NFIRS: DIRECTIONS TO GET PROGRAM FROM WEBSITE

1. Make sure the internet is connected and go to web site www.nfirs.fema.gov.

2. In the green bar at the top of the page click on **User Section**.

3. In the dark blue box on the upper left-hand side, click on **User Home**.

4. Log in using the same *Username* and *Password* you set up when you registered. Select "WV" as the state. Click "Continue". Read the Federal System Warning then click "Continue".

5. In the dark blue box on the upper left-hand side, click on Download Software Page.

6. On the next page, scroll down just a little and look for the following box:

> **Download**
>
> **NFIRS 5.0 Client Version 5.9.2** (Application) 20 MB
>
> This is an executable file that will be used to install the USFA NFIRS 5.0 application on the PC.
>
> Posted: February 2012
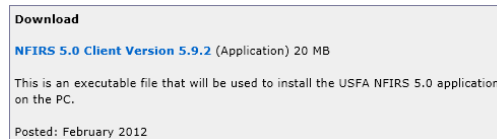
   Click on the name NFIRS 5.0 Client Version 5.9.2.

7. After downloading the software you will only need to use that icon one time to install the program. **After installing the program go to Start, (All) Programs, NFIRSv59, Data Entry Tool.** This will bring up the login page for NFIRS. If you have Windows 7 or Vista and you see a black box flash and disappear and the login page does not come up, please refer to the NFIRS Tweaks handout to remedy this issue.

8. Please download *and* read the **DET (Data Entry Tool) /Validation User's Guide**. This will walk you through the complete setup and use of the Data Entry Tool going through each module step-by-step. This will be the most used tool in the program.

9. We suggest all fire departments download and save the **CRG (Complete Reference Guide)**, print out the pages with codes on them and put them in a 3 ring binder, separating the different sections of codes.

If there are any questions or problems with the instructions *and/or* downloading, please do not hesitate to contact our office at 304-558-2191, ext. 53224 or 53227, Monday – Friday, 8am – 4pm.