To request a NAP User Account

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 screen, click the Request User Account button.

4. On 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*.
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*
   - Title*
   - Contact’s Last Name*
   - Email*
   - Phone Number*.

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.

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.