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 input 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:


Move your cursor to “Create an account” in the box on the left.

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.
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.”

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

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*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 lgroves@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.
Click on “3. **Click ACTIVATE MY ACCOUNT**” The following screen will appear.

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](http://www.nwportal.fs.usda.gov). You will use this web address for all further access to the NWPortal system.
Click on 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.