



# e-NFIRS

## National Fire Incident Reporting System INFORMATION SHEET

# Help & How to Notes

NFIRS recently went through a system update, the new NFIRS applications release is called “e-NFIRS”. The updated NFIRS application and website will provide new tools to help supplement what you already use for data entry and analysis. The e-NIRS application is still an online system that has numerous improvements. There is a new log in page <https://www.nfirs.fema.gov/NFIRSWeb/login>

Here are a few e-NFIRS items that are worth knowing and sharing

### Browser

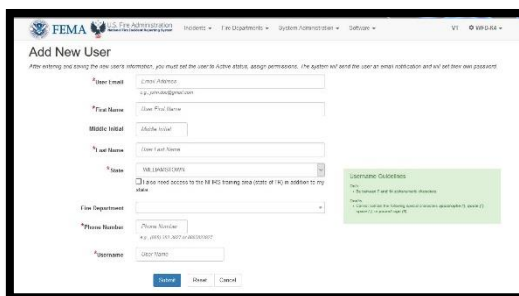
Please use Edge or Internet Explorer when using e-NFIRS. They provide the best user experience, are how e-NFIRS was developed. Many issues reported to us so far, such as Valid to Invalid incidents, missing field data in e-NFIRS, and other odd functionality, can be attributed to the browser used.

### User Accounts

We have found that a few user accounts did not transfer for some reason. If the account being used prior to the e-NFIRS update in early December, did not migrate over to the new system, here is what you will need to do to correct this;

1. Go to <https://www.nfirs.fema.gov/NFIRSWeb/login>
2. Select the “Register as a State & Local User” link
3. Fill out the new user registration form set up a new user name and password see the guidelines in the green box on right
4. Then select submit.

It is then sent to us to be approved. Once approved you will get an email back that you can now login in and use the system.



### Search for Incidents

1. From the Incidents menu, select Search Incident.
2. Enter criteria to narrow search.
3. Click Search and a list of incidents will display.

### Opening an incident

1. Locate the desired incident.
2. Click the Incident Number, which is hyperlink.
3. The incident will open.

### Saving an incident in e-NFIRS

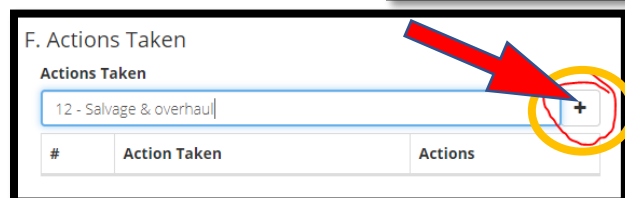
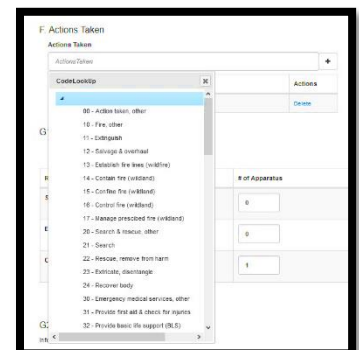
If an incident is improperly closed, it may cause loss of data. When you finish the Basic Module, some users are not clicking Save but going right into another module, such as Apparatus. When they come back to the Basic module, the data is gone. Please click Save at the end of the Basic Module, prior to click Add Module or Close.

When entering or modifying an incident:

1. Click the **SAVE** button before moving to the next module.
2. When the incident is completed, return to the **Basic Module and save the entire incident** before closing it.
3. A list of all errors will display when the entire incident is saved from the Basic Module.
4. If the incident is saved from a non-Basic Module (e.g., Structure Fire, Civilian Fire Casualty), only the errors for the current, open module will display.
5. If the incident has no errors, no additional action is needed.

### Multi-coded Fields

When using a multi-coded field, such as Actions Taken, the user **must click the “+”** to add the item to the list before saving.

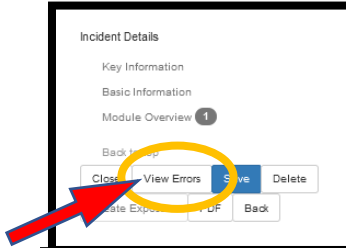


## Validation Errors in an incident

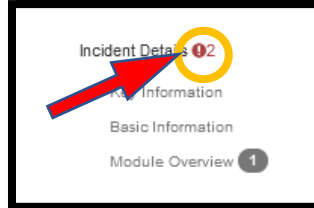
You might also see more errors than normal due to the enforcement of NFIRS validation rules.

We need to make sure all reports are Valid when submitted  
When viewing an incident:

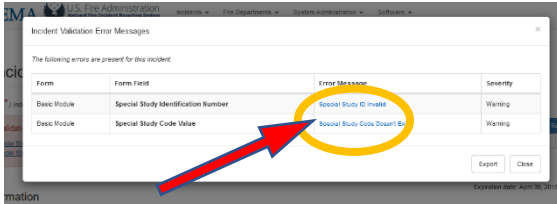
1. Click the **View Errors** button on the **Basic Module** to view all errors found in the incident.



2. By the incident details there will be a red ! and a number. click on the red



3. a list of errors will be in a window. you can go to fix the error by clicking on the hyperlinked error message. You do not need to fix warning messages to get the incident to save as valid



Note } When the View Errors button is clicked on a supporting module (i.e. non-Basic), only the errors found in that module is listed.

4. once corrected you will then need to re-save it

## Keeping your NFIRS Account Active & Changing Passwords

Users who access any of the NFIRS on-line tools are encouraged to keep their NFIRS account active status by logging in every 30 days, and to change the account's password frequently.

FEMA/DHS guidelines for security require user accounts that have been **inactive for 90 days** to be automatically deactivated. If your account is Inactive status, you must contact your NFIRS State program manager who can reset it to Active status.

## Emails in the system

All NFIRS account email addresses **must be unique** within the system. To that end, all users need to make sure their email is current in the NFIRS system.

Reports, temporary password and other information are sent to the Email address associated with the account Username. There for the email should be the email of the person who is doing the entry.

## Password self-reset

A new feature allows users to **recover a username and reset your own passwords !**

On the login screen go to :

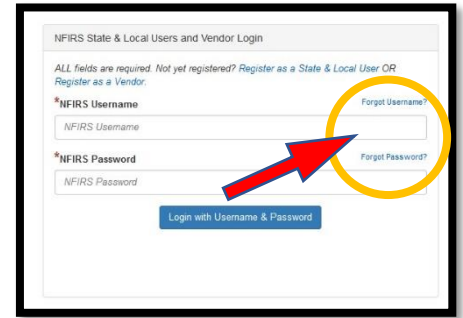
[Forgot Username](#)

Or

[Forgot Password](#)

links

The information will be e-mailed to you



## To change your password once logged in

To change your password once logged in, click your username in the top-right corner, then select Change Password.

## Multiple Profiles

if you need to do entry for multiple fire departments a account can have multiple "profiles" for example, if the user needs access to the state of Training (TR) in addition to the state or fire department to which they report. If you need this, please contact the state program managers

## Create a forms-based incident report to print (a PDF of the incident report)

1. Open the incident.
2. In the Incident Details section at the right, click the PDF button.
3. Name the file as desired and save it to the computer.
4. Print as needed.

## More Information

Please continue to check the DFS Webpage <https://firesafety.vermont.gov/fireservice/fireincident> for latest information and updates about e-NFIRS. If you need more assistance let us know..

The U.S. Fire Administration provides free training, How-to videos and information to help personnel successfully use the National Fire Incident Reporting System (NFIRS) Visit the USFA NFIRS web site at [National Fire Incident Reporting System training and coding help page](#)