Creating a FAMWEB User account

FEPMIS Production Site

To gain access into New FEPMIS, you must request a new account. Go to the National Fire and Aviation Management Web Production site (FAMWEB) https://fam.nwcg.gov/fam-web/ and select the New User Accounts link.
Things to Know

• FAMWEB (FEPMIS production and Cognos) and famtest (the testing and learning environment for FEPMIS) are two separate accounts, you will need to request an account on FAMWEB to manage your FEPP and FFP program.

• If you have a FAMWEB user id for another program on FAMWEB, you do not need to request a new user account. You just need to request that the Application and Role be added to your account. To do this, contact Melissa Frey or the Help Desk.

• Your **User Name** is case sensitive: must be at least 3 characters in length, but no more than 30; and be unique within FAMWEB. A numeral may also be included for very common names to avoid duplication.

• Your **Password** is case sensitive: must be at least 12 characters, but no more than 14; must contain three of the following: at least one number; one symbol such as ~, #, $, excluding \, (, %, ), /, @, ' and "; one upper case letter; one lower case letter; and cannot have been used previously in the last 24 passwords in FAMWEB.

• Fill in all boxes completely. This identifies who you are to FAMWEB managers. Incomplete requests may be rejected. Required fields are marked with an asterisk.

• Passwords will expire every 60 days for users with approval roles assigned to them – all state and FS users normally have approval authority. Each user is responsible for managing their password.

• If you have any questions, please contact the Helpdesk at 866-224-7677 or 616-323-1667 or IIARHelpdesk@fs.fed.us
On the Create User Page enter your correct information. **All fields with an asterisk (*) must be filled in before submitting.**

**Don’t Forget Your Password, write it down!**

**You must Click the drop down to select the State or region you are assigned to.**

**Do not use dashes in phone #s**

**Select FEPP FEMPIS Access**

In the Comment field describe your tasking with FAMWEB (e.g. you need access for FEPP and FFP management and that you need Cognos access).

Once all information has been entered click on the ADD button. If you want to start over, select Clear.
If you receive an Error “Invalid or Duplicate User Name”, the system identified either a **duplicate username, phone number or email address**. If you are sure that you do not already have an account on FAMWEB, change your User Name (i.e. add a letter or number to the user name) and select “Add” as shown on the bottom of the previous screen. You may have to do this several times until you find a user name that is not being used. ****Please note - if you have a FAMWEB user id for another program on FAMWEB, you do not need to request a new user account, contact the Help Desk to add FEPP FEPMSIS to your existing account.****
Contact your state* or Forest Service Regional** Point of Contact (POC) to request your assigned roles.

*State POC’s
(http://www.fs.fed.us/fire/partners/fepp/fepp_vfa_mgrs.html).

**Forest Service POC’s
(http://www.fs.fed.us/fire/partners/fepp/directory.html).

After your POC has activated your user roles you are ready to sign in to FEPMIS
(https://fam.nwcg.gov/fam-web/)

Select the Log On link in the bottom left side of the menu, a new window will open, if it doesn’t change your Pop Up Blocker in your Tools bar to “OFF”.