

Getting Started with e-NFIRS

How to log-in to the website

1. Go to <https://nfirs.fema.gov/NFIRSWeb/home> via the internet. For best performance, please use Internet Edge as your browser.

NFIRS State & Local Users and Vendor Login

ALL fields are required. Not yet registered? [Register as a State & Local User OR Register as a Vendor.](#)

* **NFIRS Username** [Forgot Username?](#)

* **NFIRS Password** [Forgot Password?](#)

Login with Username & Password

FEMA PIV Card Single Sign-on

FEMA-issued PIV Card holders must employ FEMA single sign-on to access NFIRS accounts associated with enterprise IDs. If you hold a FEMA-issued PIV Card then do not fill out the section to the left. Instead, please log into the FEMA network using your card and then sign in using the button below.

Not yet registered? [Register as a PIV User.](#)

United States Government
John Doe
USA

Login with FEMA PIV Card

You are accessing a U.S. Government information system, which includes (1) this computer or device used to enable access to the government network, (2) this government network, (3) all computers or devices, virtual or otherwise, connected to this government network, and (4) all devices and storage media attached to this government network or to a computer or device on this government network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use or access of this system may result in disciplinary

2. If you forgot your username or password, click on the appropriate link. Then, enter the email associated with the registration. If you need to change your email, please contact the State Program Manager.

NFIRS State & Local Users and Vendor Login

ALL fields are required. Not yet registered? Register as a State & Local User OR Register as a Vendor.

*NFIRS Username [Forgot Username?](#)

NFIRS Username

*NFIRS Password [Forgot Password?](#)

NFIRS Password

Login with Username & Password

3. If you do not have a registered email, click “Register as a State & Local User.” Your username and password that you have created will be used to sign into the account after it becomes approved.

To be a part of the NFIRS training area, click the checkbox.

*State

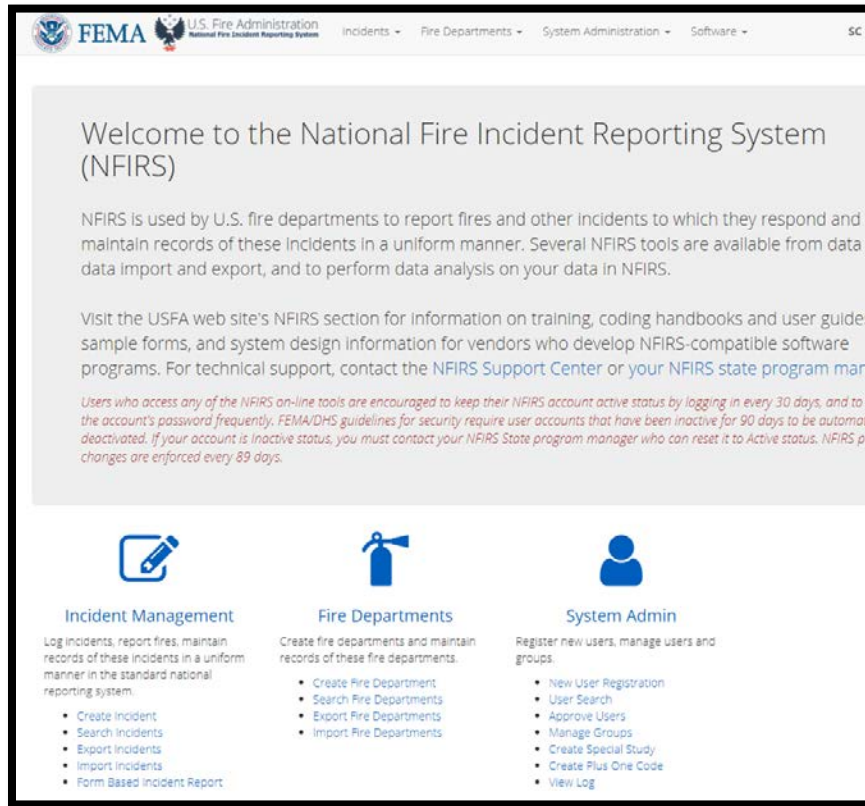
I also need access to the NFIRS training area (state of TR) in addition to my state.

This allows you to practice writing NFIRS reports without affecting your actual fire department data. You can change your mind if you want access later on.

4. If you have already registered but are unsure about your account, please email scfirs@llr.sc.gov. To expedite your request, put “NFIRS Account Help” in the subject line.

How to enter an incident

After you log on, you will be taken to this screen. You may not see all the tools shown in the picture.



1. Click "Create Incident" in the first column, under "Incident Management."
2. You will be taken to a new page that looks like this:

The screenshot shows the 'Create Incident' form in the NFIRS system. The form includes a header with the FEMA logo and navigation links. The main content area is titled 'Create Incident' and includes a 'Key Information' section with several required fields. A 'No Activity' checkbox is also present. The right sidebar contains 'Incident Details' and 'Incident History' sections.

Create Incident

*Red asterisk (*) indicates a field is required.*

Key Information

No Activity

Incident Number *

Incident Date *

Exposure Number *

Fire Department State *

Station

Fire Department ID *

Incident Details

Key Information

Back to top

Close Validate

Create Exposure

OMB no: 1650-006

Expiration date: Ap

Incident History

Last Exported Date
Incident Last Updated:
Last Saved By:
Original Save Date
Originally Saved By:

3. After you fill out the incident number, incident date, and your FDID, click “Save” on the right-hand side of the screen. If you do not click “Save,” you will run the risk of not having the report save correctly in the NFIRS database.
4. You will be allowed to complete the rest of the report.

Create Incident

*Red asterisk (*) indicates a field is required.*

✓ **Success!**
Incident has been created in the database.

Data Validation Error

- [Alarm Time is required.](#)
- [Incident Type is required.](#)
- [Aid Given or Received is required.](#)
- [Arrival Date is required.](#)
- [Arrival Time is required.](#)
- [Property Use is required.](#)
- [Street or Highway is required.](#)
- [City is required.](#)
- [State is required.](#)
- [ZIP Code is required.](#)
- [# of Suppression Apparatus is required.](#)
- [# of Suppression Personnel is required.](#)
- [# of EMS Apparatus is required.](#)
- [# of EMS Personnel is required.](#)
- [# of Other Apparatus is required.](#)

Incident Details 021

Key Information
Basic Information
Module Overview 0

Back to top

Close Validate Save Delete

Create Exposure PDF

OMB no: 1660-0069
Expiration date: April 30, 2019

Incident History

Last Exported Date:
Incident Last Updated: 10/26/2020 18:49:30 GMT
Last Saved By: Jessica Songderoth
Original Save Date: 10/26/2020 18:49:30 GMT
Originally Saved By: Jessica Songderoth

5. To complete the rest of the report, you can scroll down or click any of the errors that are listed above. To see what errors exist after saving, click “Validate” on the right side of the screen. “Validate” does not necessarily save the incident.

Incident Details 021

Key Information
Basic Information
Module Overview 0

Back to top

Close **Validate** Save Delete

Create Exposure PDF

OMB no: 1660-0069
Expiration date: April 30, 2019

- To print your report, click "PDF."

Incident Details **21**

Key Information

Basic Information

Module Overview **0**

Back to top

Close Validate **Save** Delete

Create Exposure **PDF**

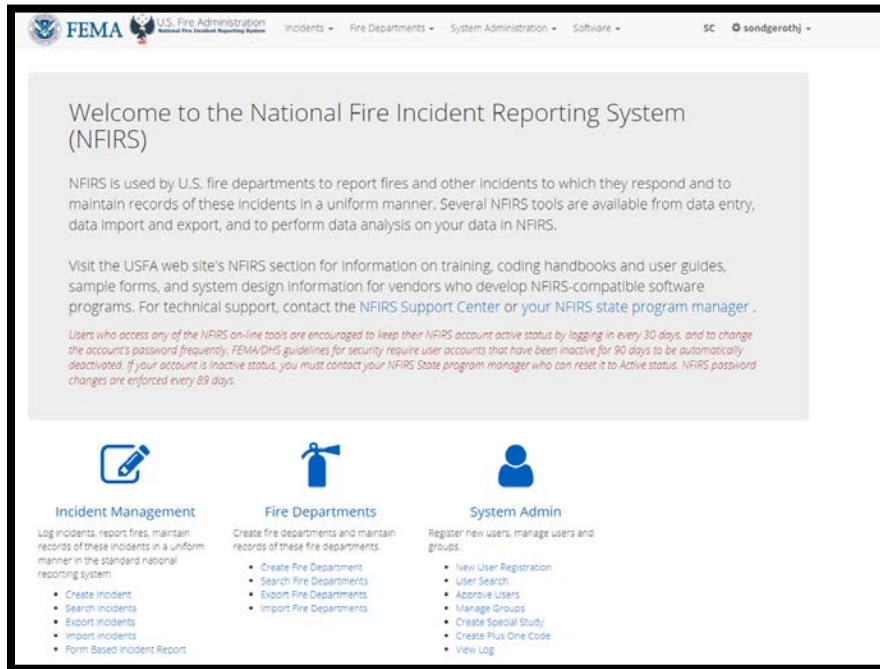
OMB no: 1660-0069

Expiration date: April 30, 2019

The screenshot shows a web interface for incident details. The title is 'Incident Details' with a red notification icon and the number '21'. Below the title are three menu items: 'Key Information', 'Basic Information', and 'Module Overview' with a grey notification icon and the number '0'. A 'Back to top' link is present. A row of buttons includes 'Close', 'Validate', 'Save' (highlighted in blue), and 'Delete'. Below this row is a 'Create Exposure' button with a 'PDF' button highlighted in yellow. At the bottom, there is a blue link for 'OMB no: 1660-0069' and the text 'Expiration date: April 30, 2019'.

How to import an incident

After you log on, you will be taken to this screen.



1. Click "import incidents" in the first column, under "Incident Management."



2. On the next page, make sure your email address is the same as your log-in email address. Also, select “Yes” for both “Accept Invalid Incidents” and “Overwrite Existing Incidents.”

Bulk Import Utility

Bulk Import Incidents
Select the Incident Information files to be imported to the National Database. The email address below will receive Import results.
Note: To Import fire department Information files, select the Import Fire Departments link above.
Important: Please note that an incident occurring on or after 01/01/2005 will be marked as invalid if overwritten with invalid incident data regardless of its previous validation state.

The red asterisk (*) denotes a required field.

*Email Address
e.g., john.doe@gmail.com

Accept Invalid Incidents Yes No

Overwrite Existing Incidents Yes No

*File 1 No file chosen

File 2 No file chosen

File 3 No file chosen

File Guidelines

File Names

- May contain **alphanumeric** characters (a to z)
- May contain **numeric** digits (0 to 9)
- May **ONLY** contain the following **special characters**: @ (at sign), . (period), _ (underscore), - (hyphen)
- No other special characters will be accepted

File Content Type and Number

- File content type has to be either **text/plain** or **application/zip**
- File of content type **application/zip** must only contain **plain text files**
- File of content type **application/zip** can contain **up to 10 files**
- A **maximum of 30 plain text files** are allowed
- File content type has to be either **incident data** or **fire dept info data**
- A zip file cannot contain both incident data files and fire dept info data files
- Fire Dept information files must be uploaded separately, on the Fire Dept info upload page

3. Click “Choose File” and navigate to the file you want to import. You can choose up to 3 files at a time. You can choose files ending in .txt or .inc. You can also zip up to 10 files per file of content, with a maximum of 3 zip folders per import.

The red asterisk (*) denotes a required field.

*Email Address
e.g., john.doe@gmail.com

Accept Invalid Incidents Yes No

Overwrite Existing Incidents Yes No

*File 1 SC27203072...-inc_inc50.txt

File 2 No file chosen

File 3 No file chosen

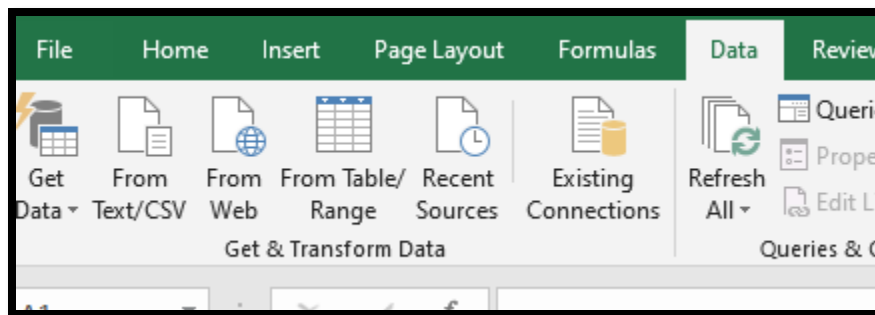
- Once your files have been imported, you will receive an email noting it was successful.
- OPTIONAL:** To check the validity of the incidents you have imported, open the “out” folder you have downloaded. You may have to “unzip” the folder.
- You will see up to five different file types.

	Date modified	Type	Size
01-2020 t...	10/6/2020 11:25 AM	Text Document	891 KB
01-2020 t...	10/6/2020 11:24 AM	BAD File	6,088 KB
01-2020 t...	10/6/2020 11:20 AM	ERR File	156 KB
01-2020 t...	10/6/2020 11:13 AM	Text Document	14,136 KB
01-2020 t...	10/6/2020 11:13 AM	UNP File	0 KB

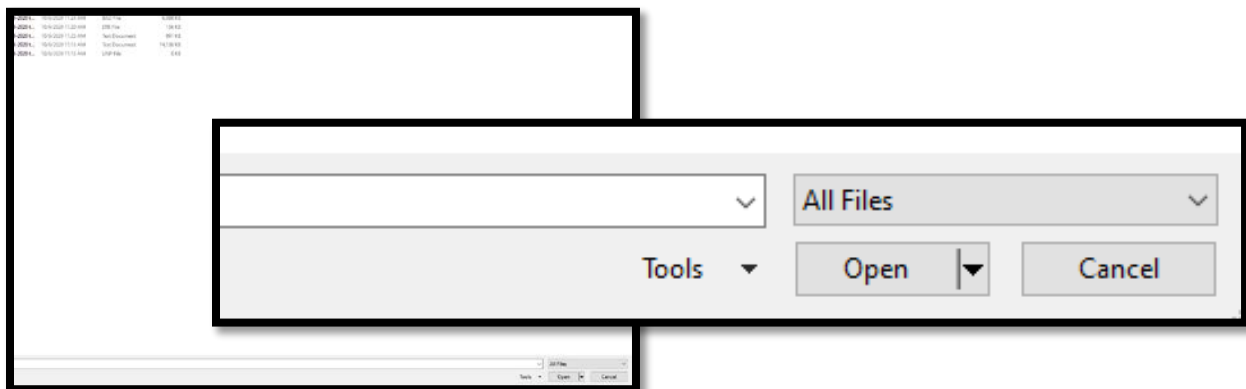
7. Open

up a new document in Microsoft Excel.

- Click “Data” then “From Text/CSV” at the top of your screen.



- Navigate to your “out” folder and the contents inside. To see all the files, click “All Files” in the file type below.



10. Select the file type you wish to view.
 - a. The largest “Text Document” file is the original incident report file you imported.
 - b. The smallest “Text Document” file is the summary of what was and was not successfully imported. It will tell you why an incident failed to import.
 - c. The “BAD” file is the raw data of everything that failed. You do not need to view this file unless your software vendor asks you to do so.
 - d. The “ERR” file contains all the “critical” and “warning” errors you need to be aware of. A report with errors does not mean it failed to import. After you make the changes to these incidents in your software, you should re-upload the incident file.
 - e. The “UNP” file is not needed.

11. After you open the file (in this example, we open the “ERR” file), you will be prompted to load the data. Change the delimiter to “Custom”, then enter the “^” character by pressing SHIFT and 6 at the same time. You do not need quotations around the character.

File Origin: 1252: Western European (Windows) | Delimiter: --Custom-- | Data Type Detection: Based on first 200 rows

Delimiter input: ^

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
7121	SC	1/1/2020	2000001	0	Basic Module	Plus-One Code May Not Be Defined	Warning
7121	SC	1/1/2020	2000001	0	Basic Module	Plus-One Code May Not Be Defined	Warning
7121	SC	1/1/2020	2000001	0	Apparatus Module	Plus-One Code May Not Be Defined	Warning
7121	SC	1/1/2020	2000001	0	NFIRS Personnel	Plus-One Code May Not Be Defined	Warning
7121	SC	1/1/2020	2000001	0	NFIRS Personnel	Plus-One Code May Not Be Defined	Warning
7121	SC	1/1/2020	2000001	0	NFIRS Personnel	Plus-One Code May Not Be Defined	Warning
7121	SC	1/1/2020	2000003	0	Basic Module	Plus-One Code May Not Be Defined	Warning
7121	SC	1/1/2020	2000005	0	Basic Module	Plus-One Code May Not Be Defined	Warning
7121	SC	1/1/2020	2000005	0	Basic Module	Plus-One Code May Not Be Defined	Warning
7121	SC	1/1/2020	2000005	0	NFIRS Personnel	Plus-One Code May Not Be Defined	Warning
7121	SC	1/1/2020	2000005	0	NFIRS Personnel	Plus-One Code May Not Be Defined	Warning
7121	SC	1/1/2020	2000005	0	NFIRS Personnel	Plus-One Code May Not Be Defined	Warning
7121	SC	1/1/2020	2000014	0	Basic Module	Plus-One Code May Not Be Defined	Warning
7121	SC	1/1/2020	2000014	0	Basic Module	Plus-One Code May Not Be Defined	Warning
7121	SC	1/2/2020	2000023	0	Basic Module	Plus-One Code May Not Be Defined	Warning
7121	SC	1/3/2020	2000037	0	Basic Module	Plus-One Code May Not Be Defined	Warning
7121	SC	1/3/2020	2000037	0	Basic Module	Plus-One Code May Not Be Defined	Warning
7121	SC	1/3/2020	2000037	0	Apparatus Module	Plus-One Code May Not Be Defined	Warning
7121	SC	1/3/2020	2000037	0	NFIRS Personnel	Plus-One Code May Not Be Defined	Warning
7121	SC	1/3/2020	2000037	0	NFIRS Personnel	Plus-One Code May Not Be Defined	Warning

Buttons: Load, Edit, Cancel

12. If you are satisfied with the separation of the data, click “Load.” A table should appear.

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10	Column11	Column12
7121	SC	1/1/2020	2000001	0	Basic Module	Plus-One Code May Not Be Defined	Warning	Incident Type	0	0	
7121	SC	1/1/2020	2000001	0	Basic Module	Plus-One Code May Not Be Defined	Warning	Incident Actions Taken	0	0	
7121	SC	1/1/2020	2000001	0	Apparatus Module	Plus-One Code May Not Be Defined	Warning	Apparatus Actions Taken	0	0	
7121	SC	1/1/2020	2000001	0	NFIRS Personnel	Plus-One Code May Not Be Defined	Warning	Personnel Actions Taken	0	0	
7121	SC	1/1/2020	2000001	0	NFIRS Personnel	Plus-One Code May Not Be Defined	Warning	Personnel Actions Taken	0	1	
7121	SC	1/1/2020	2000001	0	NFIRS Personnel	Plus-One Code May Not Be Defined	Warning	Personnel Actions Taken	0	2	
7121	SC	1/1/2020	2000003	0	Basic Module	Plus-One Code May Not Be Defined	Warning	Incident Type	0	0	
7121	SC	1/1/2020	2000005	0	Basic Module	Plus-One Code May Not Be Defined	Warning	Incident Type	0	0	
7121	SC	1/1/2020	2000005	0	Basic Module	Plus-One Code May Not Be Defined	Warning	Incident Actions Taken	0	0	
7121	SC	1/1/2020	2000005	0	NFIRS Personnel	Plus-One Code May Not Be Defined	Warning	Personnel Actions Taken	0	0	
7121	SC	1/1/2020	2000005	0	NFIRS Personnel	Plus-One Code May Not Be Defined	Warning	Personnel Actions Taken	0	1	
7121	SC	1/1/2020	2000005	0	NFIRS Personnel	Plus-One Code May Not Be Defined	Warning	Personnel Actions Taken	0	2	
7121	SC	1/1/2020	2000014	0	Basic Module	Plus-One Code May Not Be Defined	Warning	Incident Type	0	0	
7121	SC	1/1/2020	2000014	0	Basic Module	Plus-One Code May Not Be Defined	Warning	Incident Type	0	0	
7121	SC	1/2/2020	2000023	0	Basic Module	Plus-One Code May Not Be Defined	Warning	Incident Type	0	0	
7121	SC	1/3/2020	2000037	0	Basic Module	Plus-One Code May Not Be Defined	Warning	Incident Type	0	0	
7121	SC	1/3/2020	2000037	0	Basic Module	Plus-One Code May Not Be Defined	Warning	Incident Actions Taken	0	0	
7121	SC	1/3/2020	2000037	0	Apparatus Module	Plus-One Code May Not Be Defined	Warning	Apparatus Actions Taken	0	0	
7121	SC	1/3/2020	2000037	0	NFIRS Personnel	Plus-One Code May Not Be Defined	Warning	Personnel Actions Taken	0	0	
7121	SC	1/3/2020	2000037	0	NFIRS Personnel	Plus-One Code May Not Be Defined	Warning	Personnel Actions Taken	0	1	
7121	SC	1/3/2020	2000042	0	Basic Module	Plus-One Code May Not Be Defined	Warning	Incident Type	0	0	
7121	SC	1/3/2020	2000044	0	Basic Module	Plus-One Code May Not Be Defined	Warning	Incident Type	0	0	
7121	SC	1/3/2020	2000047	0	Basic Module	Plus-One Code May Not Be Defined	Warning	Incident Type	0	0	
7121	SC	1/3/2020	2000047	0	Basic Module	Plus-One Code May Not Be Defined	Warning	Incident Actions Taken	0	0	
7121	SC	1/4/2020	2000062	0	Basic Module	Plus-One Code May Not Be Defined	Warning	Incident Type	0	0	
7121	SC	1/4/2020	2000064	0	Basic Module	Plus-One Code May Not Be Defined	Warning	Incident Type	0	0	

13. Select “Column 8” to sort your error type. You will see which errors caused the report to be invalid. Reports with “warnings” should be looked at, but are not necessarily invalid.