Logging in to the InciWeb Administrative Site through NAP (NESS Application Portal)

To log in to the InciWeb Administrative Site through NAP, you must have a NAP username and password. You cannot log in to the InciWeb Administrative Site through NAP using the username and password that you used to log in to the previous InciWeb Administrative Site or any other username and password. Instructions on how to obtain a NAP username and password are posted on the NIFC PIO Bulletin Board at http://www.nifc.gov/PIO_bb/inciweb.html in a document titled “NESS Application Portal (NAP) Account Request Instructions.”

If you have questions, or need more information, about logging in to the InciWeb Administrative Site through NAP, contact the Interagency Incident Applications Helpdesk at (866) 224-7677 or helpdesk@dms.nwcg.gov.

Note: Many users have trouble seeing the entire NAP screen. If you have trouble seeing some of the buttons or links mentioned in these instructions, please try adjusting your monitor/browser settings; clicking the “Page” button on your browser tool bar and selecting “Compatibility View”; opening the cover of your laptop if you are working on a docking station; using another browser or computer; or clicking and dragging the NAP screen. If you find another solution that works, please let us know so we can incorporate it in these instructions!

Step 1: Go to the InciWeb internet site at http://inciweb.nwcg.gov and click Log in on the bottom right side of the screen (or go directly to NAP at https://nap.nwcg.gov/NAP/). The NAP loading screen may run for a little while please be patient.

Directions continue on next page
Step 2: Read the Government Warning and click **Accept** in the lower right-hand corner of the white box.

Directions continue on next page
Step 3: Log in by entering your NAP username and password in the white boxes and click Login in the beige ‘Message Board’ line at the top of the page.
Step 4: Click on the **IW-PROD** link in the **IWADMIN** box.

*DO NOT click on the IW-TEST link as it will take you to the InciWeb Administrative site test site and no information that you enter or update there will appear on the InciWeb internet site.*
Step 5: You should now be on the InciWeb Welcome screen.

Welcome to the new InciWeb administrative site! This site has been re-engineered to enhance the stability and reliability of InciWeb and to streamline creating and updating incident records.

While the site looks different, it functions much the same with a few additions, most notably that you can now upload PDF files into the Maps section and you can now upload video into the Images section. A pre-recorded training webinar is available online at Help Webinar and the InciWeb manual has been updated as well.

If you can’t get any questions you have about this new site answered through those two resources, contact the HelpDesk by phone at 1-866-224-7677 or 360-326-6002, or by e-mail: at helpdesk@dms.nwcg.gov. Have fun exploring the new InciWeb administrative site!

Please click the ‘Unit Selection’ tab to continue

** Content posted on this website is for information purposes only.**