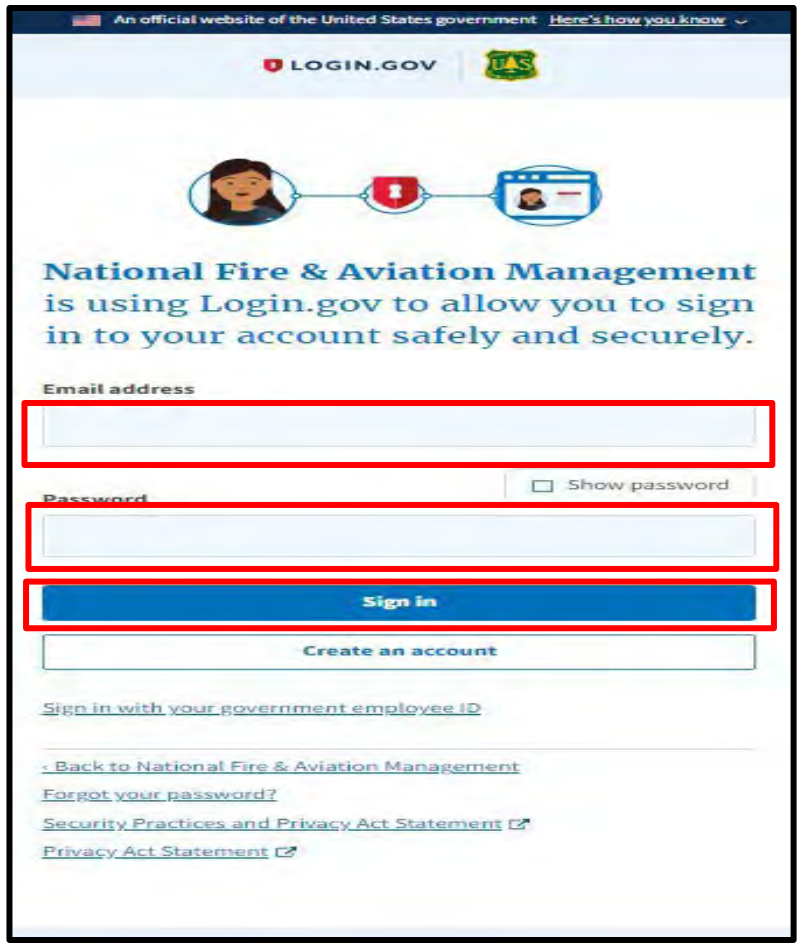
The next time you attempt to login to LESO FEPMIS you will be Authenticated by login.gov two level authentication and authorized by iNAP and then be redirected into LESO FEPMIS.

Note: You must completely CLOSE YOUR BROWSER down. To access LESO FEPMIS on your next login attempt go to https://famauth.wildfire.gov/.

a. Go to: https://famauth.wildfire.gov/

b. Select Public Partners ‘Login.gov’



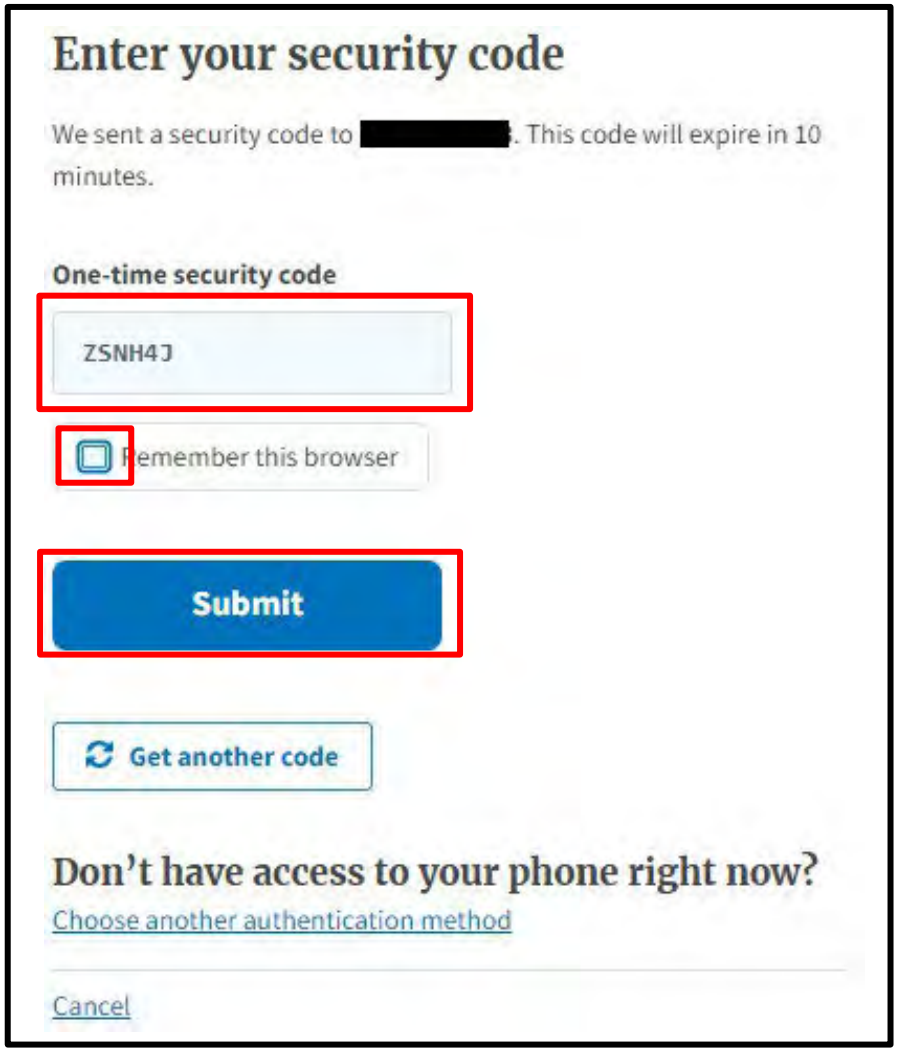


Note: If you have not created a login.gov account yet stop and go to step 1 to create an account.

c. Enter your login.gov email address.
d. Enter your login.gov password.

e. Select 'Sign in'

Note: A new one-time security code will be sent to your phone, this is your 2nd level of authentication.

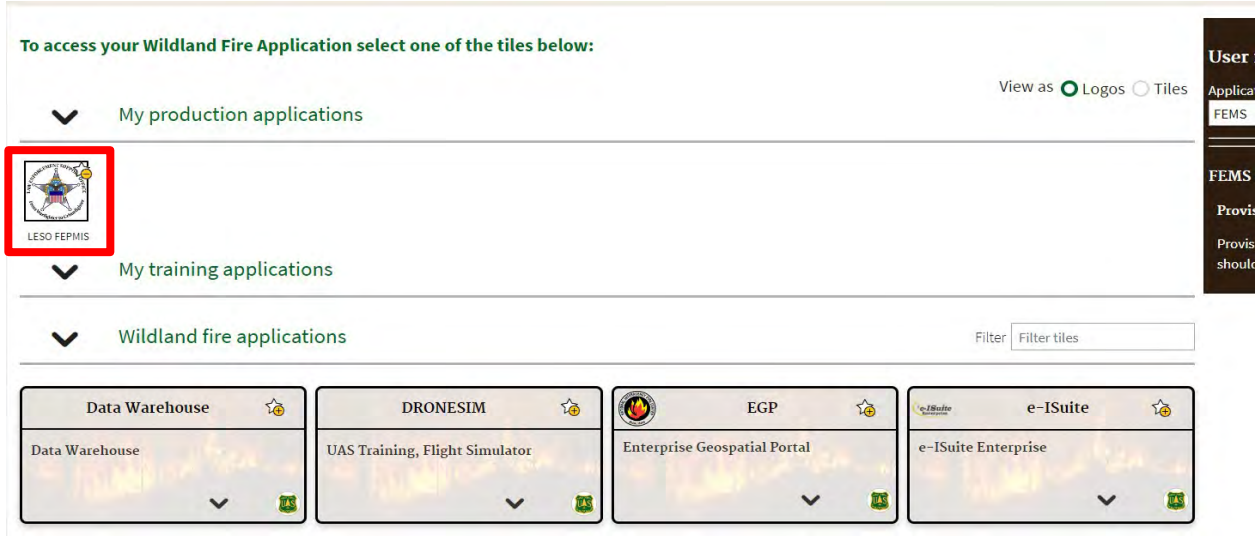


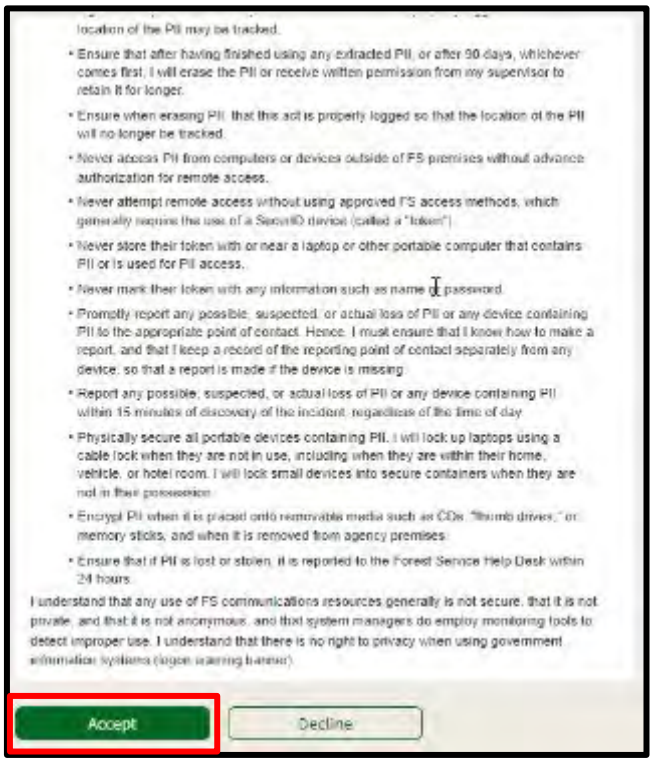
f. Enter one-time security code sent to your phone **(this security code will be sent to your phone each time you log in)**

g. Uncheck 'Remember this browser.'

h. Select 'Submit'

i. On the Wildland Fire Application Portal page, Find the LESO FEPMIS Tile and select ‘Access’.





Note: If the Rules of Behavior screen does not show go to step (t.)

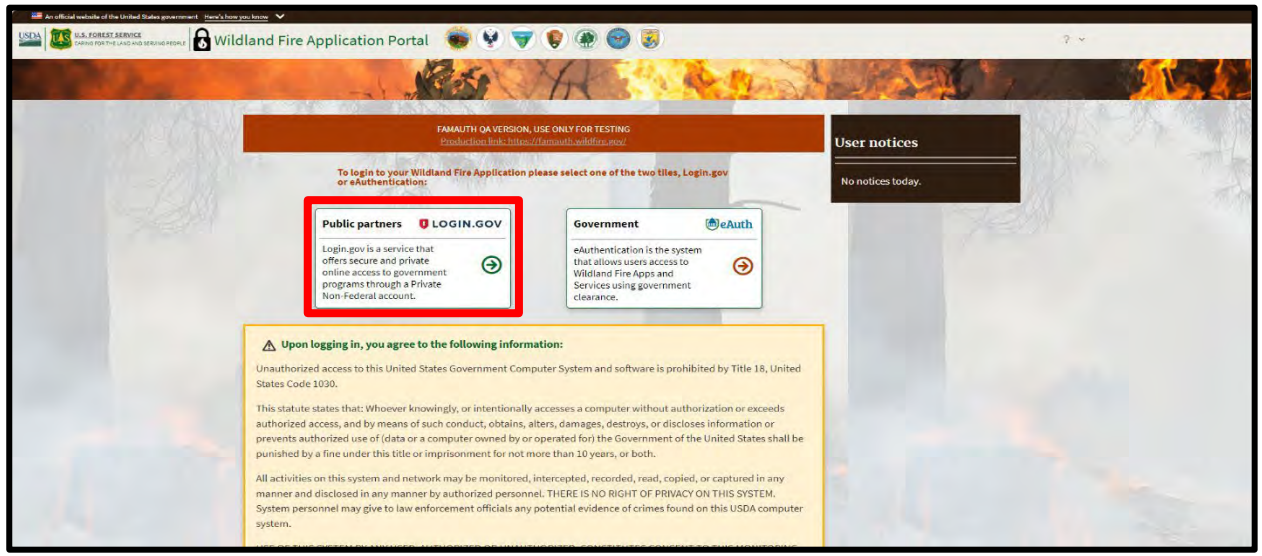
j. Read and Select 'Accept' the Rules of Behavior.

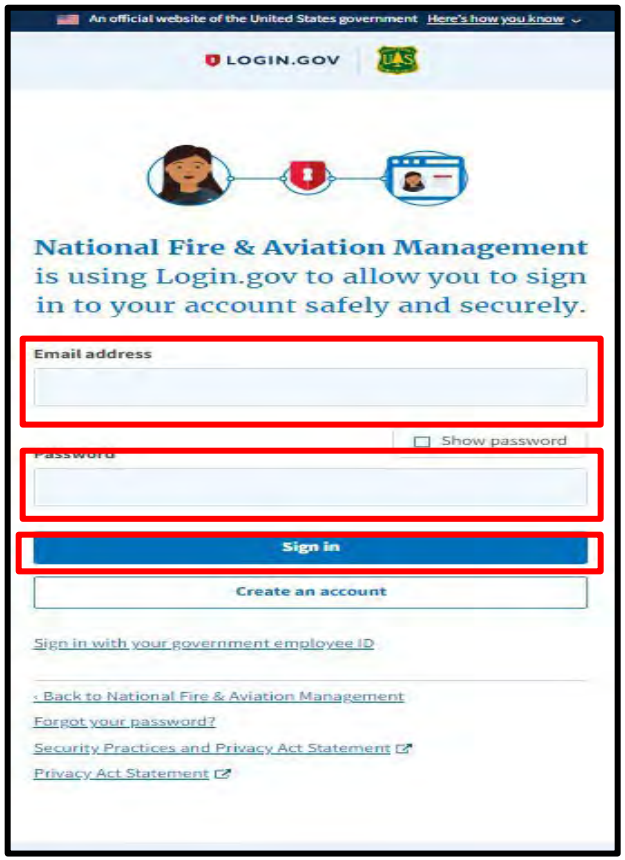
Note: You will receive a message on the screen that you are leaving iNAP.

Note: Unfortunately, due to security issues you will have to log back in after accepting the Rules of Behavior. Close your Browser and go to the next slide.

k. Go to: https://famauth.wildfire.gov/

l. Select Public Partners ‘Login.gov’

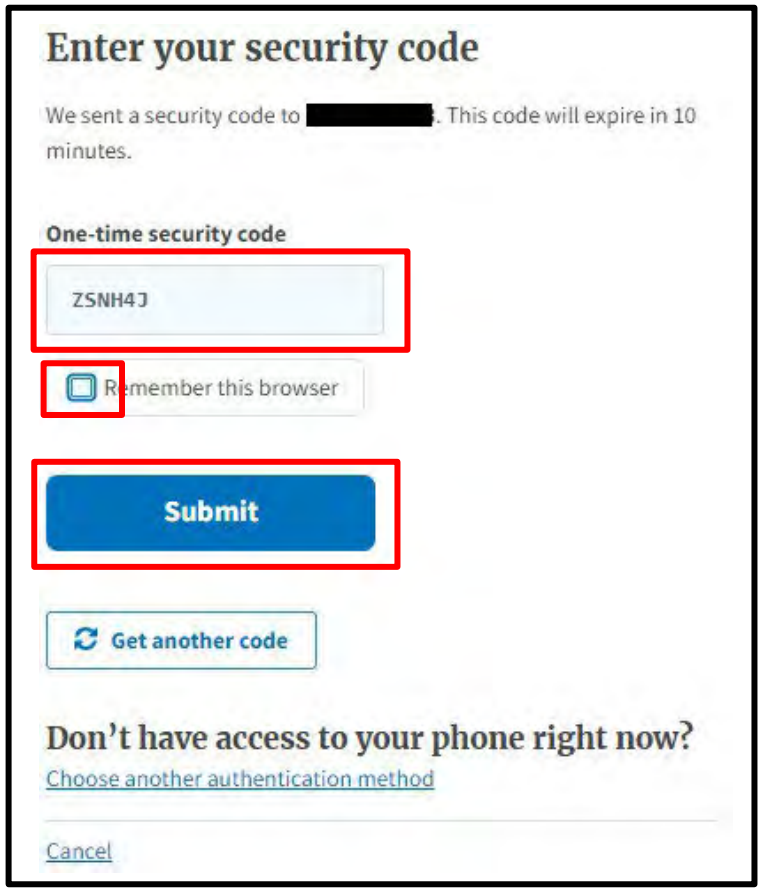




m. Enter your login.gov Email address.

n. Enter your login.gov Password.

o. Select ‘Sign in

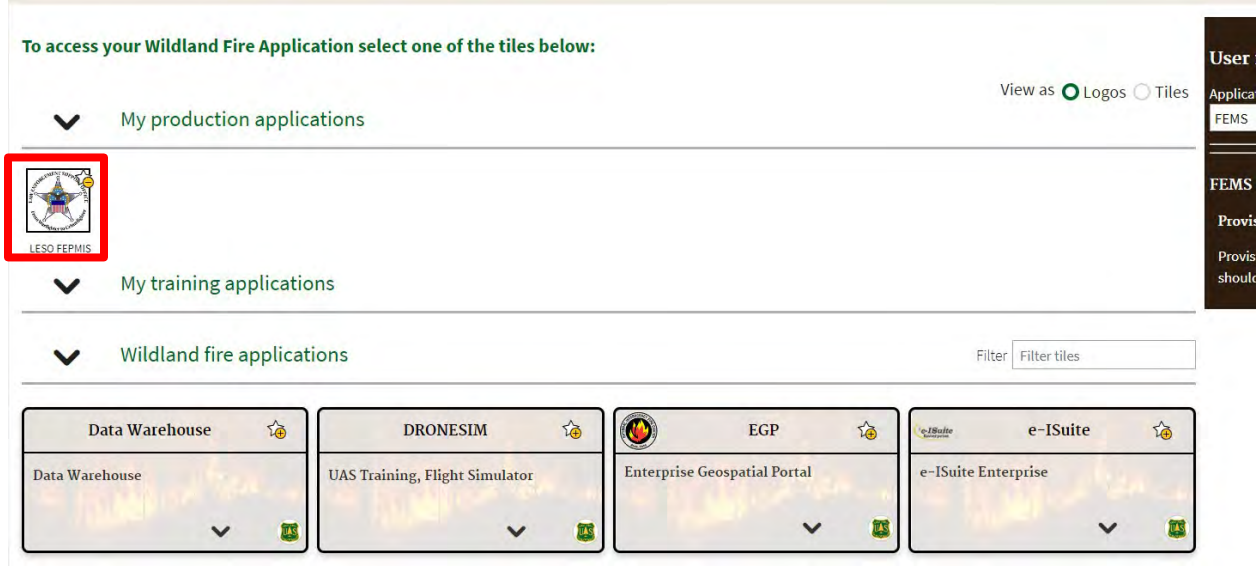


p. Enter One-time security code sent to your phone **(this security code will be sent to your phone each time you log in)**

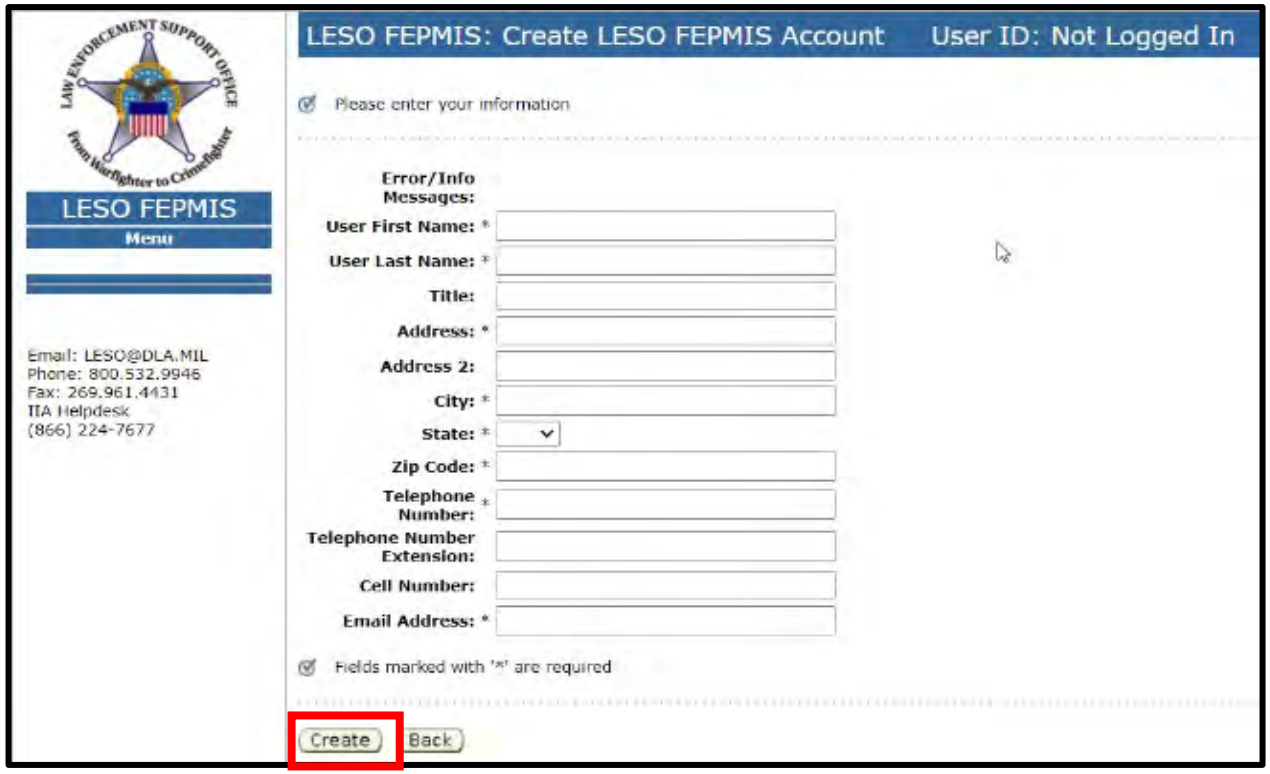
q. Uncheck 'Remember this browser.'

r. Select 'Submit'

s. On the Wildland Fire Application Portal page, Find the LESO FEPMIS Tile at the top of the page under ‘My Applications’ and select ‘Access’.



t. On the LESO FEPMIS: Initial login Select ‘NEW USER’

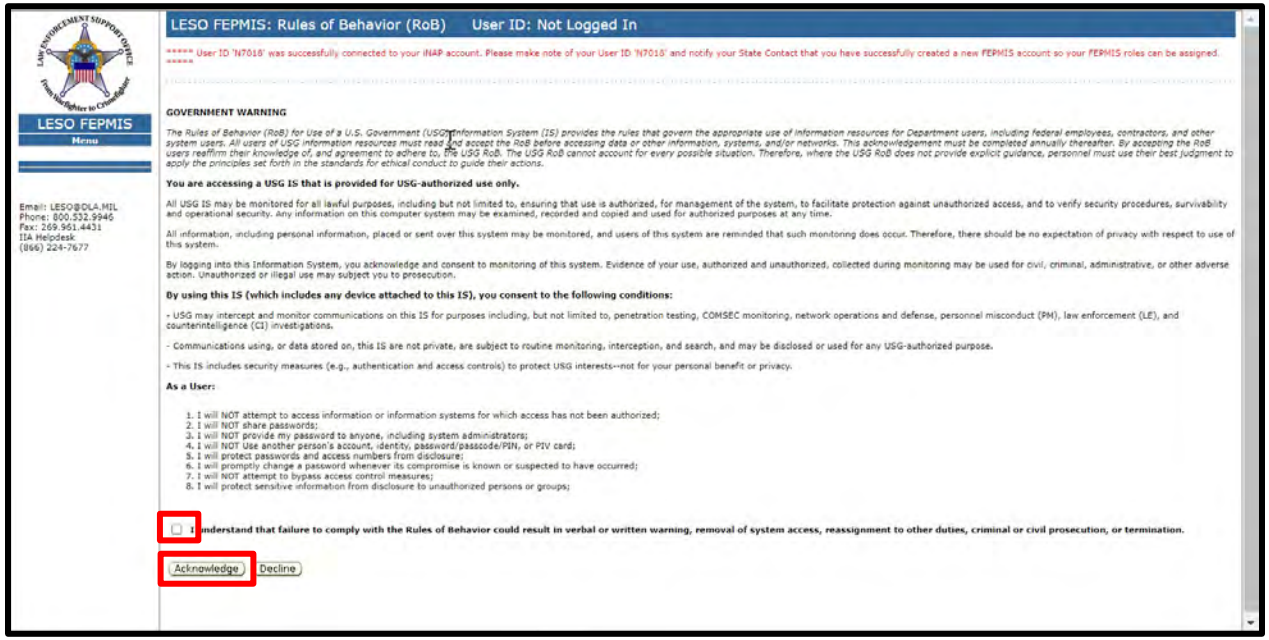


Note: If you are not a NEW FEPMIS User then stop and go to the existing user guide.

u. Enter user information.

v. Select ‘Create’

Note: all fields with an * are required.



w. Check the box to Acknowledge the Rules of Behavior (RoB)

x. Select ‘Acknowledge’

You have successfully created a LESO FEPMIS account and your login.gov, iNAP and LESO FEPMIS accounts are all linked together. The next time you login you will go directly into the LESO FEPMIS application from login.gov.

You Must now….

Close your browser completely or you might have browser cache issues.

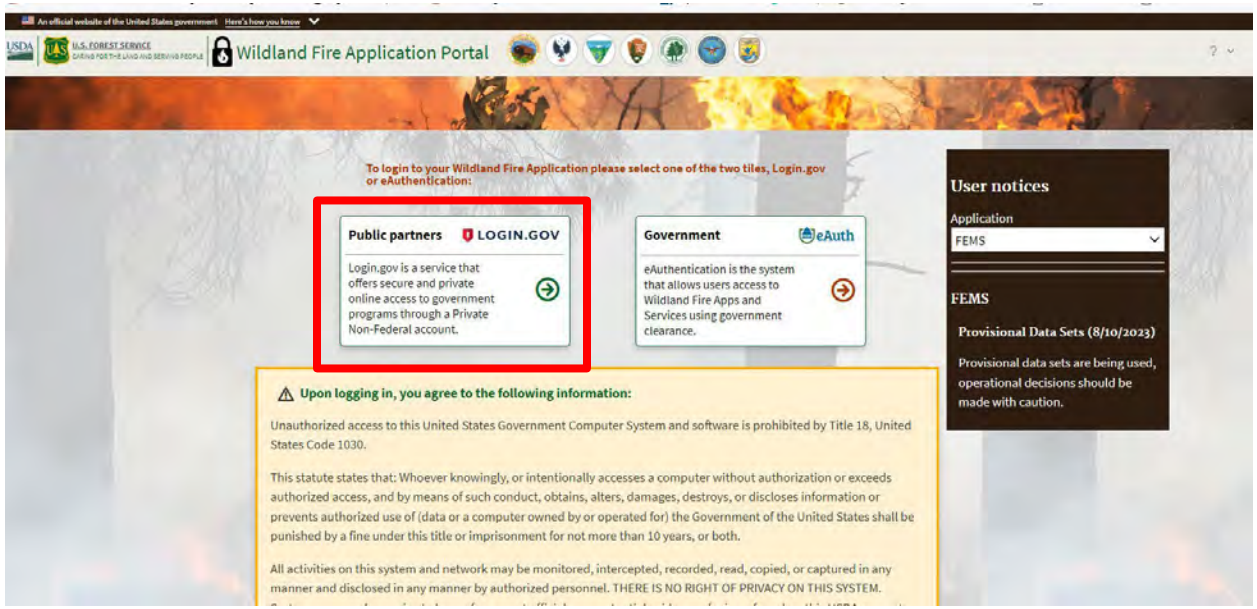
Contact your State Point of Contact to assign you to a Station and new user roles.

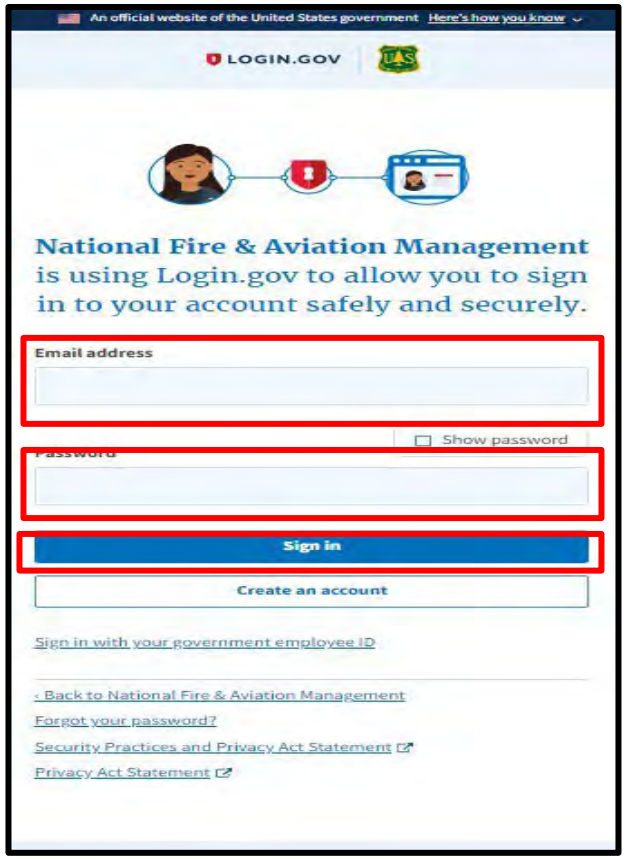
3. Logging into FEPMIS account for first time after setup.

Note: This will be your access point for a LESO FEPMIS from now on so you can bookmark this page.

a. Go to: https://famauth.wildfire.gov/

b. Select Public Partners ‘Login.gov’





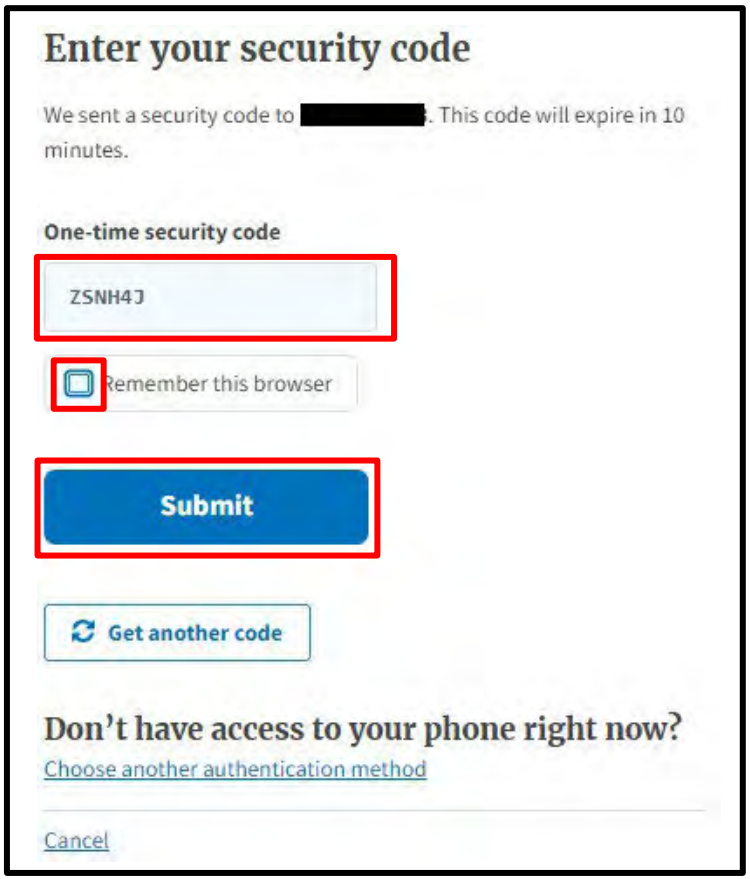
Note: If you have not created a login.gov account yet stop and go to step 1 to create an account.

c. Enter your login.gov Email address.

d. Enter your login.gov Password.

e. Select ‘Sign in’

Note: A new one-time security code will be sent to your phone, this is your 2nd level of authentication.

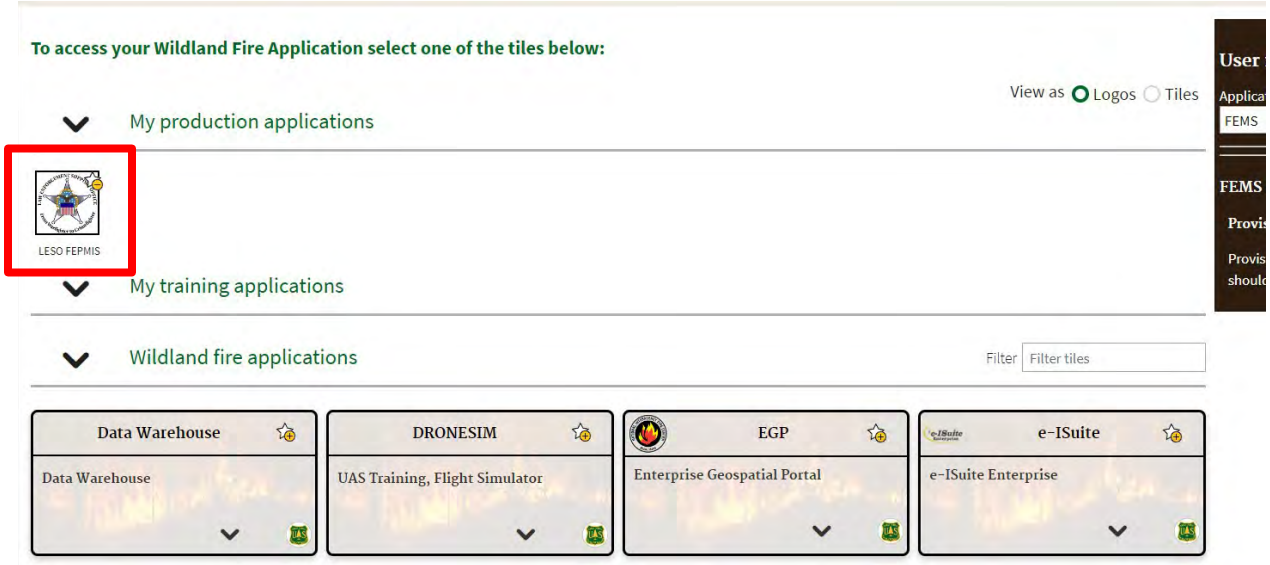


f. Enter one-time security code sent to your phone **(this security code will be sent to your phone each time you log in)**

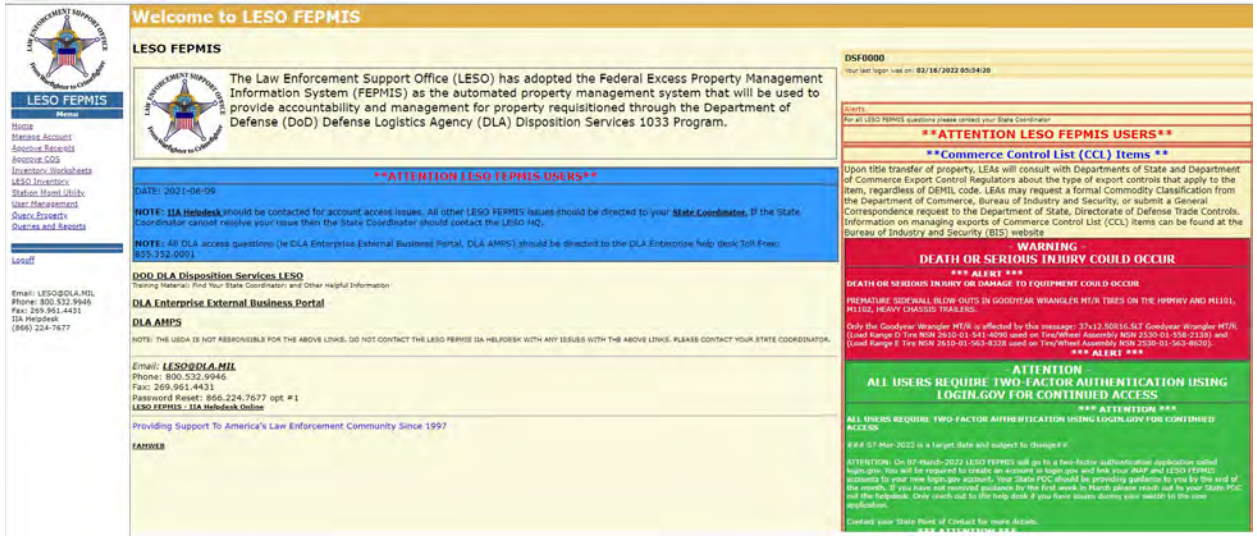
g. Uncheck 'Remember this browser.

h. Select 'Submit'

i. On the Wildland Fire Application Portal page, Find the LESO FEPMIS Tile at the top of the page under ‘My Applications’ and select ‘Access’.



j. Once you click Access you will be directed to LESO FEPMIS



You have completed the login process for FEPMIS.

DEFENSE LOGISTICS AGENCY