Description: This Quick Reference Card lists the steps necessary to create a Vendor Web Status Account request.

1. Start your Internet browser, type https://nap.nwcg.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 window, click the Request User Account button. On the User Information tab, complete the fields. Fields with an asterisk (*) require an entry.
4. At Employee Type pick list select Contractor
5. At Company field, enter your company name as shown on the contract
6. Click the Next button.
7. Click the Application Access drop-down arrow and select WSR-Web Status (ROSS)

ROSS Website: https://famit.nwcg.gov/applications/ROSS  
Helpdesk: 866-224-7677 https://lia-hd.peckham-enclave.us/
On the **Applications Requested** tab,
8. Click the **Instance** drop-down arrow and check **PROD (Standard)**
9. Complete the contact information. Enter your government contracting office personnel.
10. Click the **Next** button.

On the **Identity Verification** tab
11. Click the **Identity Verification Contact** drop-down arrow, then click the **Contact** of your choice, if you specified only one manager or supervisor in step #9, you can skip this step!
12. Click the **Next** button.

On the **Summary** tab
13. Review for accuracy
14. Click the **Save** button and close your Internet browser.

Upon 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 Password. Additional Resources:

- Getting Started with NAP
- Vendor User Accounts
- Vendor Web Status