Financial Export/Data Repository Process Update

- ***This document has been updated effective 6/29/2016***
- **This is information is intended for e-ISuite users responsible for uploading the e-ISuite Financial Export file to the Data Repository**

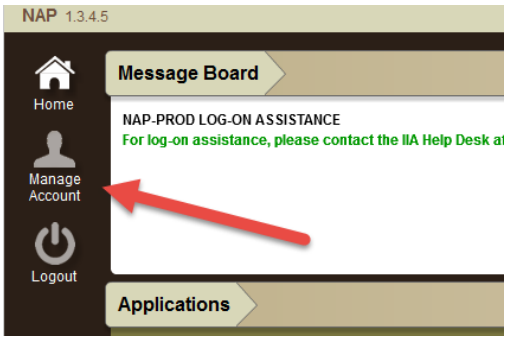
In the past, uploading e-ISuite Financial Export files to the Data Repository required Dispatch Message System (DMS) credentials. This process has changed and now requires authorization to your NAP Account (existing or new) to upload the files. Yes, this means one less password to remember.

Effective 6/29/2016, users requesting Upload access to their NAP Account will need to take the following step: When the approval email message is received from NAP, it must be forwarded to the IIA Helpdesk at IIA-HelpDesk@fs.fed.us. **In the body of the email message, type in "Please add my NAP Account to the EISUPL for uploads to the Data Repository" (see Step 7 below).** ***Because the Data Repository is managed outside of e-ISuite, this last step is required to notify the Data Repository Manager that an authorized account is waiting to be added to the access list*.**

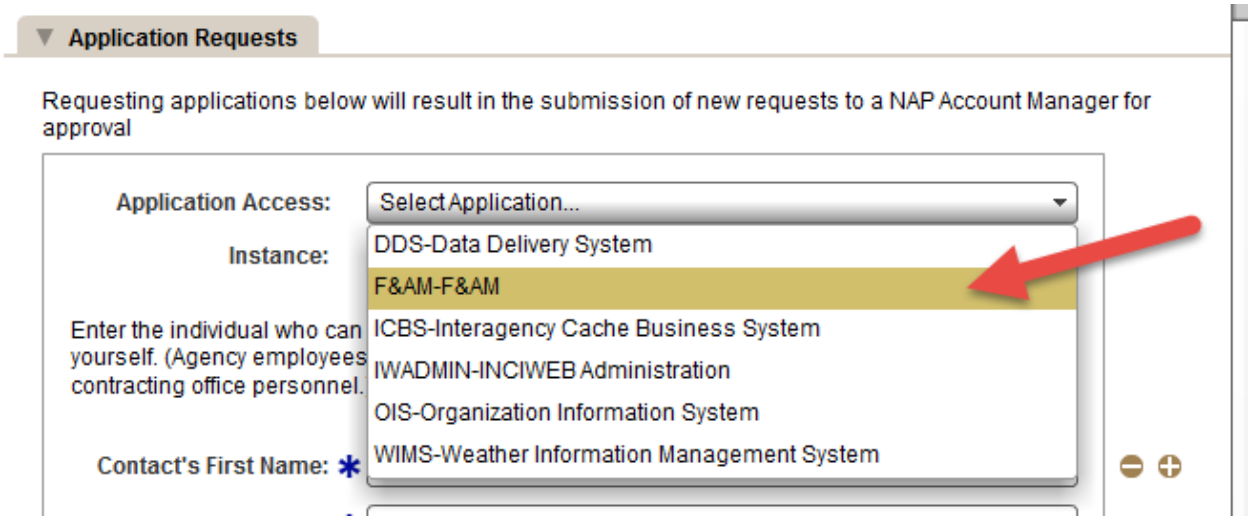
Here are the steps for requesting Upload access to your NAP account:

1.) Login into your NAP account: https://nap.nwcg.gov/NAP/#

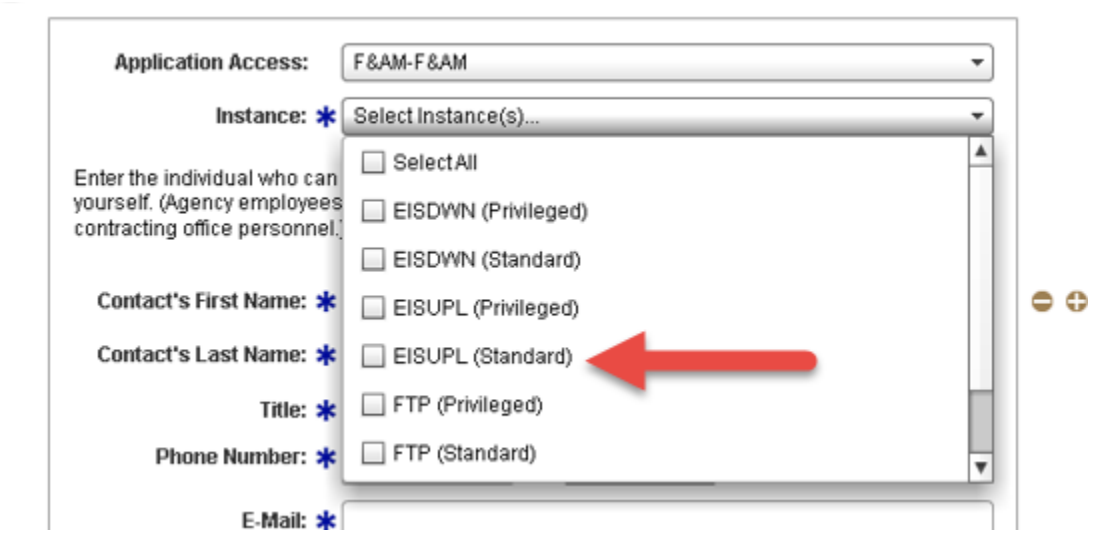
2.) Select "Manage Account"



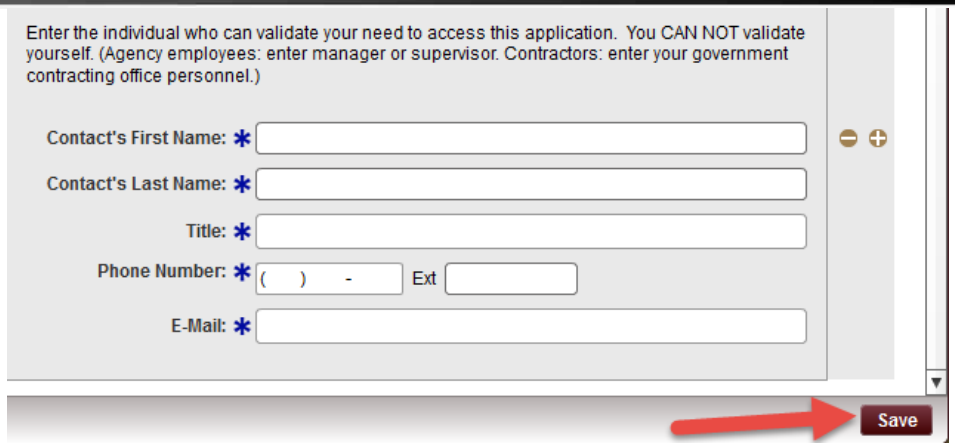
3.) Expand the "Application Requests" tab. Select "F&AM" in the drop down for "Application Access"



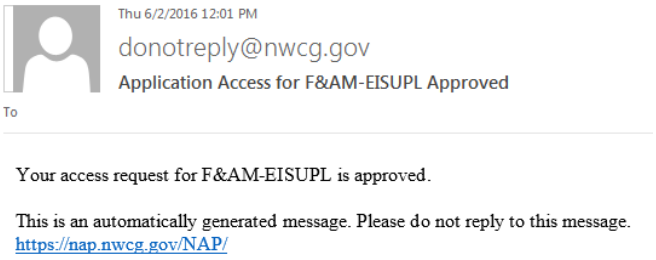
4.) In the Instance drop down select the check box for "EISUPL (Standard)"



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.**



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



7.) **Forward this email message to the IIA Helpdesk at** IIA-HelpDesk@fs.fed.us. **In the email message, enter "Please add my NAP account to the EISUPL for uploads to the Data Repository".**

8.) Test your access when you are notified by the Helpdesk that your NAP account has been added to the EISUPL access list by going to the e-ISuite webpage, selecting the Data Repository link in the navigation panel, and entering your NAP credentials: http://famit.nwcg.gov/applications/eisuite