

Trisha Chain

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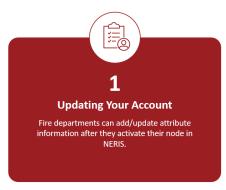


ok.gov/fire *Click on FD Reporting tab*

LOGIN

- The two email addresses provided to our office in March are listed as the department admins. If you are one of those, you can reset your temporary or permanent password directly on the NERIS site. Once anyone is logged in to the department's account, any amount of users can be added.
 - NERIS.FSRI.ORG
 - Select 'Sign In'
 - Select 'Forgot Password?'
- If your email is not recognized, please email <u>FDreporting@fire.ok.gov</u> with what email should be associated with the department account. All links and numerous resources are available at <u>OK.GOV/FIRE</u>, then click <u>FD Reporting</u> tab.

ONBOARDING – STEP 1



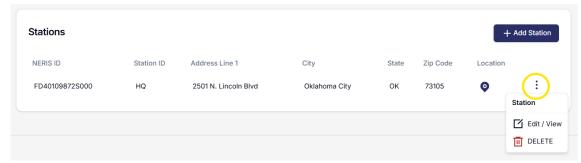
Update/confirm the information in your account (what they call a 'node'). To view/edit, go to 'My Account', then click on 'Edit' beside the department name. Note you can see your NERIS ID here as well.

You can add logo, website, & general email information, as well as update address info, response boundaries, services, staffing, and dispatch info.

Please verify the information, check the box at the bottom of the screen, and click 'Submit'.



Below the confirmation, station information can be edited. To add the unit/truck information for each station, select the 3 dots to the right of the station, highlighted below, and click 'Edit / View':



HB 1052 - Law goes into effect November 1st, 2025

- NERIS required to be used for incident reporting
- Reports with fire-related burn injuries and/or deaths to be completed within 48 hours of the incident.

ONBOARDING – STEP 2



Activate your reporting capability! When you are ready to report in NERIS, activate your reporting capability by following one of the two options below:

A. **FOR DIRECT ENTRY**: Click 'Helpdesk' in your menu (shown in yellow in image to the right). Scroll to the bottom of that page and select 'Request Direct Incident Logging in NERIS' (shown below). Once the NERIS team confirms the request, you will see the 'Log an Incident' button in your menu (shown in blue in image to the right).



It will ask these questions:

• Email confirmation to: Your email

• NERIS Environment: Production

Department NERIS ID: Found in 'My Account'

• Summary: Direct Incident Logging

B. FOR CONNECTING AN RMS (3rd party Records

<u>Management System</u>): Click on 'Enrollments' in your menu (shown in red in image to the right). Copy and paste the Client ID you will need to obtain from your 3rd party system and click 'Enroll Integration'.

