Forms QuickStart

NFIP IT Services User Guide

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FEMA

forms

This document is a guide for the usage of the NFIP IT Services Forms application. This guide is divided into several parts. The first part provides background information on the application and its benefits to NFIP stakeholders. The second part serves as a user guide for the Web-based access method for the application.

The Forms was developed under the NextGen Bureau Systems Modernization Project and is released as a production application. With your suggestions and feedback, NFIP IT Services continues to improve production applications with new features and enhancements. Feel free to provide feedback by sending e-mail to **nextgen@ostglobal.com** or calling **(202) 467-7602**.

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FORMS **OVERVIEW**

Forms is an NFIP IT Services application that facilitates the process of completing official NFIP forms. Incomplete or inaccurate data on NFIP forms requires additional effort on the part of FEMA personnel and other stakeholders to verify and correct forms. The purpose of Forms is to provide NFIP stakeholders with the ability to complete print-friendly, official NFIP forms in a Web-based tool that performs calculations on derived fields and validates the entry of all required fields.

Forms provides a number of benefits for all NFIP stakeholders. Below is a list of major benefits.

• Facilitates completion and printing of official NFIP forms

• Improved accuracy and completeness for received forms

NFIP IT SERVICES FORMS

Many of the forms used by the NFIP are integrated into NFIP IT Services applications, providing an electronic workflow for users to complete forms, save them for future access, submit them to FEMA for review and check the status of submitted forms. Not all forms have been integrated with NFIP IT Services applications and access to the forms that have been integrated is limited to pilot users. The Forms application provides all stakeholders, regardless of their affiliation with the NFIP, with the ability to complete and print NFIP forms through a Web-based portal.

The Forms application provides users with the ability to complete forms, save a PDF copy to their local workstation and print a copy to submit to FEMA. Unlike those forms that are integrated with NFIP IT Services applications, information entered into Forms is not saved online for future retrieval and editing. The primary purpose of Forms is to facilitate completion and printing of the forms, not to submit the information electronically.

The following table provides a list of the typographic conventions used in this document.

Typeface	Description	Samples
Italic	Italic style is used to denote variable text that must be replaced with the appropriate value, such as filenames and form field values. It is also used for emphasis.	*filename1* *default-value*
Bold	Bold style is used to denote GUI elements and text that is to be entered, such as window or form field names and keyboard input text.	**Start Menu** **cd ..**
Monospace	A monospace font is used to denote command names, on-screen computer output and filenames.	`mkdir` `config.sys`

FORMS

REAL-TIME PERSON-TO-MACHINE (WEB-BASED) TRANSMISSION METHOD

The Forms QuickStart is a mini guide to help users get started with the NFIP IT Services Forms application. NFIP IT Services Forms is an application that allows users to complete, validate and save NFIP forms through a Web portal.

This guide provides information for all users of the Forms application, including how to enter data into forms and download completed forms for saving and printing.

For a complete listing of NFIP IT Services QuickStarts and additional help, refer to http://www.nfipbureau.fema.gov/help.html.

OBJECTIVES AND PREREQUISITES

After reading this guide, users should possess the following skills and knowledge.

• Users should be able to access the Forms application.

• Users should be able to enter data into forms and validate the appropriate fields.

• Users should be able to create a PDF version of their completed forms.

SYSTEM REQUIREMENTS

• **Microsoft Internet Explorer 5.5 or better** – Microsoft Internet Explorer for Windows can be downloaded for free at http://www.microsoft.com/downloads/results.aspx?productID=&freetext=IE&DisplayLang=en.

• **Adobe Reader** – The Adobe Reader application can be downloaded for free at http://www.adobe.com.

OPEN ACCESS

All NFIP stakeholders can access the Forms application at http://www.nfipbureau.fema.gov. Forms does not require an authorized username and password.
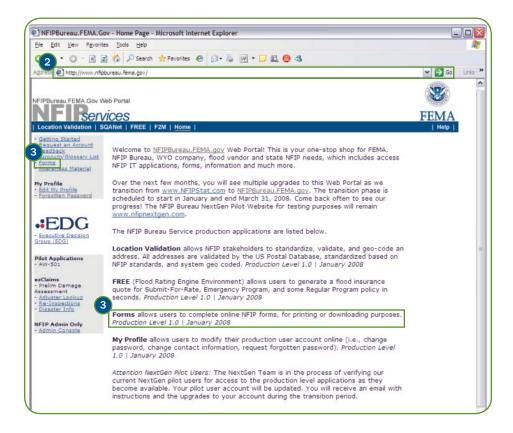
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FORMS **ACCESSING FORMS**

Forms is accessible through the NFIPBureau.FEMA.Gov Web Portal. The following process describes how to access the Portal and the Forms application.

1 Open Internet Explorer. Shortcuts for Internet Explorer are typically located in the Start Menu or on the Desktop.

2 Type http://www.nfipbureau.fema.gov in the **Address** bar and press <Enter> or click the **Go** button.

3 Click the **Forms** link. Please note that there are several **Forms** links on the page. All of the links will take you to the Forms application.

NFIP IT Tip
Please note that http://www.nfipbureau.fema.gov requires Internet Explorer 5.5 or better. Performance on other browsers may vary.

FORMS **GETTING STARTED**

The Forms page is where users can select a FEMA NFIP form that they wish to complete. The page displays a list of claims and underwriting forms that are available

for users to access. The list also includes forms that are currently under development, in order to inform stakeholders of which forms will be available in the future.

forms

Welcome to NextGen forms! We are in the midst of creating web-based forms that tie into our NextGen applications. For example, if you use the NextGen?s quoting application, FREE, to generate a quote then the appropriate FEMA form (s) will automatically be completed with the entered quote data. The appropriate form could be the Application for Flood Insurance FEMA Form 81-16 or Worksheet - Building FEMA Form 81-41. All forms will be accessible within NextGen applications. You can print or download these forms to your local machine.

Since not everyone has access to our NextGen applications, we are offering web-based forms for printing or downloading purposes. Unlike forms that are tied-into our NextGen applications, the data entered in these forms in not saved or submitted to the NFIP Bureau or NextGen systems. The QuickStart is a quick way to learn how to use the Forms application. Click on the name of the form below to get started.

NFIP Claims Forms
- Notice of Loss (FEMA Form 81-43)
- Adjuster Preliminary Damage Assessment (FEMA Form 81-109) - Under Development
- NFIP Preliminary Report (FEMA Form 81-57)
- NFIP Final Report (FEMA Form 81-58) (NEW)
- NFIP Narrative Report (FEMA Form 81-59) - Under Development
- Worksheet - Contents - Personal Property (FEMA Form 81-40)
- Worksheet - Building (FEMA Form 81-41)
- Proof of Loss (FEMA Form 81-42)
- Statement of Full Repair or Replacement (FEMA Form 81-44)
- Increased Cost of Compliance Proof of Loss Form (FEMA Form 81-42A)
- Manufactured (Mobile) Home / Travel Trailer Worksheet (FEMA Form 81-96)
- Increased Cost of Compliance (ICC) Adjuster Report (FEMA Form 81-98)
- Re-Inspection Report
- Cause of Loss and Subrogation Report (FEMA Form 81-63) - Under Development

NFIP Underwriting Forms

Select a form name from the list to access the form.

Note: This QuickStart will use the Statement of Full Cost of Repair or Replacement (FEMA 81-44) form for demonstration purposes.

NFIP IT Tip
This QuickStart can be accessed through the QuickStart link on the Forms page. For a complete listing of NFIP IT Services QuickStarts, please refer to **http://www.nfipbureau.fema.gov/help.html**.

FORMS **INPUT PAGE**

After selecting a form name from the Forms page, the input page used to enter form data is displayed.

INPUT PAGE ELEMENTS

1 **Forms Primary Navigation Menu** – These links provide access to the list of available forms, the Forms QuickStart and the Privacy Act Statement & Paperwork Burden Disclosure Notice.

2 **Forms Secondary Navigation Menu** – These links provide access to return to the NFIPBureau.FEMA.Gov Portal homepage, access Forms online help and logout of NFIP IT applications.

FORMS VALIDATION

Some of the form fields contain data validations; for instance, certain fields may be required in order to complete the form, other fields may require numeric entry, while others may require input of a certain length. Additionally, some form field values may be calculated based on the input in other fields; these fields will be indicated in gray and users will be unable to enter data in these fields.

Enter data into the fields on the form. Not all fields are required, however, users should provide as much information as possible.
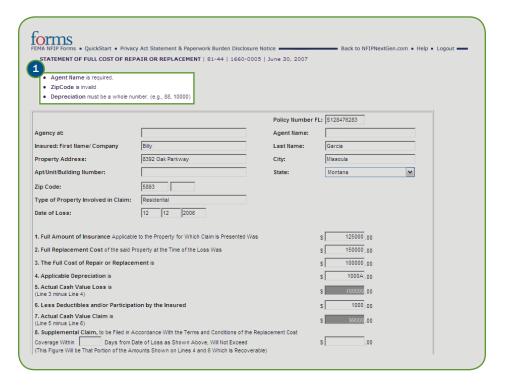
3 Click **Continue** to validate the data entered on this page and continue to the next page.

4 Click **Reset** to erase the contents of the form fields and start over with data entry.

Forms Tip
A user may return to the input page to edit the values they have already entered and validated, using the **Edit** button on the review page. In this situation, the **Reset** button will not erase the contents of the form fields; instead, the fields will be re-set to the previously validated values.

FORMS **VALIDATING INPUT**

After entering data into a form and clicking **Continue**, the application will validate the data. If any of the data entered does not pass validation, the data entry page will be display with information on the fields that did not pass validations.

1 The error messages that are displayed under the form name must be satisfied before the user may successfully continue.

Forms Tip
Users should try to provide complete, accurate data on their forms. This should help minimize validation errors, especially with required field validations.

FORMS **REVIEWING FORM DATA**

After completing the form and correcting validation errors, if any, the page for reviewing form data is displayed. This page allows users to check the information they have entered and view any calculated fields.

1 Click **Edit** to modify any form input elements. This will return users to the form entry page with the fields pre-populated with the information displayed on this page.

2 Click **Download|Print** to create a PDF version of the form. This feature allows users to save the form to their computer and/or print a copy of the form.
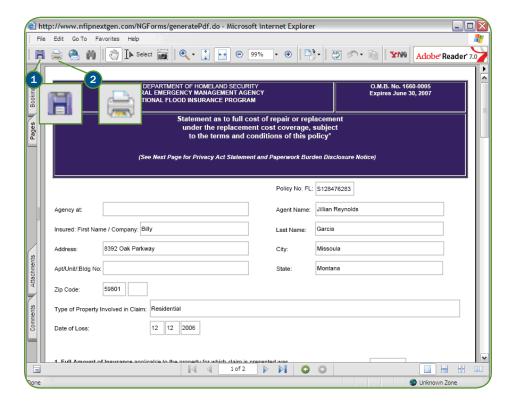
NFIP IT Note
The Adobe Reader application is required to be able to access PDF versions of forms. Refer to the System Requirements for information on how to acquire the Adobe Reader application.
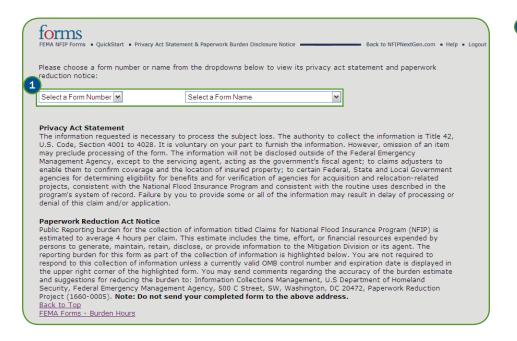
FORMS **DOWNLOAD AND PRINT FORMS**

When you select the **Download|Print** button, a PDF version of the form will be created with the information entered by the user.

1 Clicking the **Save** icon will allow you to save the form to your desktop so that you can keep a copy for your records.

2 Clicking the **Print** icon will allow you to print a copy of the form to your printer.

FORMS PRIVACY ACT & PAPERWORK BURDEN

This page provides users with Privacy Act and Paperwork Burden information for every form that is available through NFIP IT Services Forms.

1 Select either the Form Number or the Form Name from the respective pull-down menu. The page will display the Privacy Act Statement & Paperwork Burden Disclosure Notice specific to that form.