09/02/2025

Do Not Enter Any Reports Into NFIRS That Are Dated After August 31, 2025!!!

Hold September Reports Until The All-Clear Has Been Given By Our Office! All September Reports Will Be Entered Into NERIS Once The System Has Gone Live. It Will Not Go Live Until All Departments Have Been Processed. Your Patience Is Appreciated!!

09/03/25

NERIS is your tech support for the NERIS program. Unfortunately, the way the NERIS system is set up, our office is unable to assist you with the onboarding process. If you're having trouble logging in to verify your department's information, please contact the NERIS helpdesk at https://neris.atlassian.net/servicedesk/customer/portals.

If you do **Not** have 3rd party software, and are going to enter your reports manually, you **must** submit a ticket to NERIS to request that permission.

09/05/25

Once you are onboarded into NERIS, please go back into NFIRS to ensure all your department's reports for January through August have been entered and are valid. This step is crucial for proceeding, as all reports for this period must be online and valid.

Also, please add Alice and Malena as admin users in your department. This will allow your reports to be reviewed for funding verification.

Additionally, you can request a training section within NERIS for your department. This will provide your users with an opportunity to familiarize themselves with the program before it goes live, without affecting your real data. Please remember that this training section is separate from your department's official NERIS account, and any reports entered there will not count towards your reporting for funding and grants. All reports must be entered into your department's actual section to receive credit for funding and grants.

09/09/25

NERIS Helpdesk Email Address

<u>neris.helpdesk@ul.org</u> If you have any questions or problems, please reach out to NERIS. Our office is unable to assist you with the program.

Regardless of what anyone tells you, *you Do Not have to purchase a third-party software in order to use NERIS*. You can request to enter manually like you did in NFIRS.

09/10/25

By now, all departments should have created an account in NERIS (sounds like "near us") and verified all documented department information and the 1st due map.

Departments that have:

- 1. entered all valid reports for January through August into NFIRS,
- 2. set up their NERIS account, and have
- 3. added <u>Alice.K.Morrison@wv.gov</u> and <u>Malena.L.Boggess@wv.gov</u> as active users to their department in NERIS,

will be included in Round 1 of approved departments to start reporting September reports into NERIS prior to the December 1st reporting date. Any department that has not done this will have to wait to start reporting into NERIS.

Each department that is granted approval for Round 1 *will receive an email at the fire department's email address* (the one you put on your funding application) that will say "Your Department Has Been Approved for Early Reporting" in the subject line. This is the only email address we will use to communicate about NERIS, so check it often.

If your department is a high-volume department, you may want to consider fulfilling the criteria above to be able to start reporting early so you don't get overwhelmed.

Why would your department not be on the Round 1 approval list?

- Failure to submit all *valid* January through August reports into NFIRS (yes, invalid reports will hold you up)
- Failure to set up a NERIS account
- Failure to add Alice and Malena as active users (click inactive and when the dialogue box pops up, activate user) in NERIS (we can't approve your funding if we can't see your reports)
- Reporting anything into NERIS besides the month of September (except for our 4 beta tester departments)

Note: **If you are using 3rd party software**, you *can* enter all of your reports into their system, but you will have to wait to upload them into NERIS until your department has been approved. All vendors have been made aware of this restriction.

Register for NERIS here: https://safetyscience.my.site.com/neris/

Once you get in you will have an Invite button on the upper right side. When you click that you can invite Alice.K.Morrison@wv.gov and Malena.L.Boggess@wv.gov to be members of your department so we can

view your reports. If you see inactive by our names, just click Inactive and a box will pop up for you to activate our accounts.

Hold off on reporting until I tell you it's time.

09/16/25

How to add a user to NERIS

09/17/25



09/19/25

If you haven't received an email about registering for NERIS, or you're having issues with your account, please contact NERIS as they are your tech support for this program. > Contact Us | NERIS

A list is being gathered of all departments that have completed the following tasks, to approve them for early reporting prior to December 1st. If you have a high-volume department, you may want to consider completing these tasks asap, so you don't have to wait to enter all those reports:

All reports are in NFIRS for January 1, 2025, through August 31, 2025.

All reports in NFIRS are Valid.

You must register for a NERIS account.

You must add Alice and Malena as Admin users in NERIS and activate those accounts.

You will be contacted when it's time to report into NERIS. It will also be posted here.

09/22/25

For the departments that haven't registered for a NERIS account yet, please use this link https://safetyscience.my.site.com/neris/. This should get you into NERIS. Once you've added Malena and Alice as active Admin Users, you'll be one step closer to being approved for early reporting.

09/26/25

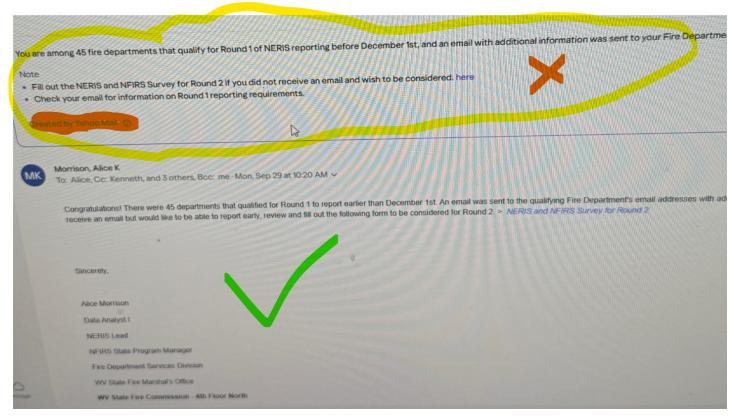
Congratulations! There were 45 departments that qualified for Round 1 to report earlier than December 1st. An email was sent to the qualifying Fire Department's email addresses with additional information. Please check your emails. If you did not receive an email but would like to be able to report early, review and fill out the following form to be considered for Round 2. > <u>NERIS and NFIRS Survey for Round 2</u>

09/29/25

For clarification: IF your department has been selected for early reporting you will receive an email with the subject line "Your Department has been NERIS approved! - Fire Department Name".

Here is the list of departments that were approved for *Round 1*.

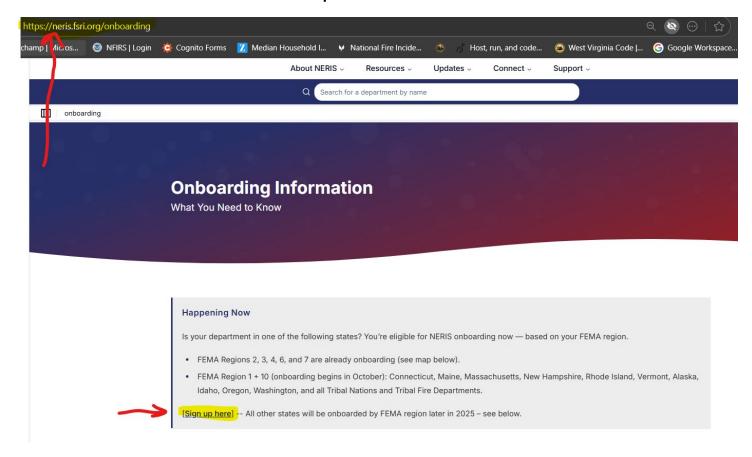
This photo explains the confusion with our email that went out. The Yahoo Email Summary at the top of your email summarized My email incorrectly.



Please go by what I write to you, not what Yahoo tells you I wrote.

10/08/25

If you haven't heard from NERIS yet, at all, please follow the link in the pic below to get started.



10/09/25

Here is the list of departments that were approved for *Round 2*. Emails will be sent out as soon as possible to each department. Your patience is appreciated. NERIS has been notified to turn accounts on for both rounds.

Check back often for updates!