



Department of Forestry and Fire Protection
Office of the State Fire Marshal
California Incident Data and Statistics Program
(CalStats)

eNFIRS Vendor Software User Registration Instructions

Fire departments who use vendor software programs to complete their NFIRS reports must upload their export files directly to eNFIRS (the national database) using the Bulk Import Utility tool (BIU) on a **MONTHLY** basis. **We no longer accept NFIRS files via email or transfer server.**

To upload files, you must register for an eNFIRS user account. Please read all of the instructions below, then follow the link to the website and register for an account. Be prepared to provide the following information:

- **Email Address:** Provide a unique email address. You cannot use an email address that is associated with an existing eNFIRS or AFG Grant account. **It is important that this email address be valid and checked on a regular basis.** This is the email address that you will use for password resets, account reactivation, and to receive import validation results.
- **User's First and Last Name:** This should be the person who will be tasked with exporting the data from your software, manually uploading it to eNFIRS on a monthly basis, and reviewing the validation files that are generated from the import. If multiple people perform this task, then multiple people will need accounts. **eNFIRS accounts cannot be shared.**

NOTE!! - If your vendor provides this service to you, contact your vendor for more information after you have completed the registration process.

- **State:** CA
- **Fire Department Name & FDID (Fire Department ID Number):** – Go [here](#) to look up your FDID.
- **Phone Number:** Provide a phone number where we can contact the user directly.
- **Username:** Provide a unique username that meets the stated requirement.
- **Password:** Provide a password that meets the stated requirements.

If needed, user accounts can be given access to multiple fire departments. Enter the FDID for one of the fire departments that you need access to in the registration form. For access to additional fire departments send an email to CalStats@fire.ca.gov and include the following information:

- Subject Line of Email: **eNFIRS Access to Multiple Agencies**
- Username
- Name and FDID of fire department(s)

eNFIRS Website Account Registration Link - [NFIRS | New | User | Registration \(fema.gov\)](#)