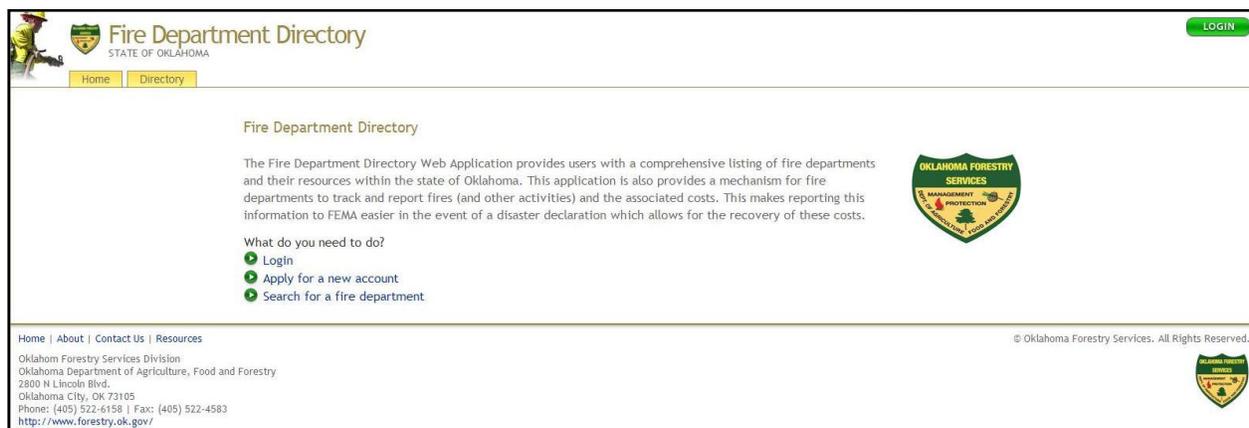


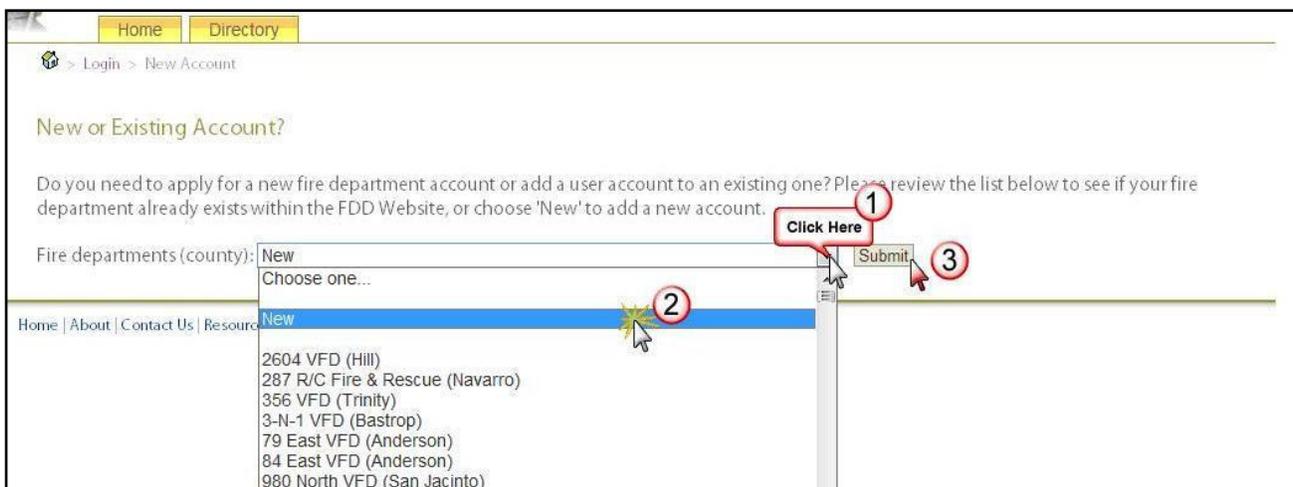


Applying for New Fire Department Account

1. In order to apply for a new Fire Department account, go to the following link:
<http://www.firereporting.ok.gov/>
2. Select Apply for a new account.



3. A new screen will appear titled New or Existing Account. Under the Fire Departments (county) drop-down menu, select New. Click on Submit.





4. Under New Account screen, enter all information requested. Once all information has been filled out, click the Submit button.

A screenshot of the "New Account" registration form on the Fire Department Directory website. The form is titled "New Account" and is located under the "Directory" tab. It contains various input fields for user information, including: User name, New FD name, Chief name, Contact name, Contact phone, Mailing address, Phone, Email, Type (a dropdown menu), Vol firefighters, Other responders, County (a dropdown menu), Contact position, Contact email, Physical address, Fax, Website (http://), Firefighters paid, Vol active firefighters, and Admin/staff. There is a checkbox for "Report under TEXFIRS or NFIRS?". The form is filled out with yellow text, and a mouse cursor is pointing at the "Submit" button. The navigation bar at the top shows "Home" and "Directory" tabs, and the breadcrumb trail is "Home > Login > New Account". The footer contains links for Home, About, Contact Us, Resources, Accessibility, Site Policies & Public Notices.

5. A new screen will appear with the message "Thank you for submitting a new fire department. An email with further instructions has been sent to: **your contact email address**. Please note your new user account must be approved before you can use the FDD website." Once you have been approved you can log into Fire Department Directory using your Username and Password.

A screenshot of the "Thank You" confirmation screen on the Fire Department Directory website. The screen is titled "Thank You" and contains the following text: "Thank you for submitting a new fire department. An email with further instructions has been sent to: [redacted] Please note your new user account must be approved before you can use the FDD website." The navigation bar at the top shows "Home" and "Directory" tabs, and the breadcrumb trail is "Home > Login > New Account".