

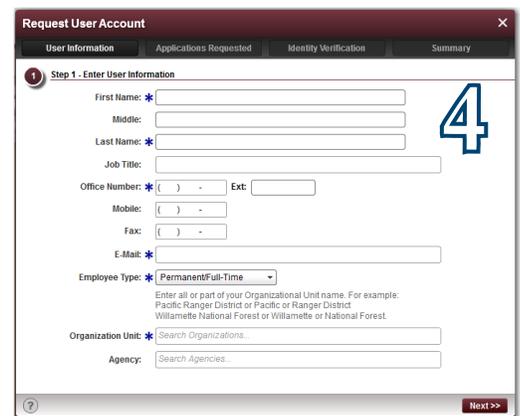
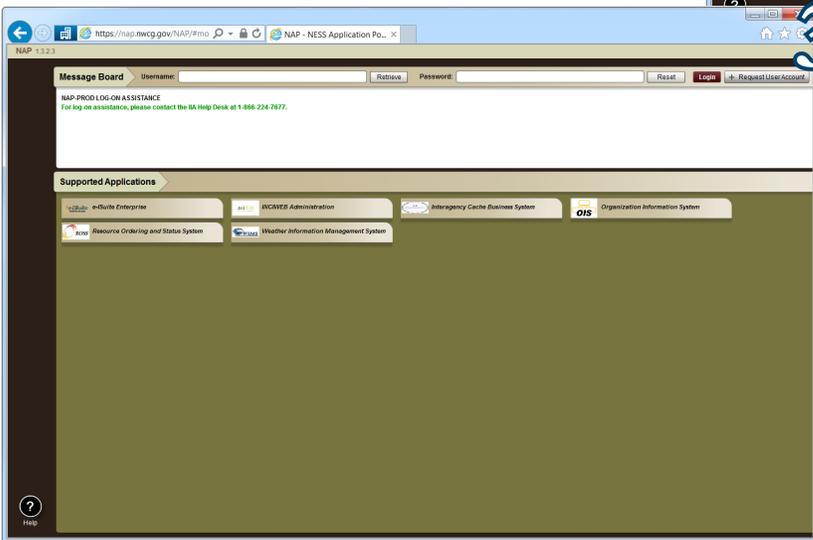
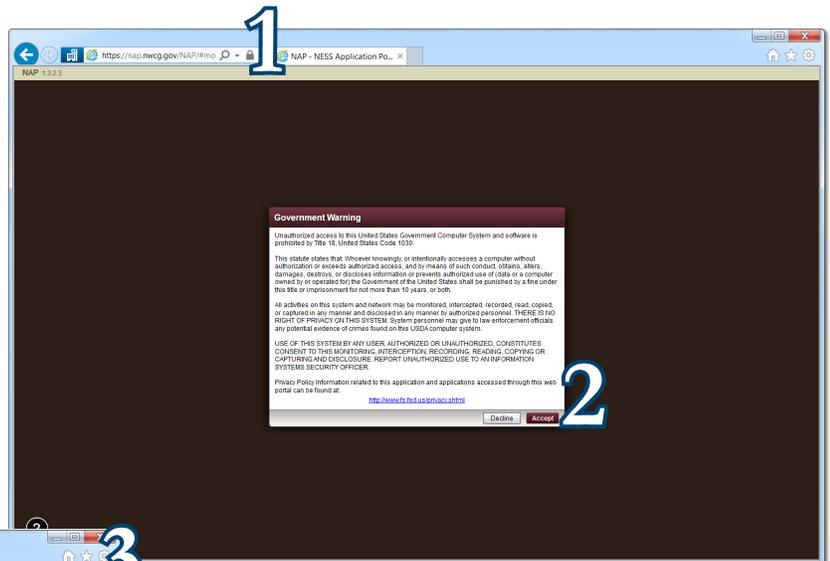
## To request a NAP User Account

- 1 Start your Internet browser, type <https://nap.nwccg.gov/NAP/> in the **Address** bar, and then press [Enter].
- 2 On the **Government Warning** dialog box, click the **Accept** button.
- 3 On the **NAP Home** screen, click the **Request User Account** button.

- 4 On the the **User Information** tab on **Request User Account** dialog box, complete the following information about your request, and then click the **Next >>** button

- First Name\*
- Middle
- Last Name\*
- Job Title
- Employee Type\*
- Organization Unit\*
- Agency\*
- Office Number\*
- Mobile
- Fax
- Email\*.

## Screen captures



Helpdesk: 866-224-7677  
email: [IIA-Helpdesk@fs.fed.us](mailto:IIA-Helpdesk@fs.fed.us)



## To request a NAP User Account - *continued*

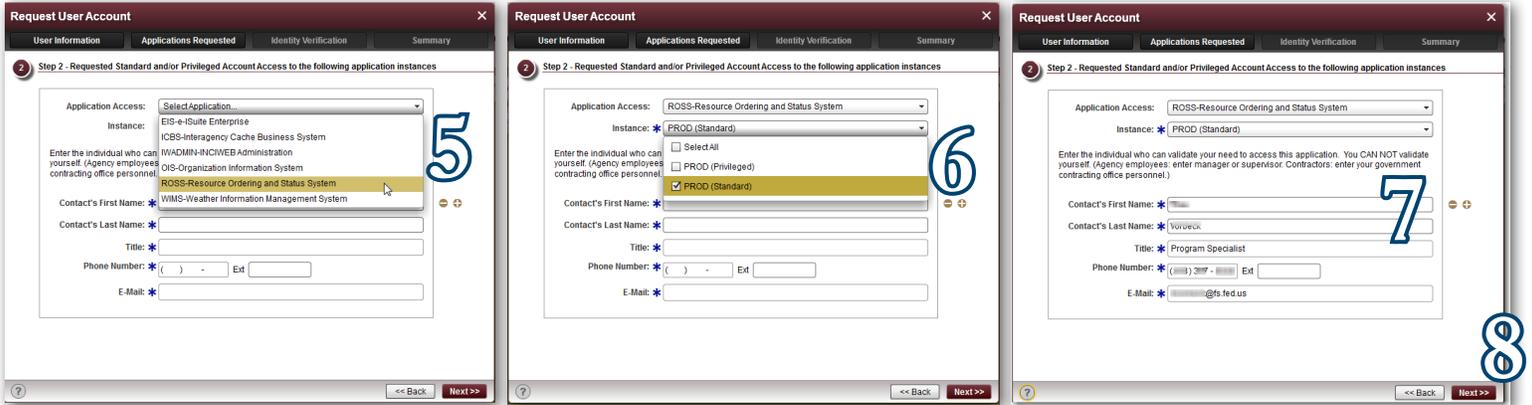
- 5 On the **Applications Requested** tab, click the **Application Access** drop-down arrow, and then click the **Application** of your choice.
- 6 Click the **Instance** drop-down arrow, click the **Instance(s)** check box(es) of your choice, and then click the **Next >>** button.
- 7 On the **Identity Verification** tab, complete the following contact information for the manager or supervisor who will verify and approve your request
  - Contact's First Name\*
  - Contact's Last Name\*
  - Phone Number\*.
  - Title\*
  - Email\*

- 8 When finished adding all **Contact Information**, click the **Next >>** button.
- 9 On the **Identity Verification** tab, click the **Identity Verification Contact** drop-down arrow, click the **Contact** of your choice, and then click the **Next >>** button.

*If you specified only one manager or supervisor in step #7, you can skip this step!*
- 10 On the **Summary** tab, click the **Save** button, and then close your Internet browser.

*Once you obtain your NAP User Account(s) and Temporary NAP Password from donotreply@nwcg.gov, perform the tasks outlined in Getting Started Checklist for NAP.*

## Screen captures



*On confirmation and approval of your request, you will receive two email messages from donotreply@nwcg.gov. One message identifies your new NAP User Account and the other identifies your Temporary NAP password.*

