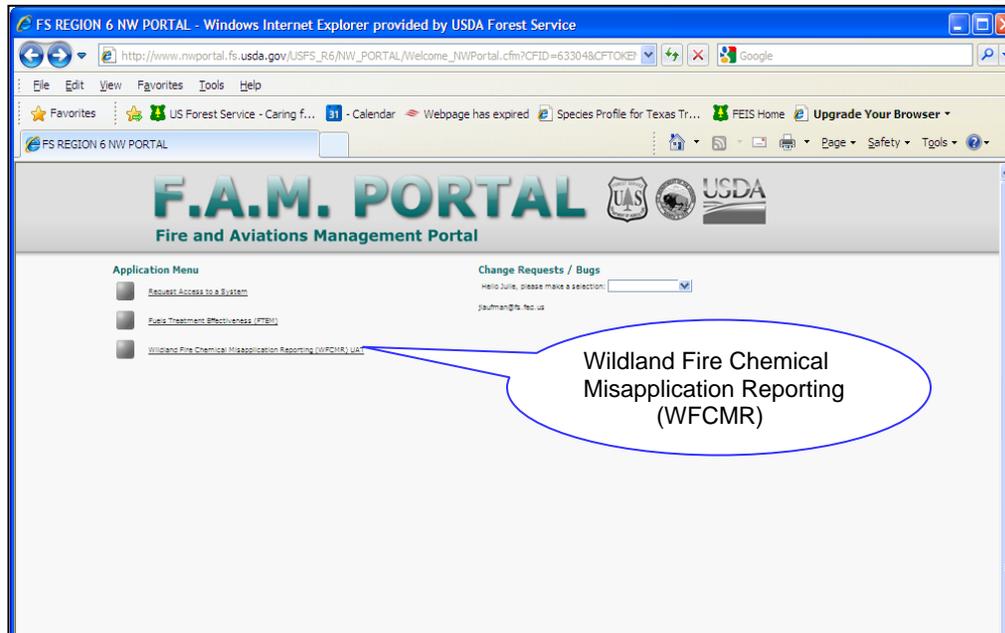


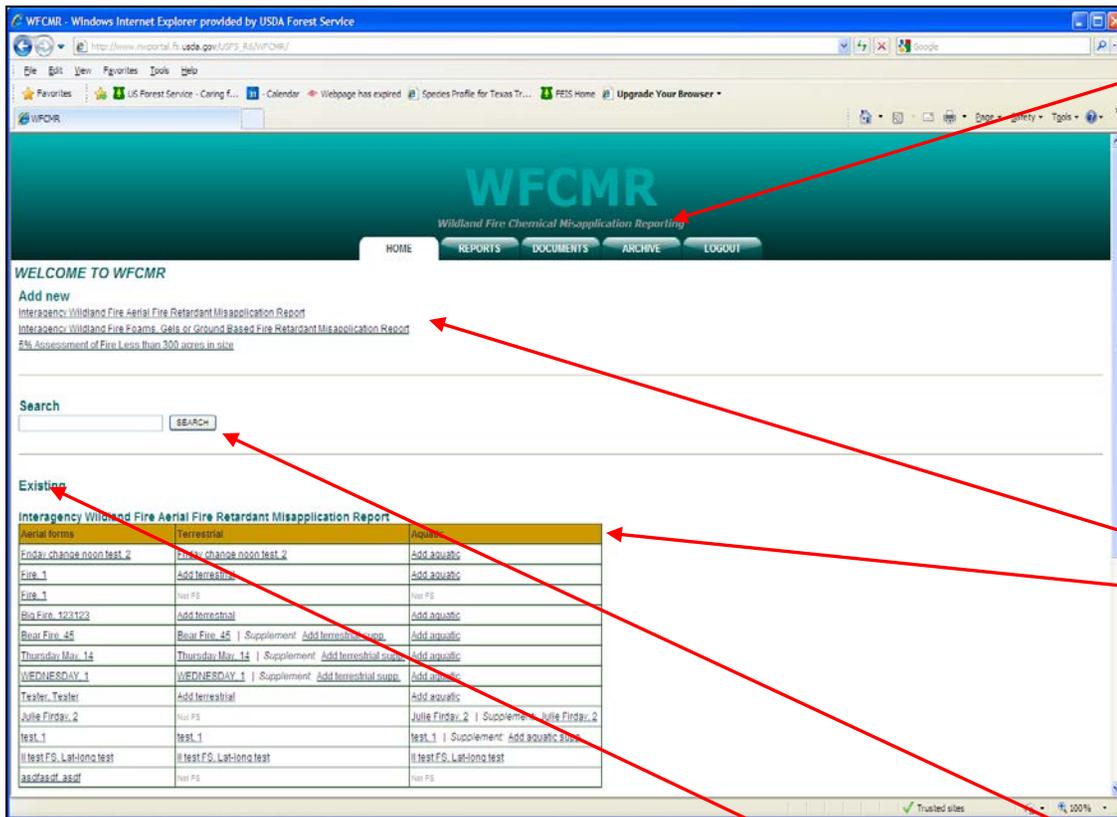
GETTING STARTED WITH

WILDLAND FIRE CHEMICAL MISAPPLICATION REPORTING SYSTEM

WFCMR

1. To access this Web based system site supported by the PNW, a single web site has been developed, www.nwportal.fs.usda.gov Access to this site is controlled through the USDA eAuthentication access control system. Anyone, from any agency or private individual, can create an eAuthentication account. If you do not have an eauthentication account please follow steps for “*Creating a New eAuthentication Account*” following these instructions.
2. If you already have an e-Authentication account you will automatically be directed to the nwportal.fs.usda.gov. You can ‘view’ the system by just visiting this page. To use the system you must request access – by clicking the **YELLOW** pop-up access in the message bar. Request access to the **WFCMR** system. You can now use the system to enter information. To revisit this site you can either enter thru the portal address listed here www.nwportal.fs.usda.gov or enter thru the <http://www.fs.fed.us/fire/retardant/index.html> website link to WFCMR using your e-authentication identification each time.





Once you are in the system the Home page displays 5 tabs (**Home, Reports, Documents, Archive, Logout**). The **home** tab is where you will find the application to enter form information. The **reports** tab allows you to display results of specific misapplication events or other reporting requirements for all fields entered within the reporting forms for your use locally. This reporting function displays information associated with each report form and represents the most current updated form. The **documents** tab provides the user with specific websites useful for additional information related to the implementation of the EIS/ROD. The **archive** tab contains records of all previous forms.

There are 3 parent forms to 'add new data'. The **terrestrial, aquatic and supplemental** forms required for Forest Service avoidance areas will appear in the Existing Forms table. FS resource staff will click on these forms to complete the remainder of reporting requirements associated with misapplications. These forms are not required for other agencies and the option to add a form does not appear for other agencies.

A **Search** function has been added to assist users in locating specific incidences by region, forest, incident number and incident name.

Existing Forms allow users to view reports submitted and to update and add additional reports as needed – refer to updating forms on the next page.

Once you click to add a form, each form has a link at the top titled “[Click here for help with this form](#)” that will provide useful information related to completing that form.

Saving this data will:

- automatically save to the data base,
- send an email to the resource person identified within email that the data has been saved and that they are required to fill out the additional forms (for FS lands), and ,
- send an email to MTDC informing them of the event for national level reporting requirements annually

Editing/Updating Existing Forms:

As a user you can update forms listed within the Existing Forms section so that any new information can be captured and stored in one place for data retention and/or reporting purposes to regulatory agencies. There are however, certain fields within a form that cannot be changed in that they form the logic of the system to function correctly.

- Only the originator of the Interagency Aerial Form can update and make changes to the original form (i.e. incident number, agency, name, lat/long). When these are updated and saved, this new information will appear on the corresponding terrestrial and aquatic forms.
- If someone tries to make changes to the fields listed above within the terrestrial or aquatic forms they will automatically be returned to the home page, all other fields within the terrestrial, aquatic, or supplemental forms are editable, updated and archived. Only the most current information on the form will be displayed in the report spreadsheet. If you want all your data to be displayed within the report function, please just ‘add’ to the existing information in the form and save.
- **IMPORTANT:** The 5% Form is can be completed at any time to input information related to the assessment process, however, it must be also updated at the end of the calendar year to finalize the tracking of the # of fires less than 300 acres in size where retardant was used and avoidance areas present. ALSO to in put ZERO reporting if none are present. This can be entered as ZERO # of fires and ZERO number of assessments for a particular reporting year. .

If you have entered an event that was an error, please contact jlaufman@fs.fed.us to remove a record from the parent database.

Creating a new eAuthentication Account

Step 1: Establishing Personnel Access

FIRST TIME USER

All users must obtain a **Level 1** security clearance through the US Department of Agriculture (USDA) eAuthentication process. USDA eAuthentication is the system required by USDA agencies to enable customers to get accounts that will allow them to access USDA Web applications and services via the Internet through an User Identification (User ID) and Password system. This process ensures the identity of those who access the system and what they should be allowed to access.

To obtain a login for NWPortal, go to this website:

<http://www.nwportal.fs.usda.gov>

Move your cursor to “ [Create an account](#) ” in the **Quick Links** box on the left.

USDA United States Department of Agriculture
USDA eAuthentication

login :
password :

Home About eAuthentication Help Contact Us Service Centers

Quick Links

- What is an account?
- Create an account**
- Update your account

Employee Links

- Local Registration Authority Login

Create an Account

What Level of Access do you need?

If you are a USDA Federal Employee, you should visit the **USDA Employee Create an Account** page to create a USDA eAuthentication Employee Account.

If you are a customer (non USDA Federal Employee) of USDA, you should answer the following questions to determine the type of account you will need:

Would you like to interact with the USDA doing the following?

- Conducting official electronic business transactions via the Internet?
- Entering into a contract with the USDA?
- Submitting forms electronically via the Internet with a USDA agency?

If you answered YES to 1 or more of the questions, you will need to register for an eAuthentication account with **Level 2 Access**.

If you already have an account with Level 1 Access, **log into your profile** and apply for Level 2 Access.

Would you like to interact with the USDA doing the following?

- Customizing a Web portal page for specific information about USDA agencies?
- Obtaining general information about a specific USDA agency?
- Participating in public surveys for a USDA agency?

If you answered YES to 1 or more of the questions, you will need to register for an eAuthentication account with **Level 1 Access**.

eAuthentication Home | USDA.gov | Accessibility Statement | Privacy Policy | Non-Discrimination Statement

Follow the instructions for obtaining **LEVEL 1** security. Although the screen indicates your choice could be Level 1 or Level 2, your program is in **LEVEL 1**. **Create a LEVEL 1 account.**

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Service Centers

Create an Account

Level 1 Access
Step 1 of 2 [Create an Account Help](#)

If you are a USDA Federal Employee, you should continue with the USDA eAuthentication **Employee Create an Account** process.

Public customers should complete the information below to create a USDA account. All required fields are marked by an asterisk (*).

Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID*: 6-20 characters

Password*: 4-10 characters

Confirm Password*:

First Name*:

Middle Initial:

Last Name*:

Home Postal/Zip Code:

Country Name*:

Email*:

Confirm Email*:

[Reset](#) [Continue](#)

You will be asked to enter all required fields marked by an * (User ID, password, first name, last name, country and e-mail address). Click on “Continue.”

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Service Centers

Create an Account

Level 1 Access
Step 2 of 2

Verify your Level 1 access information.
Click the Back button to make changes or click the Submit button to create your account with Level 1 access.

User ID: **fireboy**

Password: **** Not Shown ****

First Name: **Dan**

Middle Initial: **Barrett**

Last Name: **Barrett**

Home Postal/Zip Code: **United States**

Country Name: **United States**

Email: **c_green@hotmail.com**

[Back](#) [Submit](#)

[eAuthentication Home](#) | [USDA.gov](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#)

If all of the information is correct, you need to “Submit” in order to complete the registration process.

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Service Centers

Create an Account

Level 1 Access Confirmation

Please print this page for future reference.

Congratulations Don Jensen! You have successfully created a USDA account with Level 1 access.

The User ID you created is : fireboy

The email address you provided is: lgrover@fs.fed.us

You should receive a confirmation email within 1 hour from eAuthHelpDesk@usda.gov with the subject line of 'Activate Your USDA Account with Level 1 Access within 7 Days'

If after 24 hours you do not receive the confirmation email:

1. Check your email provider filters.
2. Check your personal email filter settings.
3. Contact the eAuthentication helpdesk at eAuthHelpDesk@usda.gov. Please provide your User ID, first and last name, and email address.

To activate your account, you must click on the activation link provided in the confirmation email within **7 days**. Be sure to follow the instructions provided in the confirmation email to activate your account with Level 1 access.

- **NOTE: If you do not confirm your account within the required 7 days, your account will be terminated and you will have to start the entire process over again.**

[Continue](#)

eAuthentication Home | USDA.gov | Accessibility Statement | Privacy Policy | Non-Discrimination Statement

Once you have submitted this information you will be notified via e-mail of your registration. This is usually immediate.

Step 2: Confirm your Account – You will get an electronic message to your e-mail address confirming your application to the eAuthentication process similar to the following:

Congratulations fireboy

You have successfully created a USDA eAuthentication account with Level 1 access.

Please print and retain this message for future reference.

The User ID you created is: fireboy The email address you provided is: lgrover@fs.fed.us

Before you can use your account with Level 1 access you must do the following:

1. Please wait approximately 20 minutes from the receipt of this email before you can activate your account with Level 1 access.
2. Activate your account within 7 days of the receipt of this email.
3. Click: [ACTIVATE MY ACCOUNT](#)

NOTE: If you do not click on the "Activate My Account" link within the required 7 days, your account will be terminated and you will have to start the entire process over again.

Once you have activated your account you will have immediate access to the USDA portals and applications that accept accounts with Level 1 access.

You can view or update your account information by clicking [UPDATE YOUR ACCOUNT](#). You can also access your account information from the USDA eAuthentication web site at <http://www.eauth.egov.usda.gov>.

If you need further assistance, please email the USDA eAuthentication Help Desk at eAuthHelpDesk@usda.gov.

Please include the following information in your email:

Your first and last name

Your eAuthentication User ID

Indicate whether you are a public customer, federal employee, state, or district employee

If you are a federal employee, provide the name of your employing agency

The URL (Web Address) of the Web site or application you were attempting to access

The text of any error messages and a detailed description of the problem

If you have trouble accessing your activation link above, please copy and paste the following link into your browser address bar:

"[https://eauth.sc.egov.usda.gov/eAuth/activateUser.do?username=firebov&str=](https://eauth.sc.egov.usda.gov/eAuth/activateUser.do?username=firebov&str=15182714112434-121162724311427-11528-1151413-13028)

[15182714112434-121162724311427-11528-1151413-13028](https://eauth.sc.egov.usda.gov/eAuth/activateUser.do?username=firebov&str=15182714112434-121162724311427-11528-1151413-13028)"

Click on “3. [Click ACTIVATE MY ACCOUNT](#)” The following screen will appear.

The screenshot shows the USDA eAuthentication website. At the top, it says "USDA United States Department of Agriculture USDA eAuthentication". Below this is a navigation bar with links for "Home", "About eAuthentication", "Help", "Contact Us", and "Service Centers". The main content area is titled "Account Activation" and contains the following text: "Thank you, your account has been activated. If you are a USDA Federal Employee, no further action is needed. Please wait approximately 20 minutes from the time of activation before logging into your account. If you are a public customer (non USDA Federal Employee) of USDA and are applying for a USDA Account with Level 2 access, you will still need to visit a USDA Service Center for identity-proofing if you have not already. If you are a public customer (non USDA Federal Employee) of USDA and are applying for a USDA Account with Level 1 access, no further action is needed." There is a "Close Window" button at the bottom of the message. On the left side, there are "Quick Links" and "Employee Links" sections. At the bottom of the page, there is a footer with links for "eAuthentication Home", "USDA.gov", "Accessibility Statement", "Privacy Policy", and "Non-Discrimination Statement".

You are applying for a Level 1 account. No further action is needed. Close this screen. Your account has been activated.

The email mentions waiting 20 minutes before logging, but this is not necessary.

Step 3: Accessing the NWPortal System

After an individual has completed the e-Authentication process (including responding to the e-mail message sent to him/her by e-Authentication) they may begin using the NWPortal system.

The web address is NWPortal is: www.nwportal.fs.usda.gov. You will use this web address for all further access to the NWPortal system.



*****WARNING*****

Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030. This statute states that: Whoever knowingly, or intentionally accesses a computer without authorization or exceeds authorized access, and by means of such conduct, obtains, alters, damages, destroys, or discloses information or prevents authorized use of (data or a computer owned by or operated for) the Government of the United States shall be punished by a fine under this title or imprisonment for not more than 10 years, or both.

*****WARNING*****

Cancel Continue

Click on



eAuthentication Login

User ID:
Password:

- I Want To...
- [Change My Password](#)
 - [Reset My Forgotten Password](#)

Log in using the 'user ID' and 'password' you established.

Step 4: Selecting NWPortal systems.

The first time you access NWPortal you will be provided a list of applications which you may access. Select all that apply to you. The system manager will review your request and grant access. You will be notified via email.

The next time you enter NWPortal you may enter those system(s).

At this point you may bookmark the location, or save in your Favorites on your browser.

If you have any questions please contact Dale Guenther, dguenther@fs.fed.us, 503-808-2188.