

## **NEW Bulk Import Utility Instructions**

Instead of sending your data as an e-mail attachment we are asking that you try the Bulk Import Utility. This is used to "upload" your NFIRS 5.0 Transaction Files directly to the FEMA Web site. In order to begin using the Utility, your department will need to register with your State Program Administrator by going to [www.nfirs.fema.gov](http://www.nfirs.fema.gov).

**Go to Home Page, User Registration and complete the requested information.**

**Username** (Suggest using your five-digit FDID)

**State** (Standard two-character abbreviation)

**Password** (Your choice, but something you can remember). **SAVE.**

Once the State Administrator receives this information, the user will be notified by email that the department has been activated. **NOTE:** If you do not login to the NFIRS Bulk Import Utility page at least once every 59 days, you will automatically be deactivated and the State Administrator will have to reactivate you.

### **Steps for Using the Bulk Import Utility**

Enter the Bulk Import URL, <https://www.nfirs.fema.gov/webtools/> ← **NEW**

**NOTE:** **The Web site address must start with https NOT http.**

1. Click on "Bulk Import Utility" to access the NFIRS Bulk Import Utility page.
2. Click on "[begin Bulk Import Utility import](#)" Enter your account login information and click on "Continue".

#### **To upload files:**

3. The user must enter his or her Email Address. The log files of the import will be returned to this email address.
4. Click the "Browse" button. An explorer window will appear where the user can locate the file(s) to upload. If the file(s) are on a floppy diskette, access the appropriate drive letter and locate the file(s) there. (It is acceptable to combine your Transaction Files in a single Zip file.) Highlight the desired file and click on "Open", or locate the desired file and double click on it.
5. Check the boxes to Accept invalid records and to Overwrite existing incidents during import. (If the boxes are checked, the returned log file will show TRUE for the specifications. If the boxes are not checked, the log file will show FALSE for the specifications.) **BOTH BOXES SHOULD BE CHECKED.**
6. Repeat Step 4 if more than one file will be uploaded in the session. **NOTE:** The same import specifications must apply to all files uploaded in the session. (This step is not applicable if combining Transaction Files in a Zip file.)
7. Click the "Upload Files" button.
8. Verify the message that is displayed in the lower frame indicating that the import was successful. Monitor your email for the import log files, which will be returned in a zip format with a numeric file name **(WinZip, or a compatible program, will be necessary to look at the log files)**

**A trial version of Winzip can be obtained at no cost at [www.winzip.com](http://www.winzip.com)**