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Completing Registration

Audience
This document is for users who need to create a new WebEOC® user account.

Preparations for Registration
To complete the Registration, you will need the WebEOC address (https://webeoc.epa.gov/eoc7), the name of the Position you will be assigned to (i.e., R1 Duty Officer, ICS, etc.), and the position access code (PAC). To receive the Position Access Code (PAC), please send a request to ertsupport@epa.gov indicating what Position(s) you will be registering for.

Position Access Codes (PACs)
A PAC is a position-specific code that the WebEOC Administrator generates in WebEOC. The PAC your administrator gives you can only be used for the position you are assigned to. This is an example of a PAC: R$e9oP5!.
Creating a WebEOC User Account

To create a WebEOC user account, follow the steps below.

1. Access the WebEOC site [https://webeoc.epa.gov/eoc7](https://webeoc.epa.gov/eoc7).

2. From the WebEOC Login screen, select the New User? Click here to create an account link.

3. When the Create Account screen appears, enter the Position Name (i.e., R1 Duty Officer) in the Position Name field, and enter your Position Access Code (PAC) in the Position Access Code field (see Preparations for Registration above).

4. Select the OK button to continue, or select the Cancel button to abort the operation.
5. In the Create Account screen, enter your email address (i.e., ertsupport@epa.gov) as the User Name.

6. In the Create Account screen, enter your email address (i.e., ertsupport@epa.gov) as the User Name.

7. Enter a unique password (must contain 12 characters, upper case, lower case, number and special character). Confirm the password in the Confirm Password field.

   **Note:** If you re-enter your password incorrectly, a warning will appear.

8. Enter your primary email address (i.e., ertsupport@epa.gov)

9. **Disregard** the Secondary Email.

10. Select English as the Default Locale.

11. **Disregard the Time Zone section.** The time zone defaults to the setting configured on the WebEOC server.
12. When you have completed the Create Account screen, click on **Save**.

13. Click on **OK** at the new user has been successfully created screen.

```
Create Account

The new user ertsupport@epa.gov has been successfully created.
Click the OK button to continue logging into WebEOC as this user.
```

14. Click **OK** to login to the Position.

```
WebEOC 7.5 Login

Position: ERT Duty Officer
Incident: -Daily Operations @ ERT

Note: The Incident will default to -National Daily Operations @ EPA Headquarters. Click on the drop-down list to select ---Daily Operations @ R?, ICS or Spill Reports
```
15. The WebEOC Logged In screen will appear and your WebEOC Control Panel will open in a separate window.

Note: To reduce the number of windows you have open at a time, the Logged In window can be closed without logging you out of WebEOC.
How to Register for Additional Positions

Once your New User Account has been setup and after entering your WebEOC credentials, you can register for additional positions (i.e., Duty Officer, ICS, Spill Reports). To register for additional Positions:

1. On the Position and Incident window, click on the Register for a Position link.

2. On the Position Registration window, enter the Position Name and Position Access Code. Click OK.

To receive the Position Access Code (PAC), please send a request to ertosupport@epa.gov indicating what position(s) you will be registering for.
Toggle Between Positions

If you have registered for multiple Positions (i.e., Duty Officer, Spill Reports, ICS, etc.) you can now toggle between Positions. To toggle between Positions:

1. On the WebEOC dashboard, click on the position you logged in with.

2. Under Position, click on the drop-down arrow.

3. Select a different Position from the drop-down menu.
Forgot Your Username or Password

To retrieve your username or reset your password, follow the steps below.

1. From the WebEOC Login screen, select the **Forgot Username/Password?** Link.

   ![WebEOC Login Screen](image)

2. Select the **Retrieve Username** or **Reset Password** link.

   ![Retrieve Username/Reset Password](image)

3. If you select **Retrieve Username**, enter your email address and re-enter it in the **Confirm Address** field. Select **Continue** and an email with your username will be sent to your email account.

   ![Retrieve Username Screen](image)
4. If you select **Reset Password**, enter your username (always your email address) and email address in the field and select Continue.

5. A message containing a link to reset your password will be generated and sent to your email account.