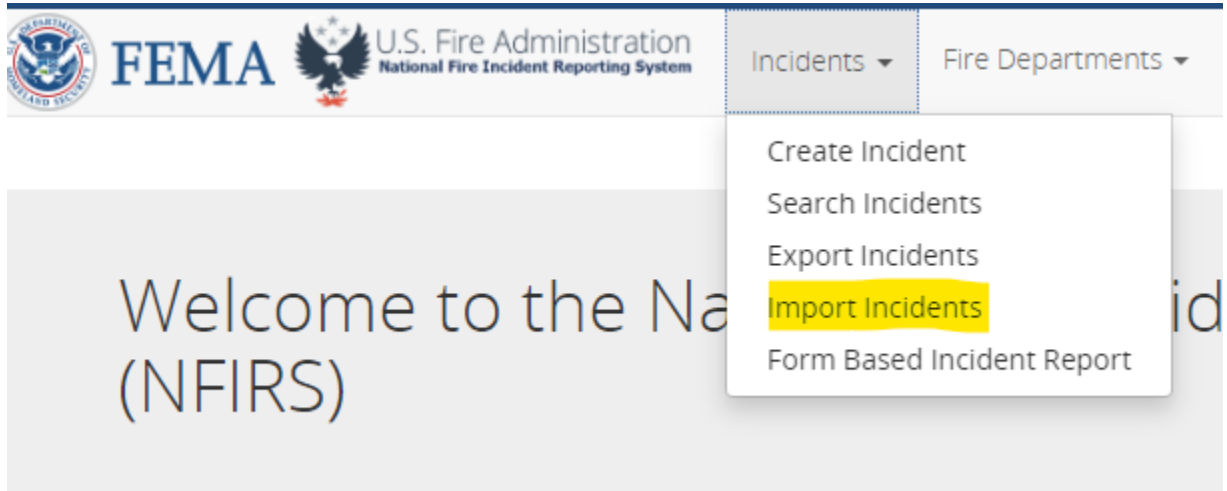


Bulk Import Incidents

- Log into eNFIRS <https://nfirs.fema.gov/>
- Click on the Incident tab on the top of the page.
- Click Import Incidents



- Populate the following fields with your filter criteria.
 - *Email Address: Verify that the email address that populated is correct. If it is not correct, please make the change on the import incidents screen and email FFIRS.Service@myfloridacfo.com and notify them of the change of email address.
 - Accept Invalid Incidents: Click on Yes
 - Overwrite Existing Incidents: Click on Yes
 - *File 1: Click Choose file and locate the file on your computer then

click open. ***File 1** No file chosen

- Click Import File

Once the file import process has started you will see a successful import on the top of the Bulk Import Screen.

It could take a few minutes to a few hours to process the incident file. Once the file has completed its processing an email will be sent to the email address that was provided on the top of the Bulk Import screen. This email will contain four reports. Please review this video on how to read log files: [Log File Video](#)

