



## Financial Export/Data Repository Process Update

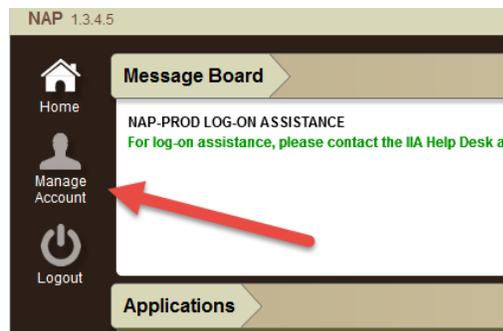
- **This information is intended for e-ISuite users responsible for uploading the e-ISuite Financial Export file to the Data Repository**

In the past, uploading e-ISuite Financial Export files to the Data Repository required Dispatch Message System (DMS) credentials. This process is changing and will soon require authorization to your NAP Account (existing or new) to upload the files. Yes, this means one less password to remember.

**Note:** It is important to make your access request ASAP as the process will take more time after the switch from DMS to NAP is in place. When this change occurs your DMS credentials will no longer work.

Here are the steps for requesting access:

- 1.) Login into your NAP account: <https://nap.nwcg.gov/NAP/#>
- 2.) Select "Manage Account"



- 3.) Expand the "Application Requests" tab. Select "F&AM" in the drop down for "Application Access"

▼ **Application Requests**

Requesting applications below will result in the submission of new requests to a NAP Account Manager for approval

Application Access:	Select Application...
Instance:	DDS-Data Delivery System
	<b>F&amp;AM-F&amp;AM</b>
	ICBS-Interagency Cache Business System
	IWADMIN-INCIWEB Administration
	OIS-Organization Information System
	WIMS-Weather Information Management System

Enter the individual who can yourself. (Agency employees contracting office personnel.

Contact's First Name: \*

[-] [+]



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- 4.) In the Instance drop down select the check box for “EISUPL (Standard)”

The screenshot shows a web form with the following fields and options:

- Application Access: F&AM-F&AM
- Instance: \* Select Instance(s)...
  - Select All
  - EISDWN (Privileged)
  - EISDWN (Standard)
  - EISUPL (Privileged)
  - EISUPL (Standard) ← Red arrow pointing to this option
  - FTP (Privileged)
  - FTP (Standard)
- Contact's First Name: \*
- Contact's Last Name: \*
- Title: \*
- Phone Number: \*
- E-Mail: \*

- 5.) Enter the information for the person who can validate your access. This individual can be your supervisor or your unit's Incident Business person, but cannot be your own information. **If your own information is entered in these fields, your request will automatically be rejected.**

The screenshot shows a web form with the following fields and options:

Enter the individual who can validate your need to access this application. You CAN NOT validate yourself. (Agency employees: enter manager or supervisor. Contractors: enter your government contracting office personnel.)

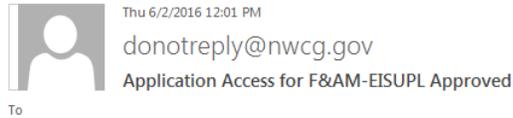
- Contact's First Name: \*
- Contact's Last Name: \*
- Title: \*
- Phone Number: \* ( ) - Ext
- E-Mail: \*

A red arrow points to the Save button at the bottom right of the form.



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6.) Later, you should receive an email that your request was approved.



***If you didn't get your request for approval prior to the switch to NAP authentication there will be an additional step which will delay the time to get your access.***

7.) Test your access when the change from DMS to NAP has been announced by accessing the e-ISuite webpage, selecting the Data Repository link in the navigation panel, and entering your NAP credentials: <http://famit.nwcg.gov/applications/eisuite>

