2022 ILLINOIS LESO INVENTORY CERTIFICATION INSTRUCTIONS

Illinois LESO Inventory Certification begins July 1, 2022 and ends July 31, 2022
NOTE:
LESO Inventory Certification is mandatory. LEA’s are not allowed to turn in or transfer LESO property until after Inventory Certification.

Stay tuned for a turn-in/transfer data call that will go out in October or November of 2022
LOGIN.GOV ACCOUNT

If you have already created your Login.gov account, please go to the next slide.

If you have not created your login.gov account, but you do have an iNAP account, click HERE for instructions on how to create your login.gov account.

If you have not created your login.gov account and have not created an iNAP account, please click HERE for instructions on how to create your iNAP and Login.gov accounts.
Go to https://iwfirp.nwcg.gov/index.html to access Login.gov, which will allow you to login to LESO FEPMIS.
Sign-In to Login.gov

Input your Login.gov Email Address and Password, then click “Sign In”.

National Fire & Aviation Management is using Login.gov to allow you to sign in to your account safely and securely.
Enter your Security Code

Enter your security code

We sent a security code to (*** ***-3679). This code will expire in 10 minutes.

One-time code

| |

- Remember this browser

Submit

Get another code

Enter in your One-Time security code that was sent to your cell phone and click “Submit”
Access “LESO FEPMIS”

Click on “LESO FEPMIS UNDER MY APPLICATIONS”
Under the Menu on the left, **click on “LESO Inventory”**. Your LEA’s State and Station information will be pre-populated.

Select the **Submit** button.
If your LEA has pending receipts, the user will be taken to the Property Receipt page. If you do not have pending receipts, go to the "Starting The Annual Inventory Page"

To receipt for these items, select the highlighted Requisition Number.

<table>
<thead>
<tr>
<th>Requisition Number</th>
<th>Station</th>
<th>NSN</th>
<th>Item Name</th>
<th>Serial Number</th>
<th>QTY Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZYTA01-2357-0999</td>
<td>ALL LEAN COUNTY SHERIFF DEPT (ZYTA01)</td>
<td>4220-01-461-1420</td>
<td>LIFE PRESERVER VEST</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>ZYTA01-5197-A001</td>
<td>ALL LEAN COUNTY SHERIFF DEPT (ZYTA01)</td>
<td>1520-01-365-3644 HELICOPTER FLIGHT TRAINER</td>
<td></td>
<td>2112</td>
<td>1</td>
</tr>
</tbody>
</table>
When all Pending Receipts are completed, the system will revert to this page. Select LESO Inventory on the left side.
You will be directed back to this LESO Inventory page where the State and Station will already be pre-populated.

Select the **Submit** button.
Each LEA is required to complete the station verification page. Ensure all the info on the page is accurate (phone number, CLEO name, number of officers, etc.). If the information is accurate, check the boxes and select the **Verify and Submit** button.
If the State Plan of Operation (SPO) or Application for Participation need to be uploaded, or the current documents are not accurate, a new Application for Participation package will need to be completed and submitted to your State Coordinator’s Office.
If the Chief Law Enforcement Official (CLEO), address, or officer count listed in the Station Verification section is incorrect, a new Application for Participation package will need to be completed and submitted to the State Coordinator’s Office.
After completing the Station Verification process, the page will list the property that will need to be **Physically Verified** during the Annual Inventory Certification.

In order to Electronically Certify the property, click the **LESO Inventory** module on the left side of the screen.
If an item is lost and cannot be located, please do not certify the item.

DO NOT certify a property item if you do not have PHYSICAL possession of it.

If the property item cannot be located, contact us at rewa.a.boldrey@illinois.gov to receive further guidance concerning the property loss reporting process.

Please continue to certify the rest of your property items that you have physically verified.
All property requiring Certification will show here.

Notice the column named ‘Inventoried’.  $Y = Yes$ and $N = No$.

If the property needs to be certified, you will see an ‘N’ in this column.

Select the Certify button for each property number to proceed with Certification.
Physically verify all information, to include the quantity and serial number.

Check the Certification boxes and select the Submit button.
Repeat this process for every line item in your inventory. Once you have certified a property, the N will change to a Y. Certify each line item until the inventoried column has all Y’s and you receive a notification on your screen that states that your FY2022 Inventory Certification has been completed.
YOUR FY2022 LESO INVENTORY CERTIFICATION IS COMPLETE

After you inventory (certify) your last line item, you will receive the notification on your screen that you have completed your FY22 LESO Inventory Certification. This notification means that you have completed your LESO inventory certification.

Note: If there is LESO property that you need to turn-in, please respond to our data call that we will send in either October or November asking if any LEA’s would like to turn-in property.

Thank you.