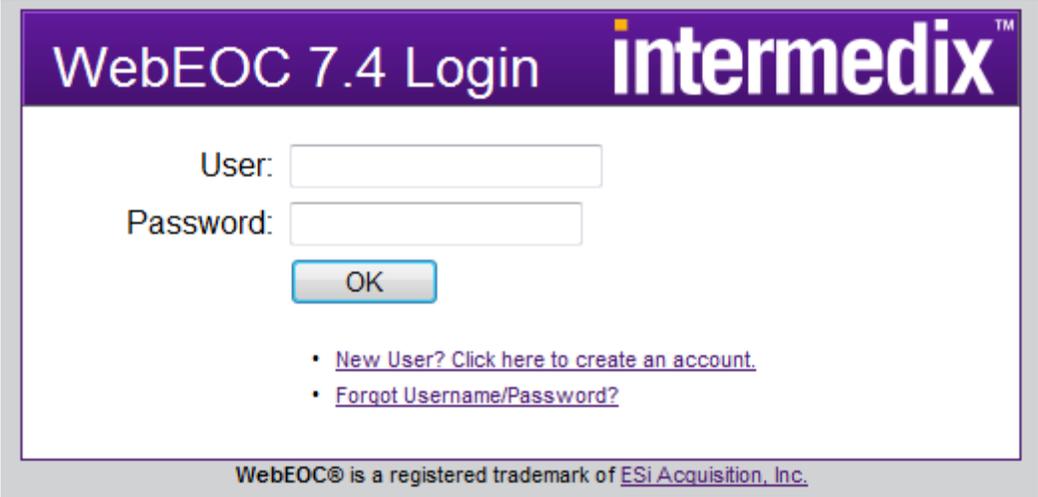


Logging In To WebEOC®

Step	Action
1	Open your web browser.
2	Type https://webeoc.sema.dps.mo.gov/eoc7/ in the address bar and then press Enter . Next: The WebEOC 7.4 Login window appears.
3	<p>Enter the username and password given to you during the WebEOC training. If you do not have a username and password, please go to www.sema.dps.mo.gov to contact the WebEOC administrator team.</p>  <p>Password: minimum eight characters. If you have forgotten your password, click “Forgot Username/Password.” It will ask you to confirm the email address you used to set up the account and reset your password. It should be your professional email address.</p>
4	<p>Click OK</p> <p>Note: After three failed attempts you will be “locked out” of the system; wait five minutes for the account to unlock.</p> <p>Next: Another login window appears, prompting you to select your Position and Incident that you wish to log in to.</p>
5	<p>Select the appropriate Position and Incident from the drop-down list.</p> <p>Note: It is important that you log into the correct incident, so that you are able to view all the current information. Your position must be selected correctly first, because the incident boards you are allowed to view are dependent on the position you select.</p>

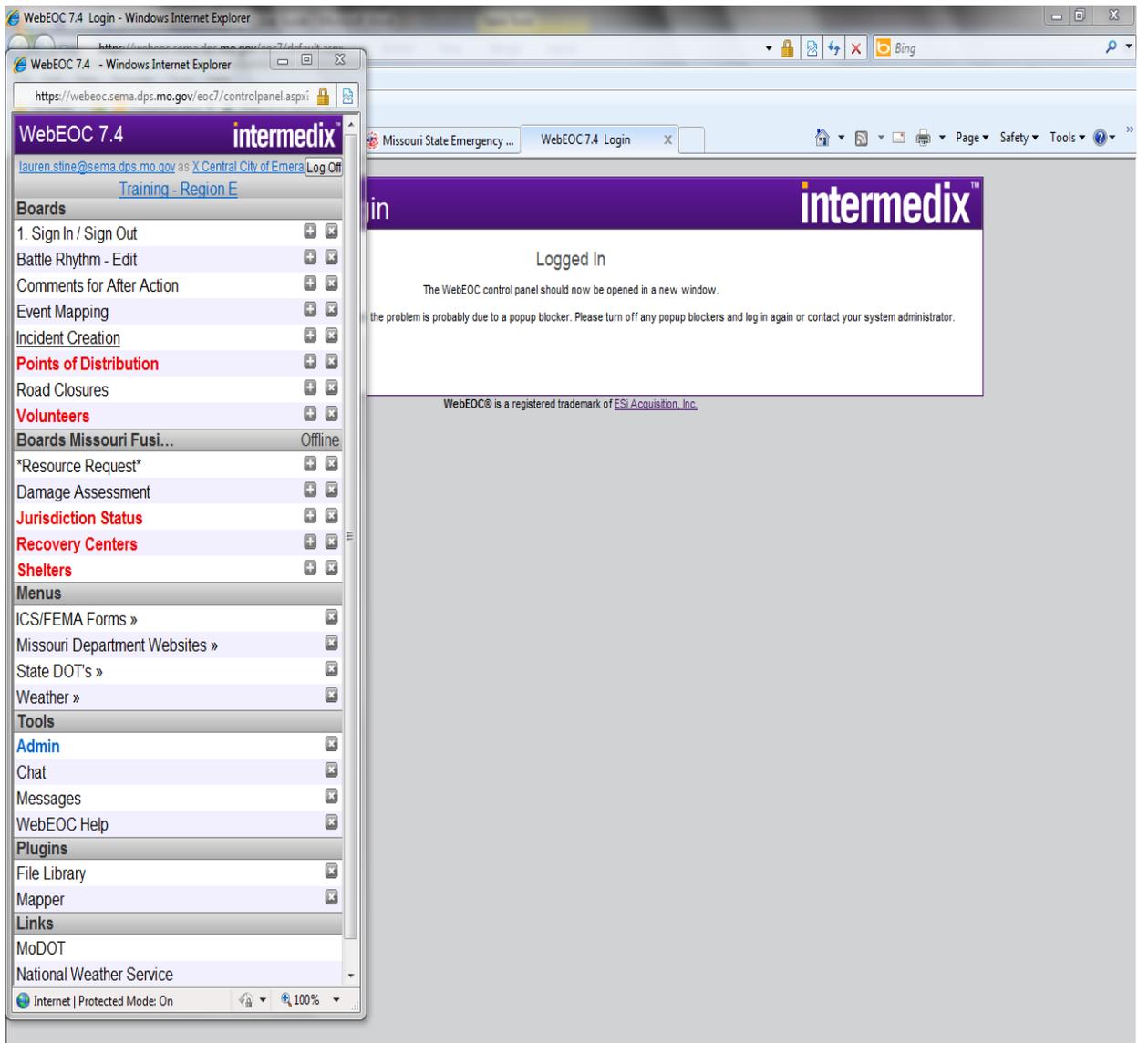
If you require assistance please review the Troubleshooting Guide at www.sema.dps.mo.gov under Programs. If your question/concern is still unanswered, contact a State WebEOC administrator at 573-526-9214 or WebEOC@dps.mo.gov.

6	<p>Click OK to continue the login.</p> <p>Next: The Additional Login Information window opens.</p> <p>Confirm the information on the additional login page is correct. This should automatically fill from the last time you logged in. This information also auto populates some forms within WebEOC.</p> <p>If needed, enter the following information in the Additional Login Information window.</p> <ul style="list-style-type: none"> • Name- (Required field) Enter your full name. • Location- (Required field) Enter your current location. i.e. Bates County EOC). • Phone Number- (Required field) Enter the best phone number to contact you during the operational period in which you are logging in. • Email- (Required field) Enter your work email address. • Comments- Enter any additional information you feel is necessary.
7	<p>You must either disable Pop-Up blockers from your browser options or allow Popups from the WebEOC® site.</p>

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If you have logged in successfully, the **Control Panel** and the **Logged In** window will appear.



Logging off WebEOC®

Before logging off, be sure to save any process(es) / record(s) that may be in progress.

Step	Action
1	To Log off: <ol style="list-style-type: none"> a) Click the "X" in the Control Panel window OR b) Click Log Off from the Control Panel

If you require assistance please review the Troubleshooting Guide at www.sema.dps.mo.gov under Programs. If your question/concern is still unanswered, contact a State WebEOC administrator at 573-526-9214 or WebEOC@dps.mo.gov.