

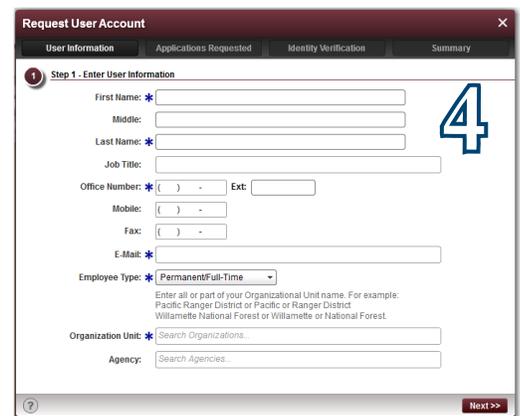
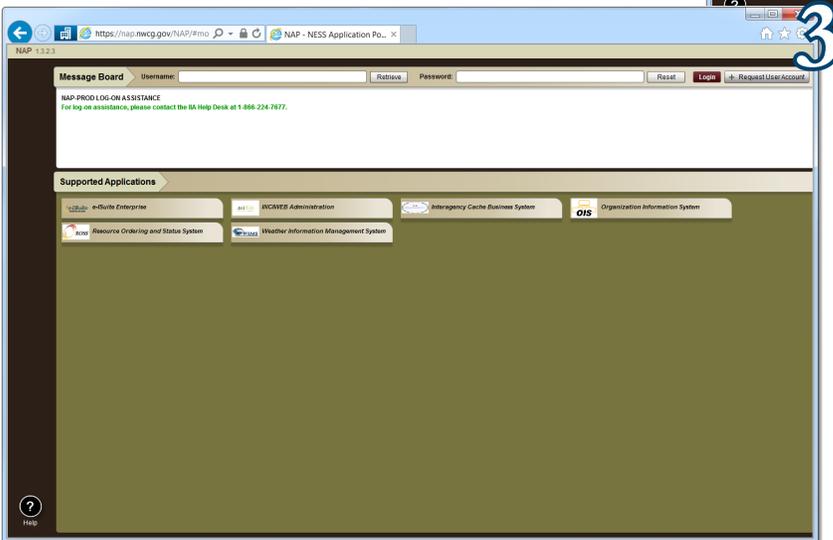
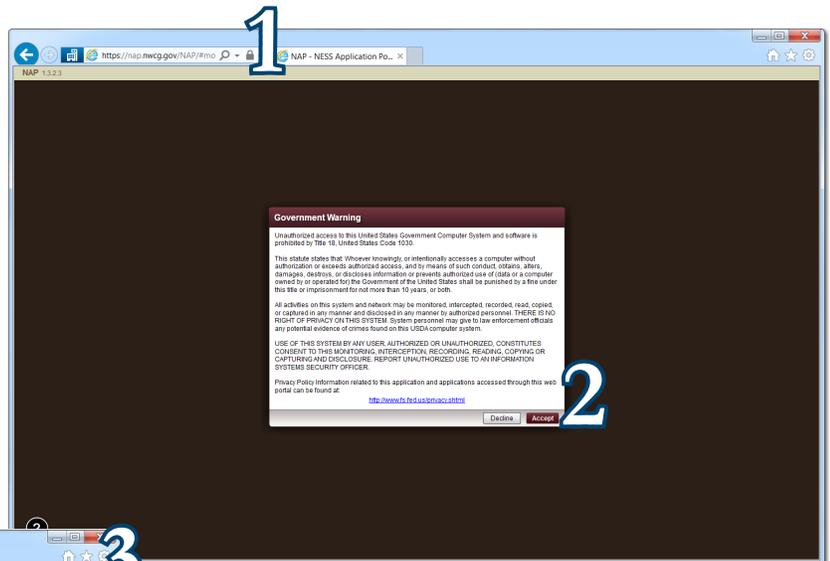
To request a NAP User Account

- 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 the **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



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 complete the following contact information for the manager or supervisor who will verify your request. Click the **Next >>** button.

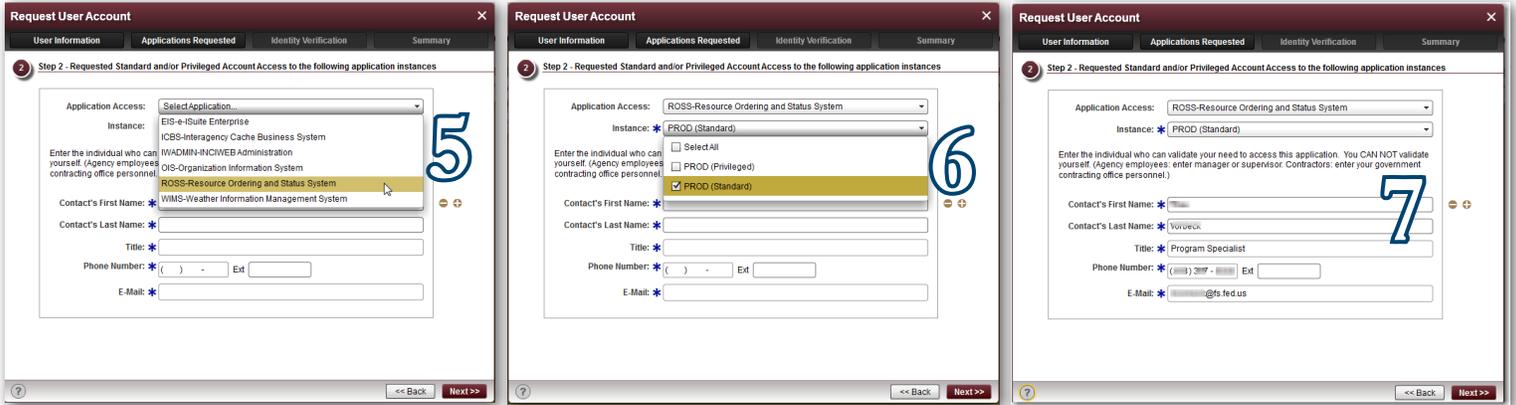
- Contact's First Name*
- Title*
- Contact's Last Name*
- Email*
- Phone Number*.

Click the **Next >>** button.

7 On the **Identity Verification** tab, click the **Identity Verification Contact** drop-down arrow, click the Contact of your choice then click the **Next>>** button. *If you specified only one manager or supervisor in step #6, you can skip this step!*

8 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, with 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.

