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NON-DoD CURRENT iNAP AND FEPMIS USERS

1. Existing iNAP and FEPMIS users
   
a. Go to: https://iwfirp.nwcg.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’
   
   ![Login.gov Login](image)
   
   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 (d.)
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

j. Select ‘Continue’
You have confirmed your email address

Create a strong password
It must be at least 12 characters long and not be a commonly used password. That’s it!

Password

Show password

Password strength: Great!

Continue

Password safety tips

The longer and more unusual the password, the harder it is to guess. So avoid using common phrases. Also avoid repeating passwords from other online accounts such as banks, email and social media.

Cancel account creation
k. Select your 2nd level Authentication Method: ‘Text or Voice Message’

i. We recommend using Text if possible

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

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

l. Select ‘Continue’

Text Message Authentication: Login.gov will send you a security code each time you sign in, so ensure you use a phone number you have access to.

Message and data rates may apply. Do Not use a web based VOIP phone service.

m. Enter your phone number
n. Select Text Message or Phone Call

i. We recommend Text

o. Select Send Code.

Note: The code will expire in 10 minutes.

p. 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)

q. Uncheck ‘Remember this Browser’
r. Select ‘Submit’

Note: You should see a confirmation from login.gov like the one below that ‘A phone was added to your account’ and the email address associated with your login.gov account.

s. Select ‘Agree and Continue’
You have successfully created a login.gov account and you will be returned to Wildland Fire Application Portal.

1. Select ‘login.gov’

Note: You Must now LINK your iNAP and LESO FEPMIS accounts, Please Continue.
u. On the Wildland Fire Application Portal Dashboard page, Find the LESO FEPMIS Tile and select ‘Access’

v. Note: If you DO NOT have an existing iNAP account do not proceed. Go to training guide for new users without an iNAP account.

v. Select ‘I have an iNAP profile already’

w. Select ‘Next’
x. Enter your iNAP email address (user your current email address that you currently use for iNAP)

y. Select ‘Submit’

![Find my iNAP profile](image)

Note: iNAP will email your pin to the email address provided.

z. Enter your Pin that was emailed to you. This Pin will expire in 10 minutes.

aa. Select ‘Submit’

![Enter your PIN](image)

bb. Review your profile for accuracy

Note: Under linked accounts it shows you have linked your login.gov account with your iNAP account.
cc. Select ‘Save’

Note: In compliance with USDA and federal security policies, you must accept rules of behavior annually, prior to being granted access to FAMAuth applications.

If you do see the Rules of Behavior screen, please read, and confirm your acceptance of the Rules of Behavior by selecting ‘Accept’ to proceed.

If you Do Not see the Rules of Behavior screen no action is required.

You will see this page display you have successfully connected your login.gov account to your iNAP account.
You have successfully connected your iNAP and LOGIN.gov accounts. This is a one-time process. The next time you attempt to login to LESO FEPMSIS you will be authenticated by login.gov two level authentication and then be redirected into LESO FEPMSIS.

Note: You must completely close your browser down and go back to https://iwfirp.nwcg.gov/ to access LESO FEPMSIS on your next login attempt.

2. Logging into FEPMSIS account for first time after setup.

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

a. Go to: https://iwfirp.nwcg.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 2\textsuperscript{nd} 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’
j. Once you click Access you will be directed to LESO FEPMIS

You have completed the login process for FEPMIS.