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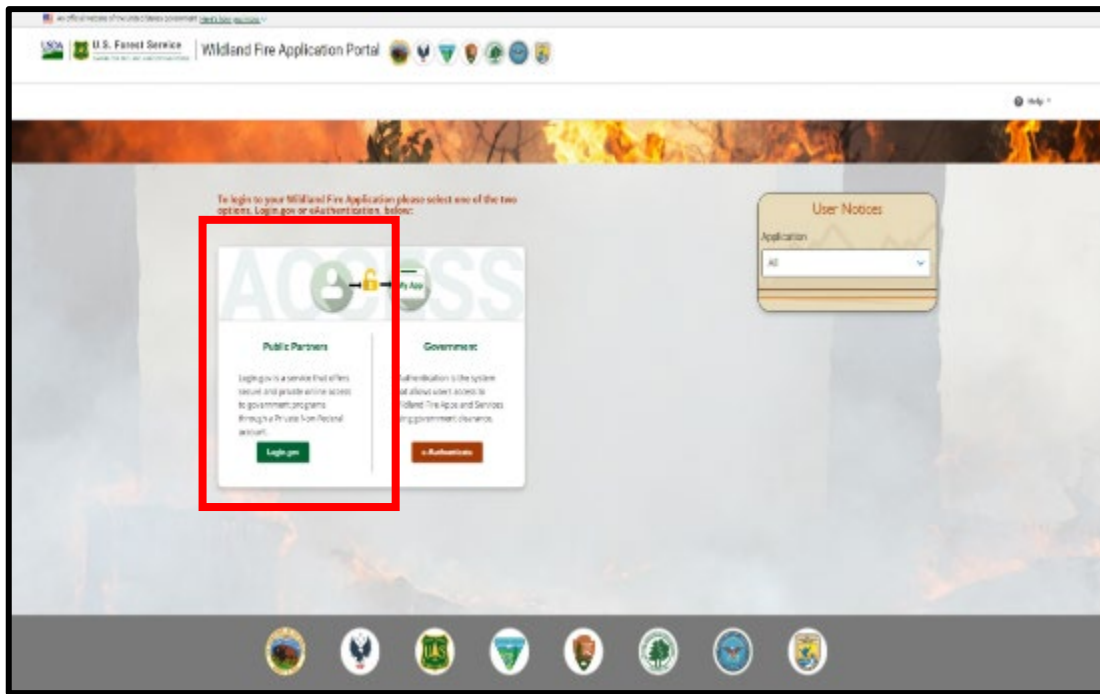
NON-DoD NEW USER FOR LOGIN.GOV USER GUIDE

1. Setting up LOGIN.GOV user account:

- 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)



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



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

Email address

Password

Show password

Sign in

Create an account

[Sign in with your government employee ID](#)

[Back to National Fire & Aviation Management](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#) 

[Privacy Act Statement](#) 

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'

A DEMO website of the United States government [Here's how you know](#)

LOGIN.GOV Government Agency Name Placeholder

Create your account

Enter your email address

Select your email language preference

Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

Español

Français

Check this box to accept the Login.gov [Rules of Use](#)

Submit

[Cancel](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

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



Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

[Confirm email address](#)

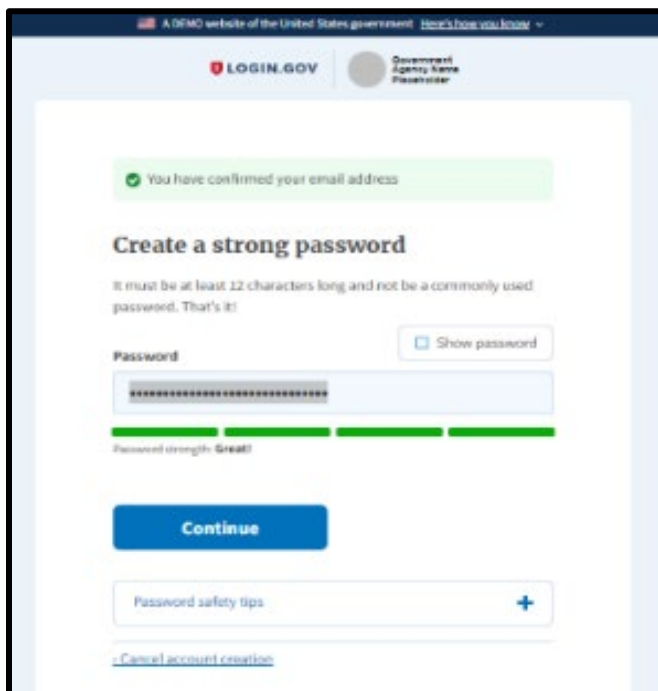
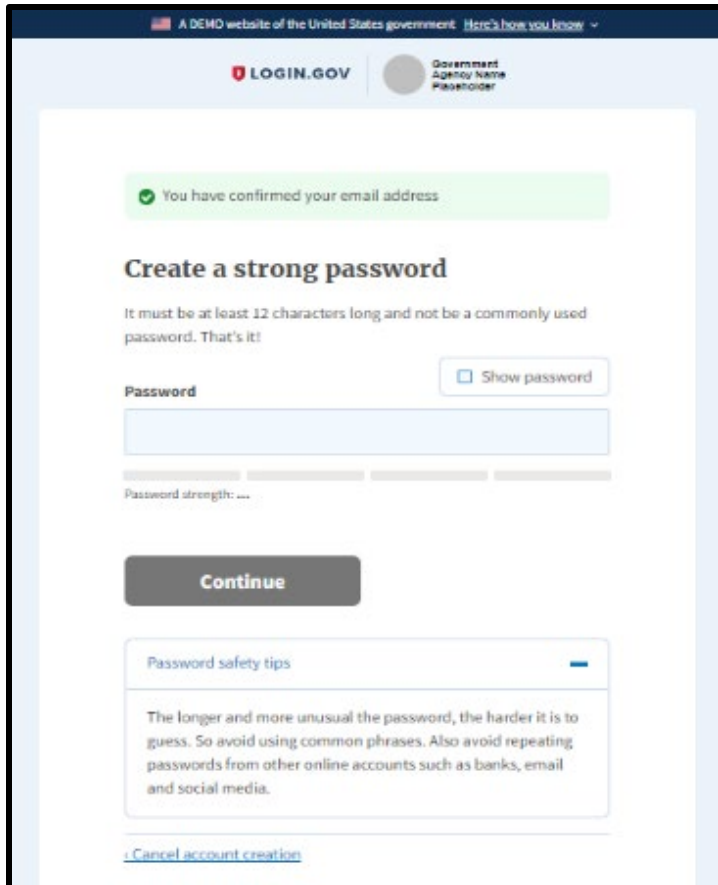
Please do not reply to this message. If you need help, visit www.login.gov/help

[About Login.gov](#) | [Privacy policy](#)

- 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'



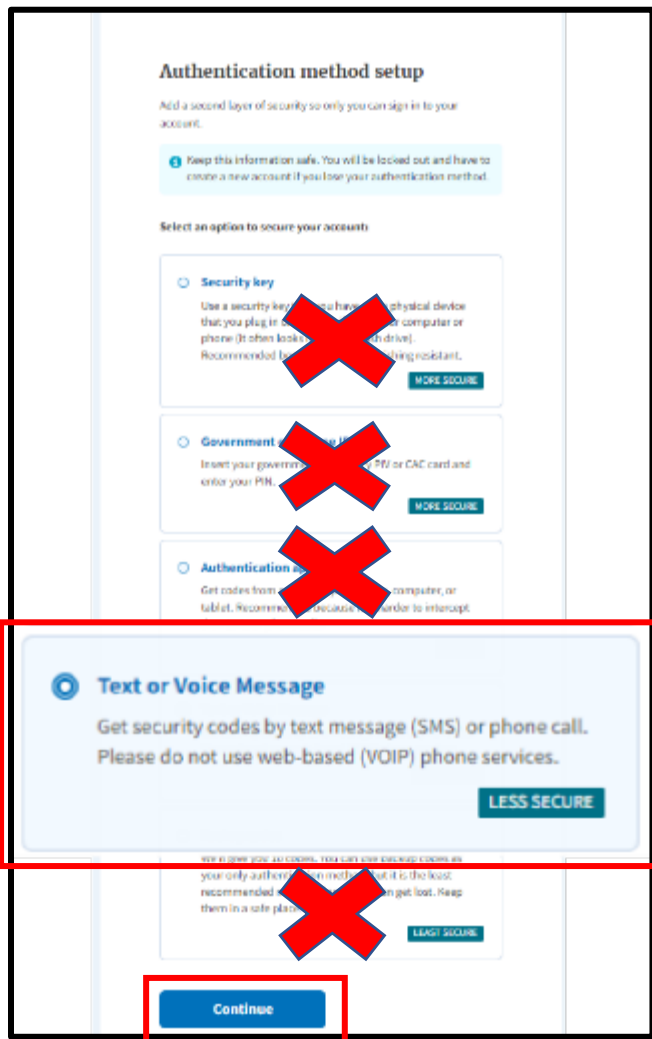
k. Select your 2nd level authentication method: 'TEXT or VOICE MESSAGE'

- 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.

1. 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.

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LOGIN.GOV Government Agency Name Placeholder

Send your security code via text message (SMS) or phone call

We'll send you a security code **each time you sign in.**

Message and data rates may apply. Please do not use web-based (VOIP) phone services.

Phone number
Example: (201) 555-0123

How should we send you a code?
You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.

Text message (SMS) Phone call

[Mobile terms of service](#)

Send code

[Choose another option](#)

- 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

Enter your security code

We sent a security code to + [redacted] This code will expire in 10 minutes.

One-time security code

M5YVE3

Remember this browser

Submit

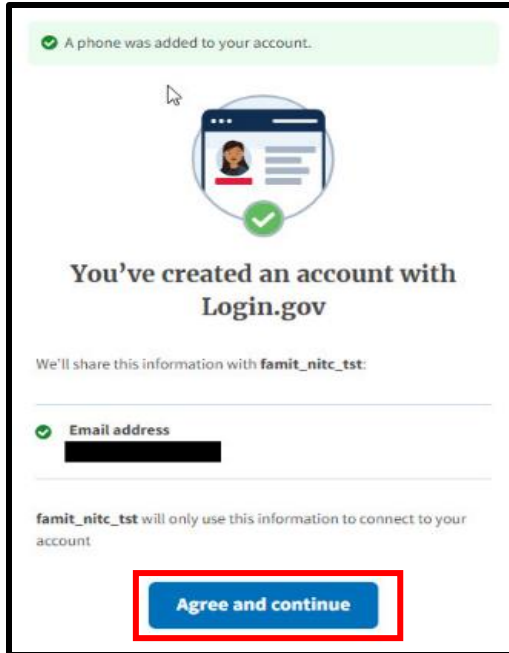
[Get another code](#)

Entered the wrong phone number? [Use another phone number](#)

[Choose another option](#)

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

t. Select Agree and Continue

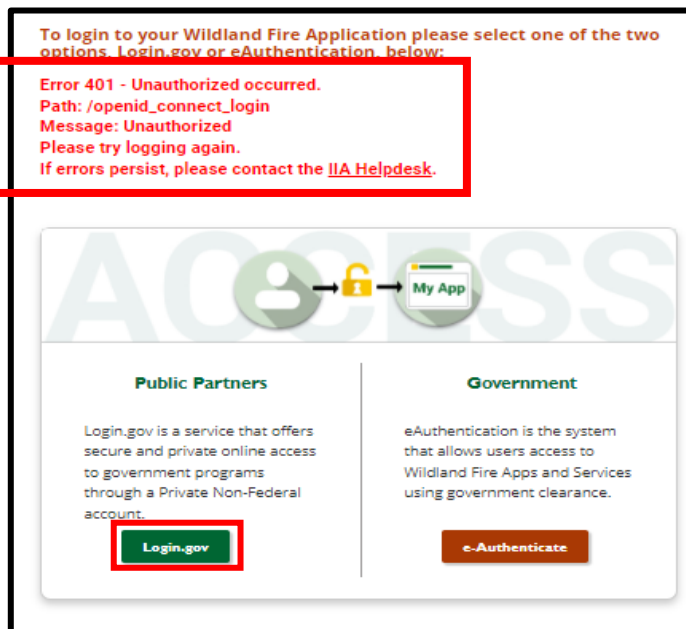


Note: You have successfully created a login.gov account and you will be returned to Wildland Fire Application Portal.

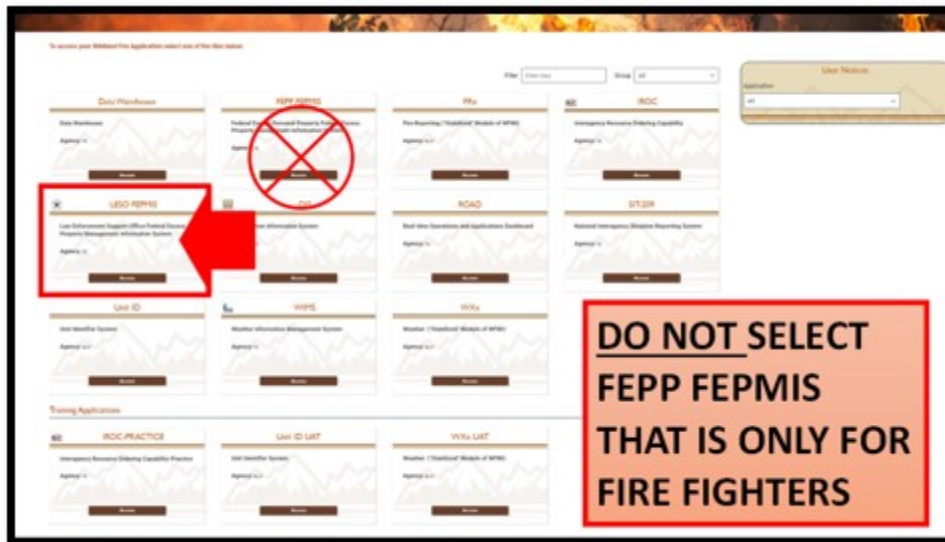
Note: You must now create an iNAP account. Please Continue.

u. Select 'Login.gov'

If you see this error message, disregard it

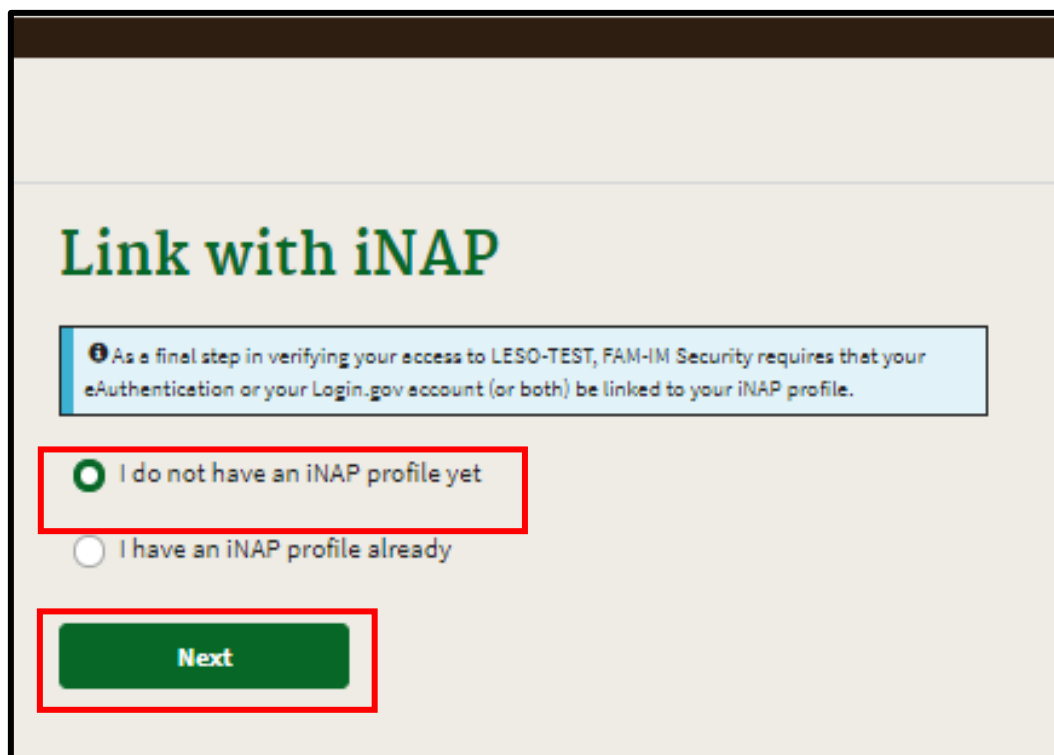


- v. On the Wildland Fire Application Portal Dashboard page, find the LESO FEPMIS Tile and select 'Access'



Note: If you are not a new user and have an existing iNAP account do not proceed. Go to the training guide for existing users.

- w. Select 'I do not have an iNAP profile yet'
- x. Select 'Next'



y. Enter user information

z. Enter Primary Affiliation 'DoD Government'

Request access

Enter user information

Please enter your full name as it appears on your Government ID.

First name Middle name (optional) Last name

Job title (optional)

E-Mail
kevin.stewart@dla.mil

Office number Ext (optional) Mobile (optional) Fax (optional)

Primary affiliation

Part-time/seasonal

Next Cancel

aa. Enter 'Other' and 'LESO' for Organizational Unit

bb. Enter 'Other' and your current agency for Agency

cc. Select 'Next'

Primary affiliation
 City/County/Local Government
 Part-time/seasonal

Organizational unit
 Search Organizations: Enter the organizational unit you are employed by. You may enter all or part of the name. For example: Pacific Ranger District or Pacific or Ranger District.
 Other (not listed)
 Other organizational unit: LESO

Agency
 Agency in this context is a general term for agency, department, interagency, state, county, city or tribe.
 Other (not listed)
 Other agency: Your Agency

Next Cancel

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

Request application access and roles

Requesting application access will result in a request to iNAP. To request access to more than 1 application, please click the plus button below. Once your request is reviewed, you will receive an e-mail. Please do not submit further requests until you receive this e-mail.

Application access: LESO-Law Enforcement Support Office

Instance(s): PRODUCTION

Request application roles for LESO - PROD (Standard)

LESO Report Reader (default)

LESO Report Writer

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'

Enter the contact who can validate your need to access this application.

- You CAN NOT validate yourself.
- Agency employees: enter manager or supervisor.
- Contractors: enter your government contracting office personnel.

Contact's first name Contact's last name

Job title Phone number Ext (optional)

E-Mail

Submit

gg. Select 'No, Submit my request'

An official website of the United States government. Here's how you know

USDA U.S. FOREST SERVICE FIRE AND AVIATION MANAGEMENT - INFORMATION MANAGEMENT (FAM-IM) iNAP Integrated National Application Portal

Confirm additional access

Do you want to request access to another application?

If so, select Yes to return to the request form and use the + button to request additional application(s).

Yes

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

Leaving iNAP

i Please return to FAMAAuth to continue.

A For increased security, please close your browser window.

Note: STOP HERE, close your browser, and wait until the LESO HQ approves your account. Once approved you will receive 4 emails. After you receive the emails, you will be able to proceed.

- hh. Upon confirmation and approval of your iNAP request by the approving official you will receive multiple email messages from donotreply@nwcg.gov
- i. Application Access for LESO-PROD Approved
 - ii. Application Role Request for LESO-PROD Approved
 - iii. iNAP User Account Information (Username) keep this one
 - iv. iNAP User Account Information (Temporary Password) if you get this temporary password email for iNAP disregard-delete it

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/>

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 password for your standard iNAP User Account has been set to: Ch&ngenow3814
This is an automatically generated message. Please do not reply to this message.
<https://nap.nwcg.gov/NAP/>

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.

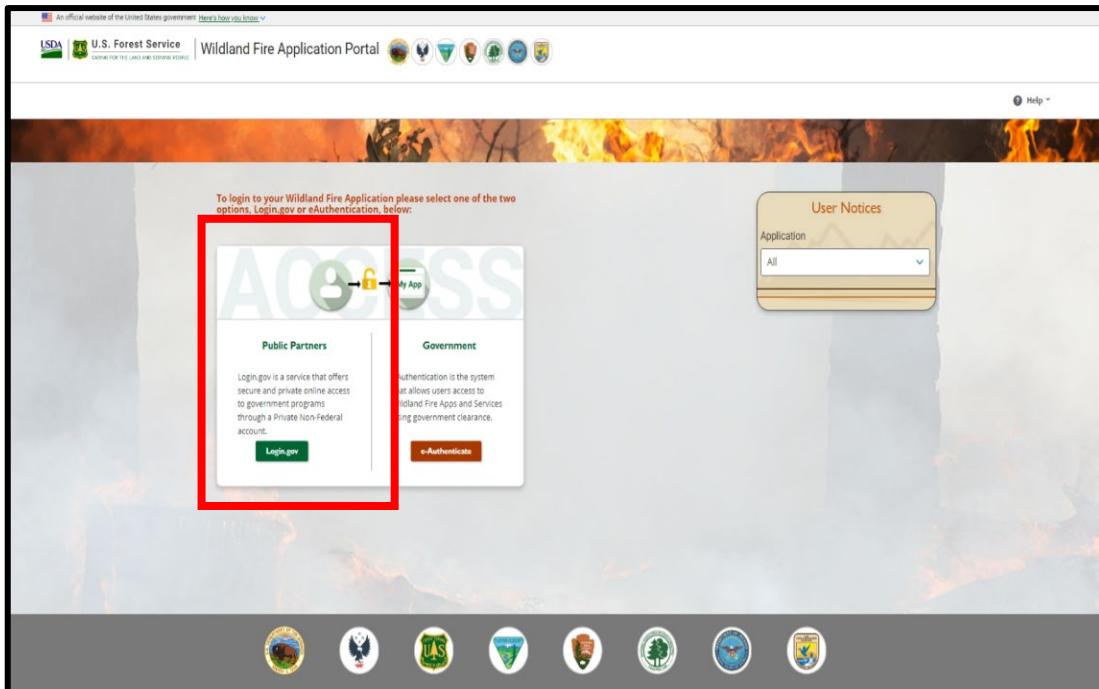
The next time you attempt to login to LESO FEPMIS you will be Authenticated by login.gov two level authentication and authorized by iNAP and then be redirected into LESO FEPMIS.

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

2. NoN-DOD User New LESO FEPMIS Account.

Note: If you have an existing LESO FEPMIS account do not use this guide use the existing user guide instead.

- 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 2nd level of authentication.

An official website of the United States government [Here's how you know](#)

LOGIN.GOV

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

Email address

Password Show password

Sign in

Create an account

[Sign in with your government employee ID](#)

[Back to National Fire & Aviation Management](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

- 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'

Enter your security code

We sent a security code to [REDACTED]. This code will expire in 10 minutes.

One-time security code

ZSNH4J

Remember this browser

Submit

[Get another code](#)

Don't have access to your phone right now?
[Choose another authentication method](#)

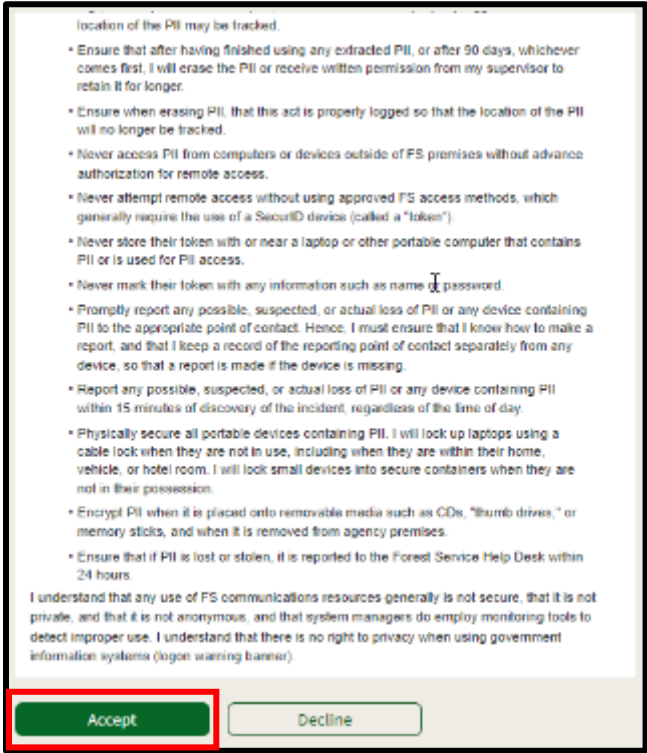
[Cancel](#)

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

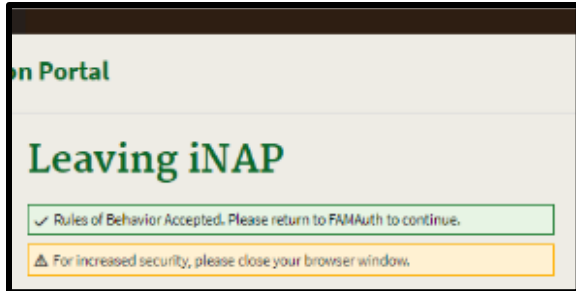


Note: If the Rules of Behavior screen does not show go to step (t.)

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

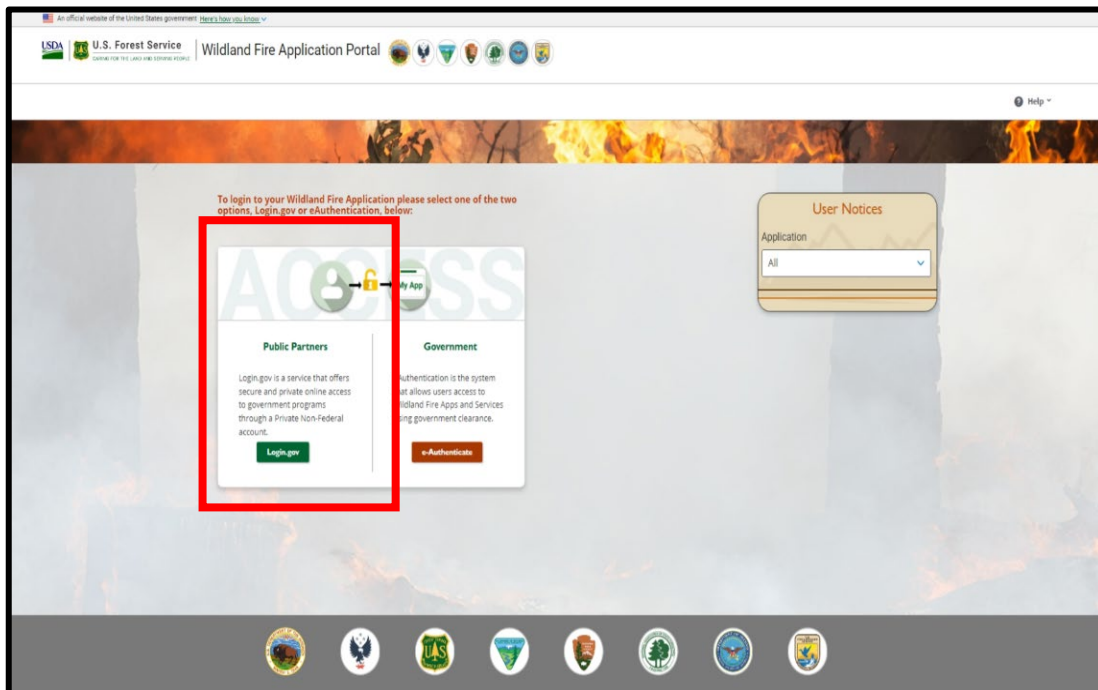


Note: You will receive a message on the screen that you are leaving iNAP.




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://iwfirp.nwcg.gov/>
- l. Select Public Partners 'Login.gov'



- m. Enter your login.gov Email address
- n. Enter your login.gov Password
- o. Select 'Sign in

An official website of the United States government [Here's how you know](#)

LOGIN.GOV 



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



Email address

Password Show password

Sign in

Create an account

[Sign in with your government employee ID](#)

[Back to National Fire & Aviation Management](#)
[Forgot your password?](#)
[Security Practices and Privacy Act Statement](#) 
[Privacy Act Statement](#) 

- 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'

Enter your security code

We sent a security code to [REDACTED]. This code will expire in 10 minutes.

One-time security code

ZSNH4J

Remember this browser

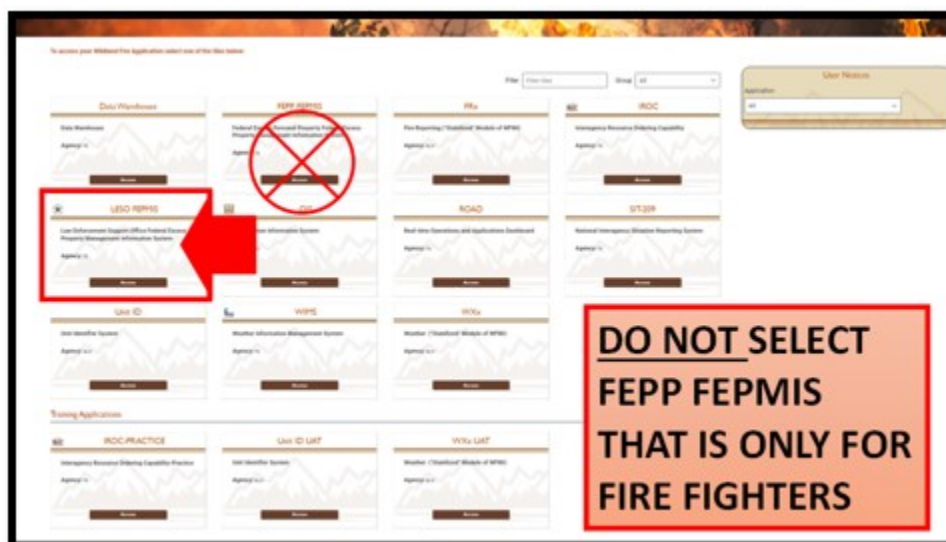
Submit

[Get another code](#)

Don't have access to your phone right now?
[Choose another authentication method](#)

[Cancel](#)

- s. On the Wildland Fire Application Portal page, Find the LESO FEPMIS Tile and select 'Access'




- t. On the LESO FEPMIS: Initial login Select 'NEW USER'

LESO FEPMIS: Initial Login User ID: Not Logged In

Welcome to the LESO FEPMIS Initial INAP login screen. After either linking your current LESO FEPMIS account to INAP or creating your new LESO FEPMIS account you will no longer see this screen when logging in.

If you are an existing LESO FEPMIS user you must link your INAP account to your LESO FEPMIS account for historical and audit purposes. Please select 'CURRENT USER'

If you are new LESO FEPMIS user you must create a new LESO FEPMIS account. Only create a new account if you have never used LESO FEPMIS before.


LESO FEPMIS
 Menu

Email: LESO@DLA.MIL
 Phone: 800.532.9946
 Fax: 269.961.4431
 IIA Helpdesk
 (866) 224-7677

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.

LESO FEPMIS: Create LESO FEPMIS Account User ID: Not Logged In

Please enter your information

Error/Info Messages:
 User First Name: *
 User Last Name: *
 Title:
 Address: *
 Address 2:
 City: *
 State: *
 Zip Code: *
 Telephone Number: *
 Telephone Number Extension:
 Cell Number:
 Email Address: *

Fields marked with '*' are required


LESO FEPMIS
 Menu

Email: LESO@DLA.MIL
 Phone: 800.532.9946
 Fax: 269.961.4431
 IIA Helpdesk
 (866) 224-7677

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

x. Select 'Acknowledge'

LESO FEPMIS: Rules of Behavior (RoB) User ID: Not Logged In

***** User ID 'N7018' was successfully connected to your iNAP account. Please make note of your User ID 'N7018' and notify your State Contact that you have successfully created a new FEPMIS account so your FEPMIS roles can be assigned. *****

GOVERNMENT WARNING

The Rules of Behavior (RoB) for Use of a U.S. Government (USG) Information System (IS) provides the rules that govern the appropriate use of information resources for Department users, including federal employees, contractors, and other system users. All users of USG information resources must read and accept the RoB before accessing data or other information, systems, and/or networks. This acknowledgment must be completed annually thereafter. By accepting the RoB users reaffirm their knowledge of, and agreement to adhere to, the USG RoB. The USG RoB cannot account for every possible situation. Therefore, where the USG RoB does not provide explicit guidance, personnel must use their best judgment to apply the principles set forth in the standards for ethical conduct to guide their actions.

You are accessing a USG IS that is provided for USG-authorized use only.

All USG IS may be monitored for all lawful purposes, including but not limited to, ensuring that use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Any information on this computer system may be examined, recorded and copied and used for authorized purposes at any time.

All information, including personal information, placed or sent over this system may be monitored, and users of this system are reminded that such monitoring does occur. Therefore, there should be no expectation of privacy with respect to use of this system.

By logging into this Information System, you acknowledge and consent to monitoring of this system. Evidence of your use, authorized and unauthorized, collected during monitoring may be used for civil, criminal, administrative, or other adverse action. Unauthorized or illegal use may subject you to prosecution.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- USG may intercept and monitor communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.

As a User:

1. I will NOT attempt to access information or information systems for which access has not been authorized;
2. I will NOT share passwords;
3. I will NOT provide my password to anyone, including system administrators;
4. I will NOT use another person's account, identity, password/passcode/PIN, or PIN card;
5. I will protect passwords and access numbers from disclosure;
6. I will promptly change a password whenever its compromise is known or suspected to have occurred;
7. I will NOT attempt to bypass access control measures;
8. I will protect sensitive information from disclosure to unauthorized persons or groups;

I understand that failure to comply with the Rules of Behavior could result in verbal or written warning, removal of system access, reassignment to other duties, criminal or civil prosecution, or termination.

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....

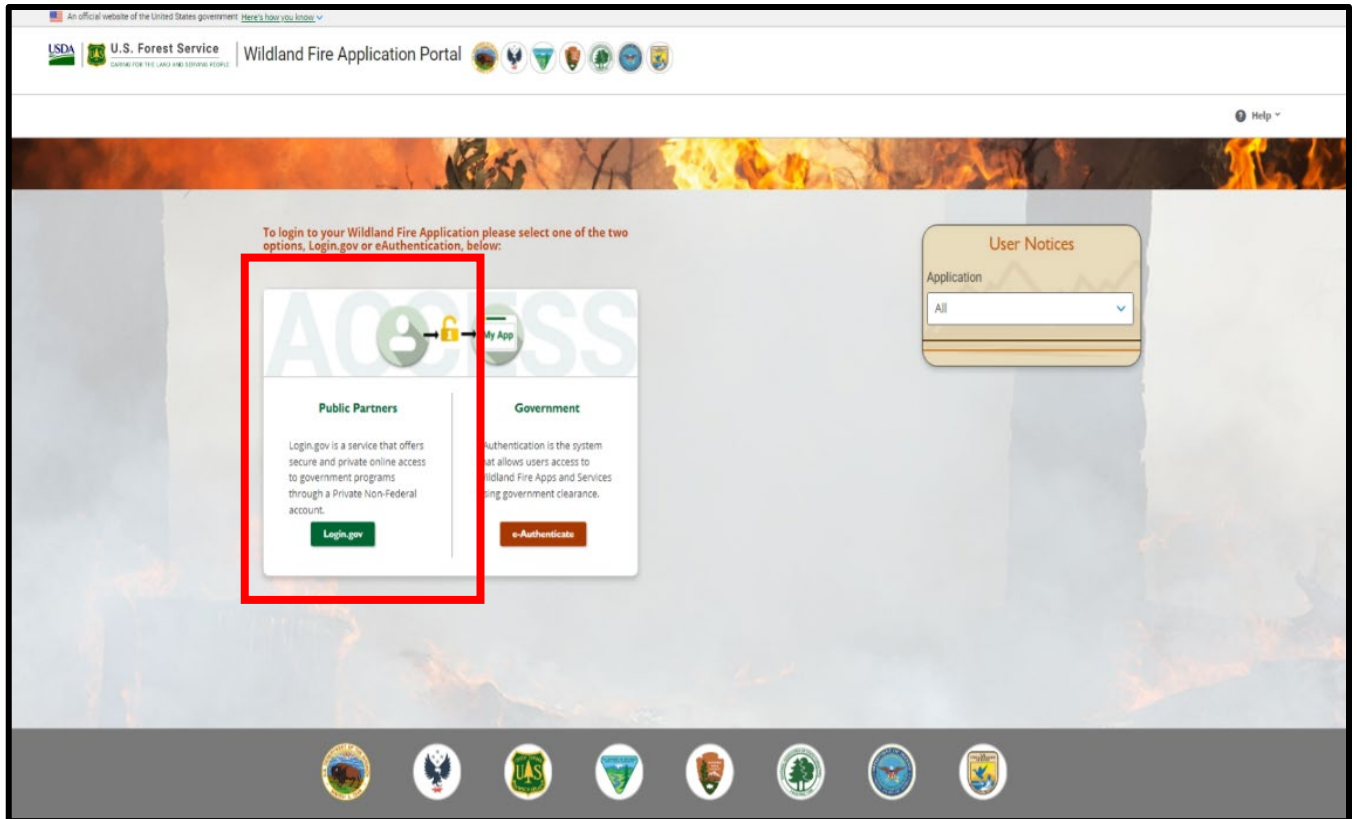
Close your browser completely or you might have browser cache issues.

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

LESO FEPMIS: Initial Login User ID: Not Logged In

Your account has been updated and you have been logged off.
You MUST CLOSE your browser down completely and reconnect through iNAP.

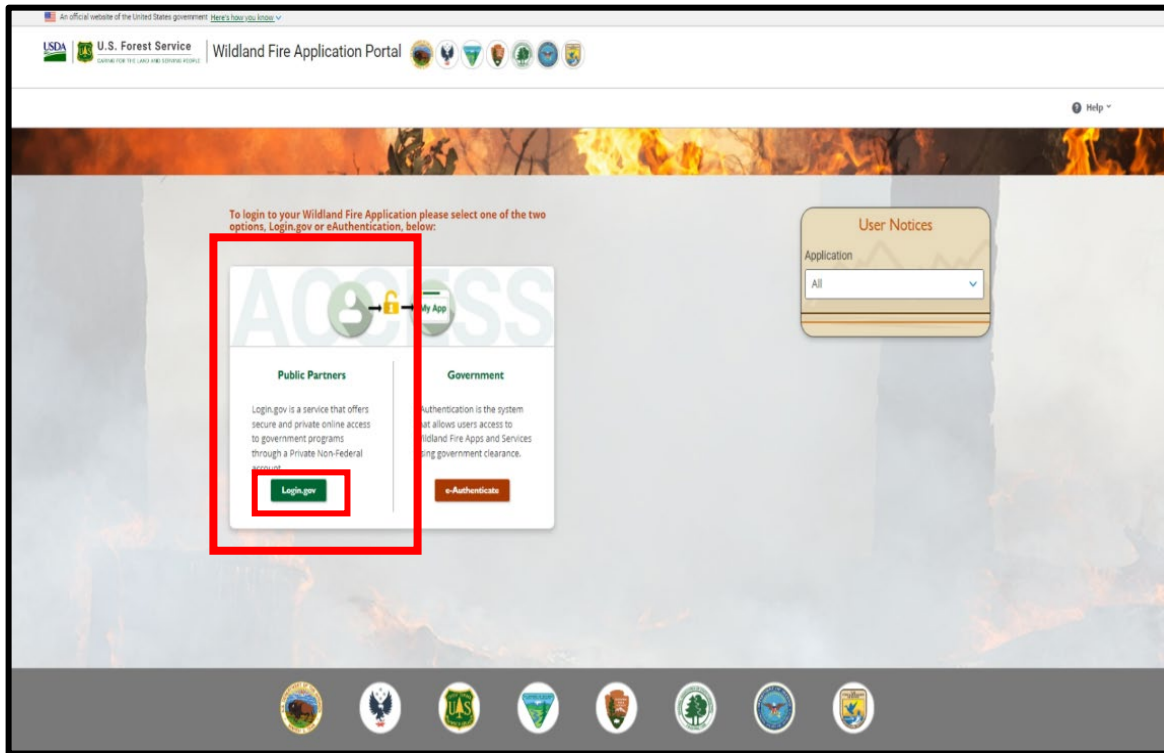
Note: This will be your access point for LESO FEPMIS from now on so you can bookmark this page: <https://iwfirp.nwcg.gov/>.



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://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 2nd level of authentication.

An official website of the United States government [Here's how you know](#)

LOGIN.GOV 



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



Email address

Password Show password

Sign in

Create an account

[Sign in with your government employee ID](#)

[Back to National Fire & Aviation Management](#)
[Forgot your password?](#)
[Security Practices and Privacy Act Statement](#) 
[Privacy Act Statement](#) 

- 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'

Enter your security code

We sent a security code to [REDACTED]. This code will expire in 10 minutes.

One-time security code

ZSNH4J

Remember this browser

Submit

[Get another code](#)


Don't have access to your phone right now?
[Choose another authentication method](#)

[Cancel](#)

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

The screenshot shows a grid of application tiles on the Wildland Fire Application Portal. The tiles include: Data Warehouse, FEPMIS (with a red 'X' over it), FFA, INOC, LESO FEPMIS (highlighted with a red box and arrow), WOCAD, STSR, LESO ID, WIPSE, WYU, WOC PRACTICE, LESO ID LRT, and WYU LRT. A red box with white text in the bottom right corner states: "DO NOT SELECT FEPMIS THAT IS ONLY FOR FIRE FIGHTERS".

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

 <p>LESO FEPMIS</p> <p>Home Manage Account Activate Accounts Revoke COS Inventory Worksheets LESO Inventory Station Management User Management Query Requests Queries and Reports</p> <p>Logout</p> <p>Email: LESO@DLA.MIL Phone: 800.532.9946 Fax: 269.961.4431 IJA Helpline: (866) 224-7677</p>	<p>Welcome to LESO FEPMIS</p> <p>LESO FEPMIS</p> <p>The Law Enforcement Support Office (LESO) has adopted the Federal Excess Property Management Information System (FEPMIS) as the automated property management system that will be used to provide accountability and management for property requisitioned through the Department of Defense (DoD) Defense Logistics Agency (DLA) Disposition Services 1033 Program.</p>		<p>DSF0000</p> <p>Your last login was on: 02/16/2022 05:34:20</p>
	<p>**ATTENTION LESO FEPMIS USERS**</p> <p>DATE: 2021-06-09</p> <p>NOTE: IJA Helpline should be contacted for account access issues. All other LESO FEPMIS issues should be directed to your State Coordinator. If the State Coordinator cannot resolve your issue then the State Coordinator should contact the LESO HQ.</p> <p>NOTE: All DLA access questions (ie DLA Enterprise External Business Portal, DLA AMPS) should be directed to the DLA Enterprise help desk Toll Free: 855.352.0001</p> <p>DOD DLA Disposition Services LESO Training Material) Find Your State Coordinator and Other Helpful Information</p> <p>DLA Enterprise External Business Portal</p> <p>DLA AMPS</p> <p>NOTE: THE USDA IS NOT RESPONSIBLE FOR THE ABOVE LINKS. DO NOT CONTACT THE LESO FEPMIS IJA HELPLINE WITH ANY ISSUES WITH THE ABOVE LINKS. PLEASE CONTACT YOUR STATE COORDINATOR.</p> <p>Email: LESO@DLA.MIL Phone: 800.532.9946 Fax: 269.961.4431 Password Reset: 866.224.7677 opt #1 LESO FEPMIS - IJA Helpline Online</p> <p>Providing Support To America's Law Enforcement Community Since 1997</p> <p>FAMWEB</p>		<p>Alerts</p> <p>For all LESO FEPMIS questions please contact your State Coordinator</p> <p>**ATTENTION LESO FEPMIS USERS**</p> <p>**Commerce Control List (CCL) Items**</p> <p>Upon title transfer of property, LEAs will consult with Departments of State and Department of Commerce Export Control Regulators about the type of export controls that apply to the item, regardless of DEMIL code. LEAs may request a formal Commodity Classification from the Department of Commerce, Bureau of Industry and Security, or submit a General Correspondence request to the Department of State, Directorate of Defense Trade Controls. Information on managing exports of Commerce Control List (CCL) items can be found at the Bureau of Industry and Security (BIS) website</p> <p>- WARNING - DEATH OR SERIOUS INJURY COULD OCCUR *** ALERT *** DEATH OR SERIOUS INJURY OR DAMAGE TO EQUIPMENT COULD OCCUR</p> <p>PREMATURE SIDEWALL BLOW-OUTS IN GOODYEAR WRANGLER MTR Tires on the HMMVV AND M1101, M1102, HEAVY CHASSIS TRAILERS.</p> <p>Only the Goodyear Wrangler MTR is affected by this message: 77x12-20R16-03 Goodyear Wrangler MTR (Load Range E Tire NSN 2610-01-541-6090 used on Tire/Wheel Assembly NSN 2530-01-508-2130 and Load Range E Tire NSN 2610-01-563-8328 used on Tire/Wheel Assembly NSN 2530-01-563-8620).</p> <p>*** ALERT ***</p> <p>- ATTENTION - ALL USERS REQUIRE TWO-FACTOR AUTHENTICATION USING LOGIN.GOV FOR CONTINUED ACCESS</p> <p>*** ATTENTION *** ALL USERS REQUIRE TWO-FACTOR AUTHENTICATION USING LOGIN.GOV FOR CONTINUED ACCESS</p> <p>### 07-Mar-2022 is a target date and subject to change##</p> <p>ATTENTION: On 07-March-2022 LESO FEPMIS will go to a two-factor authentication application called login.gov. You will be required to create an account in login.gov and link your IDMP and LESO FEPMIS accounts to your new login.gov account. Your State POC should be providing guidance to you by the end of the month. If you have not received guidance by the first week in March please reach out to your State POC and the helpline. Only reach out to the help desk if you have issues during your switch to the new application.</p> <p>Contact your State Point of Contact for more details. *** ATTENTION ***</p>

You have completed the login process for FEPMIS.