GETTING STARTED

CREATING A FIREWISE USA ACCOUNT AND SITE PROFILE

Please follow the steps below to first create a *Firewise USA*® account then create your *Site Profile* (Firewise USA® application) for your Firewise USA® community. You must create a Firewise account before creating a Site Profile.

CREATING A FIREWISE USA® ACCOUNT

Step 1. Go to portal.firewise.org/user/login to create a Firewise USA® account.

Step 2. Click on **"Create Account".**
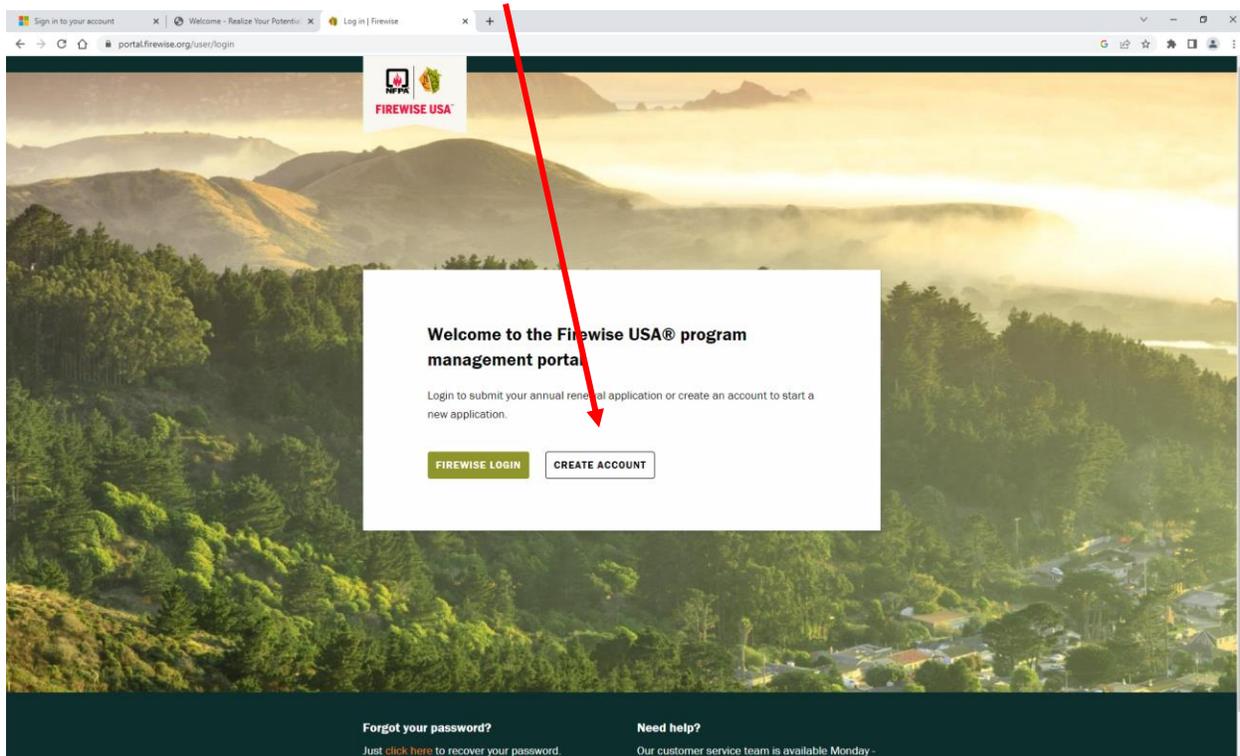
Step 3. Fill out the required information on the "**Welcome, Lets Get Started"** page to create your account. Write down your password on a separate notepad in case you need it later. When asked about your "Industry" or "Job Function" it's fine to select "Other".

Step 4. After you input all your information, click "**Register**" at the bottom of the page.

CREATING A FIREWISE USA® SITE PROFILE (APPLICATION)

The Firewise USA® Site Profile is where community leads will submit their Firewise application for the community. Only ONE site Profile (Application) can be created per community. The only thing you need to start a Site Profile is the community name. If any changes need to be made later, the change has to be made by the National Firewise Coordinator only.

Step 1. After you create your account log in at **portal.firewise.org/user/login** Click "Firewise Login".
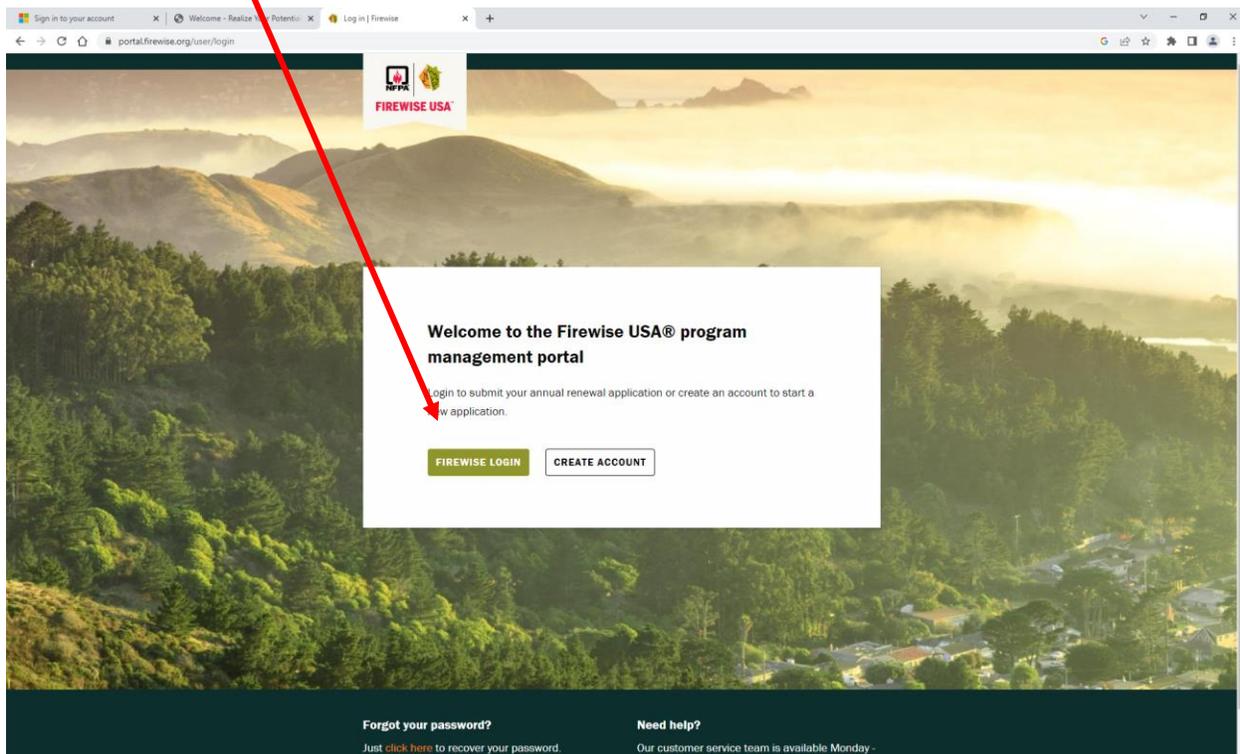
Step 2. Click on "Create New Site"

Step 3. Map Your Site. Firewise just need the general location of your community, so you do not need to know the exact boundaries of your community at this point. Additionally, you do not need to add your address or drop the pin on your home if you choose not to. Just click on the map to have the pin drop in a community common space, in the road, or some other place within your neighborhood. Once you have identified the general location of your community, click "CREATE NEW SITE"
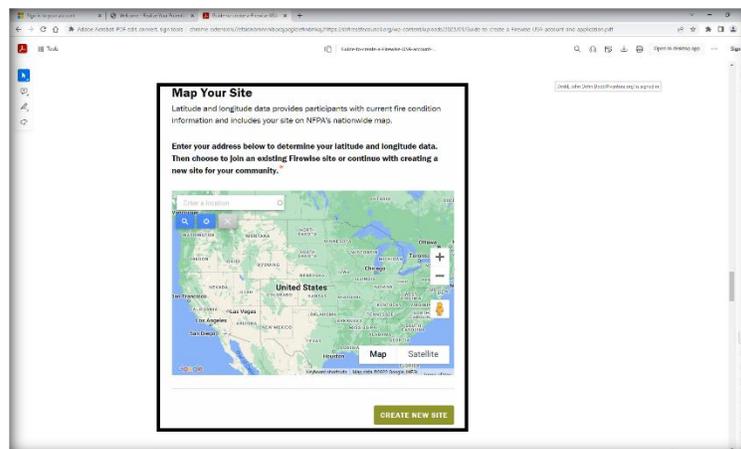
Step 4. **Tell Us More.**

a.   Question 1. What's your role? <u>Your answer:</u> Resident Leader – I will be managing my site at the local level.

b.   Question 2. Do you have a regional coordinator helping you? <u>Your answer:</u> "Yes"

c.   Question 3. Regional Coordinators Email, submit: StephenWatson@venturafiresafe.org

d.   Question 4. Name your Firewise site: Pick a name for your community with your participating members. Keep in mind this is the only feature of the application that you cannot change after starting the application. The site name can be changed, but the National Firewise coordinator will have to be emailed to make the change.

e.   Question 5. How many dwelling units are in the boundary of your Firewise Site? An estimate currently is okay if you do not know yet. This number can be changed later after your community boundary is finalized in the application process. The minimum dwelling units in a Firewise community is 8.

f.   Question 6. How many residents live within the boundary of your site? An estimate is fine, and you can change this information later in the application.

g.   Question 7. Share your site website. (Optional). Leave it blank if your community does not have a website.

h.   Question 8. How did you hear about the Firewise USA ® Program? (Optional)

i.   Question 9. Select a background for the site Dashboard. (Optional). If you select yes, you can navigate to a photo to add to your Site Profile. You can also add a photo later if you wish, but you do not need a background for the site Dashboard.

Click **CONTINUE at the bottom of the page.**

Step 5. Site Contact Information. Choose "Use my contact information", which means they will use the information you input when you made your Firewise USA® Account.

Step 6. Review all information you provided. If needed, edit your information. Once you are finished, click "CONTINUE", you will receive a welcome e-mail from Firewise USA®. The Ventura County Fire Safe Council will also get an e-mail that the site was created and will automatically be able to view and edit the application.

Congratulations! You have created an account and a Firewise USA® site.