LMS 2018 WebEOC Project Submissions





Palm Beach County Division of Emergency Management



You are accessing **WebEOC**, a Palm Beach County Department of Public Safety information management system. WebEOC will be used **For Official Use Only**. The records may be exempt from public release under the Florida public records law, "Chapter 119, Florida Statutes." Unless explicitly noted, information should not be released to the public or other personnel who do not have a valid "need to know" without prior approval from the Palm Beach County Division of Emergency Management. Failure to comply with these terms, in the County's sole discretion, will result in termination of user access. By logging into this system, you agree to comply with these terms and conditions.

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The purpose of this PowerPoint is to demonstrate to LMS members how to submit new projects in the LMS2018 upgraded boards within WebEOC®

We will begin with the typical login process, then progress through inputting a new project.



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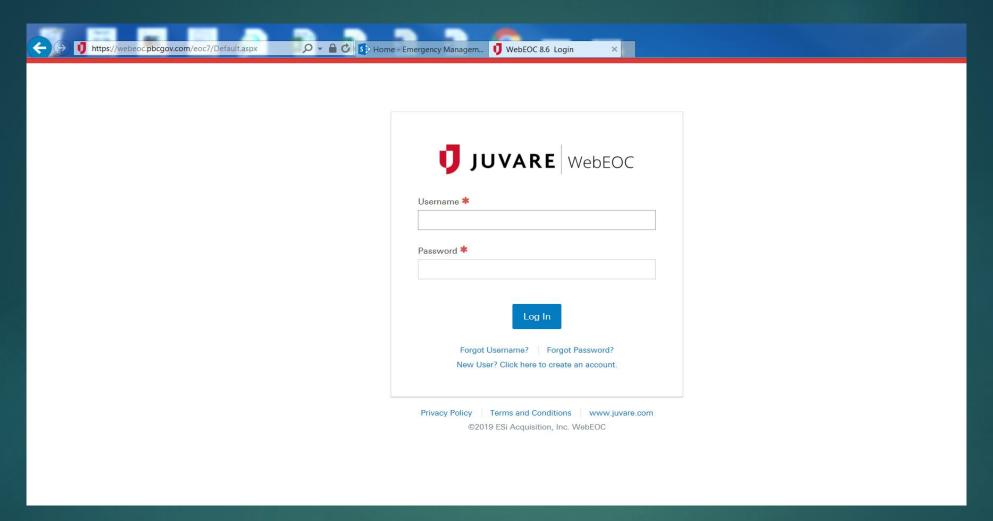
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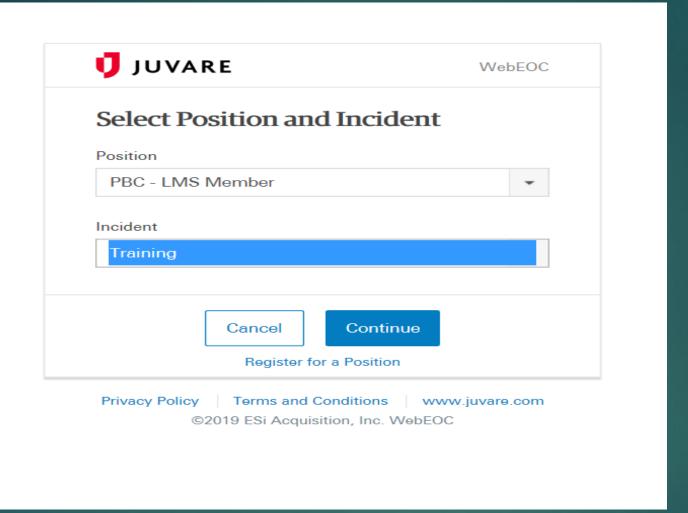
First, go to webeoc.pbcgov.com to login

Google Chrome is the recommended browser for WebEOC®

Click "Accept" to accept the terms and conditions of using the system.



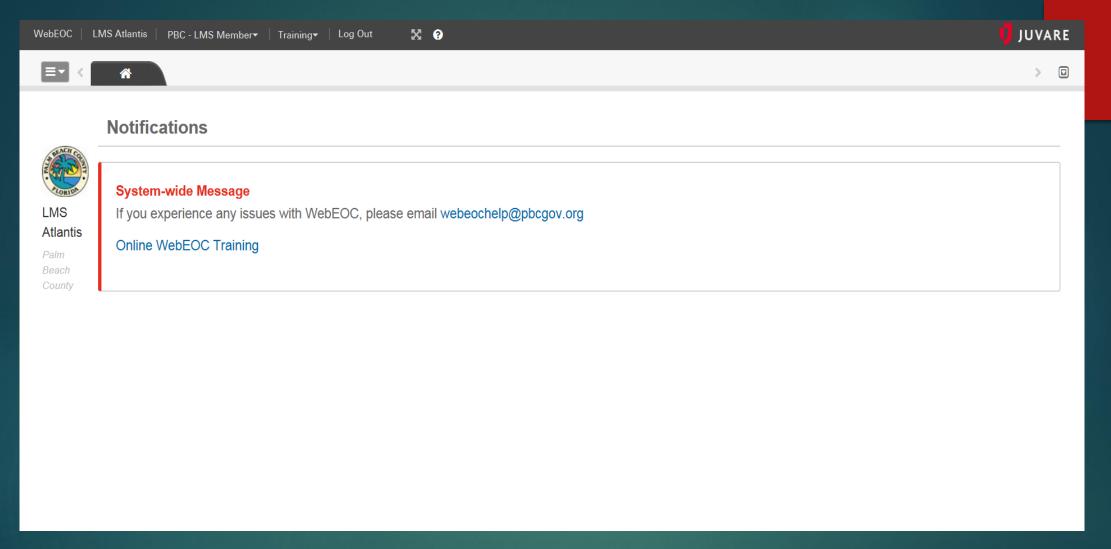
Next, use the same login that you have used in the past for LMS. It should start with LMS and then the name of the agency/municipality (e.g. "LMS Lake Park") using a space between words. Then enter the password for your login as before. If you have forgotten your password, click on "Forgot Username/Password" link at the bottom and it will lead you through a reset process.



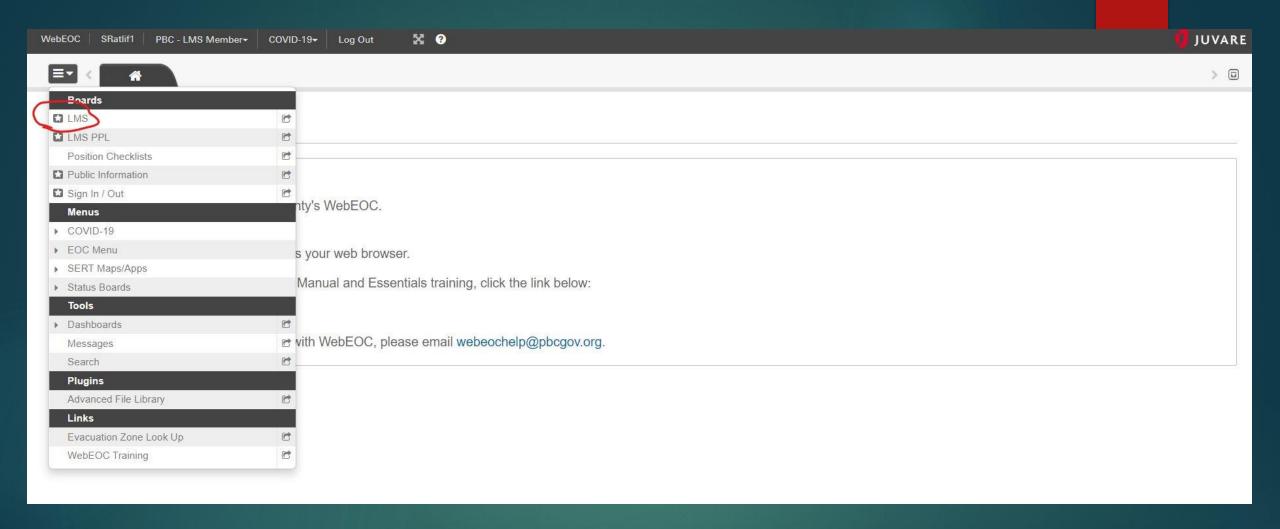
Next, you select your position. LMS Member should only have one position available, and that is "PBC – LMS Member". Then your incident is always "Training". Then click continue.

JUVARE	WebEOC
Additional Login Information	on
Name *	
Joseph Mercurio	
Location *	
EOC	
(561) 712-6481 Email *	
JMercuri@pbcgov.org	
Comments	
Cancel	
Privacy Policy Terms and Conditions w ©2019 ESi Acquisition, Inc. WebE	-

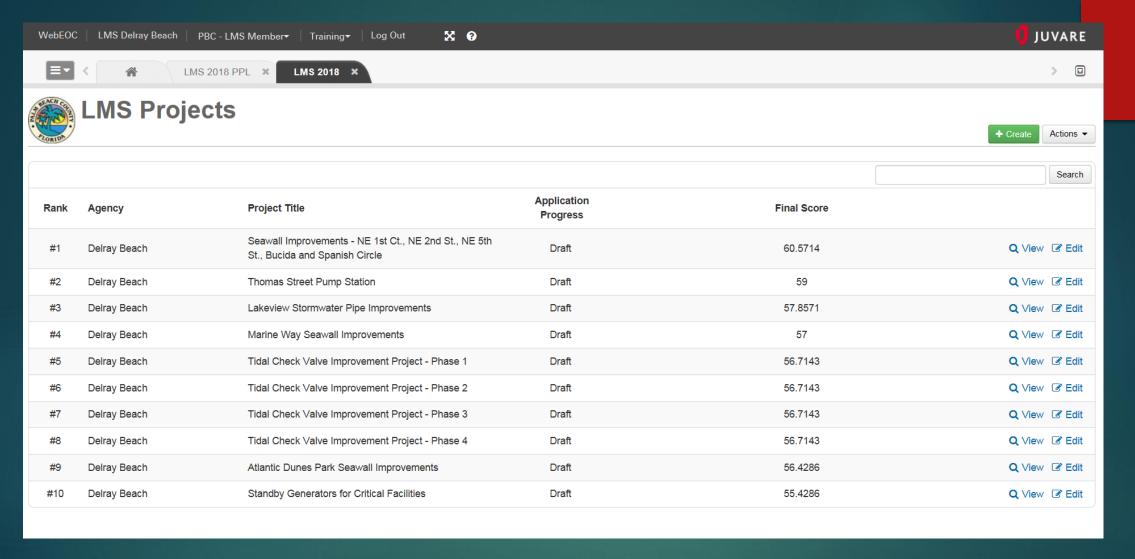
The system then asks for additional login information, that way you can be located as being inside the EOC or elsewhere. Please fill out the contact information if it isn't already pre-populated (if used previously). Then click continue.



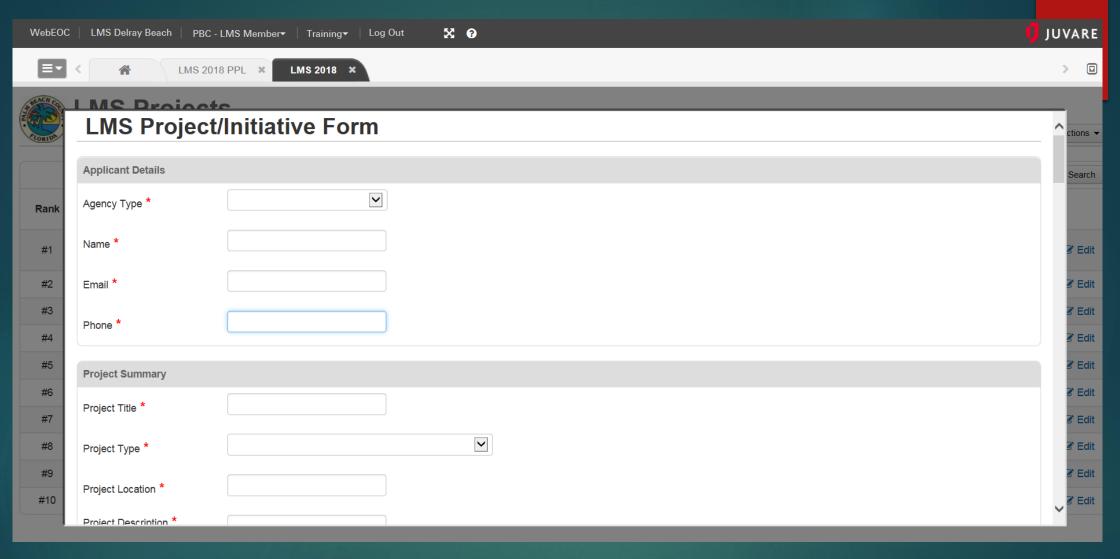
Now you see the main screen. You should have your username in the upper left, your login position and the incident on the top banner. The light blue box with the three (3) dashes on it is how you would access your boards. Click this box.



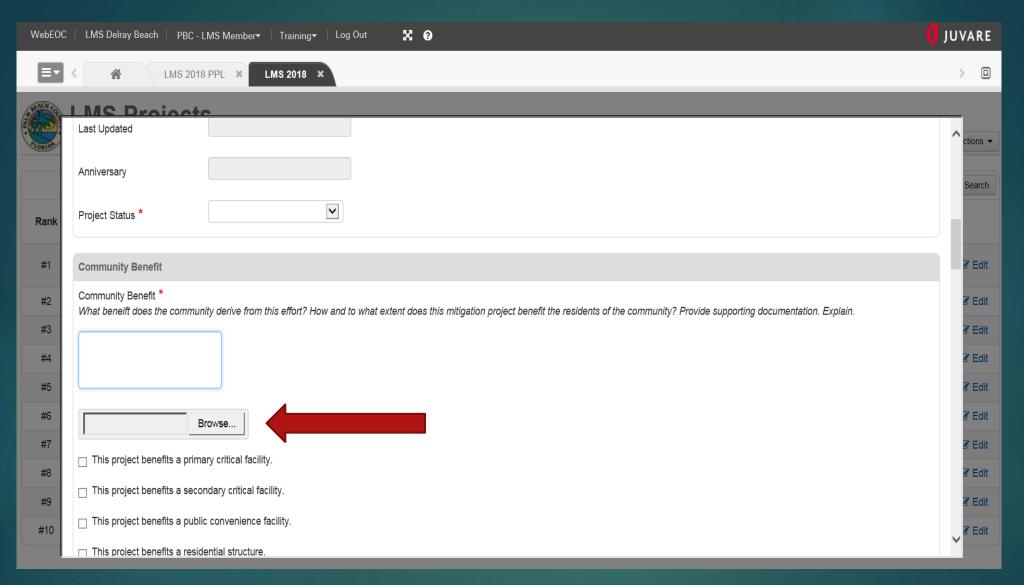
You may see fewer options than shown here, but as LMS Members, you will see the LMS close to the top. This is the only box at this time that you need to use.



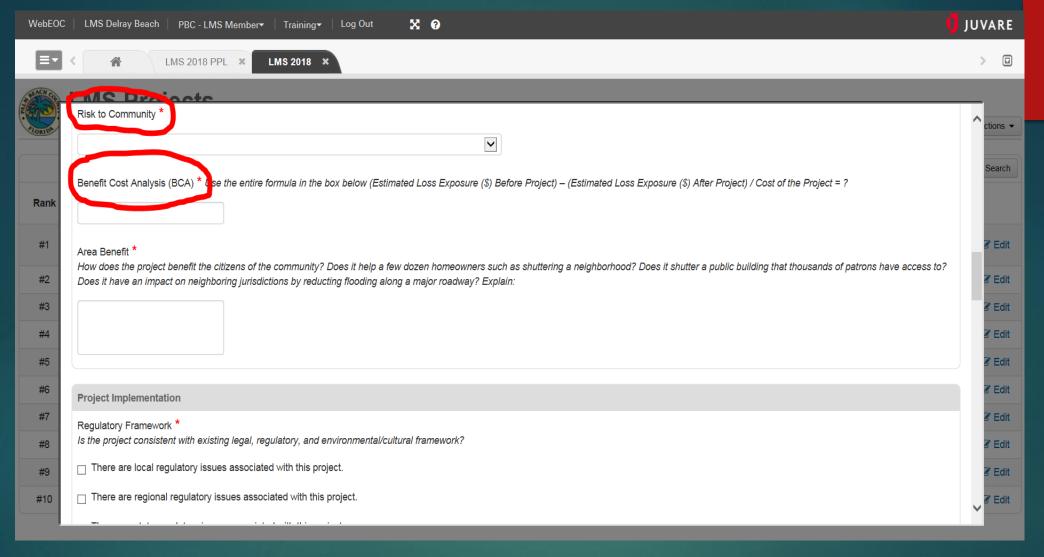
You will now see only your projects on this screen, and it should be blank the first time you log in (you will not be able to see legacy projects here, only newly active projects you input as of September 24, 2018). To start a new project submission application, click "create" in the upper right corner.



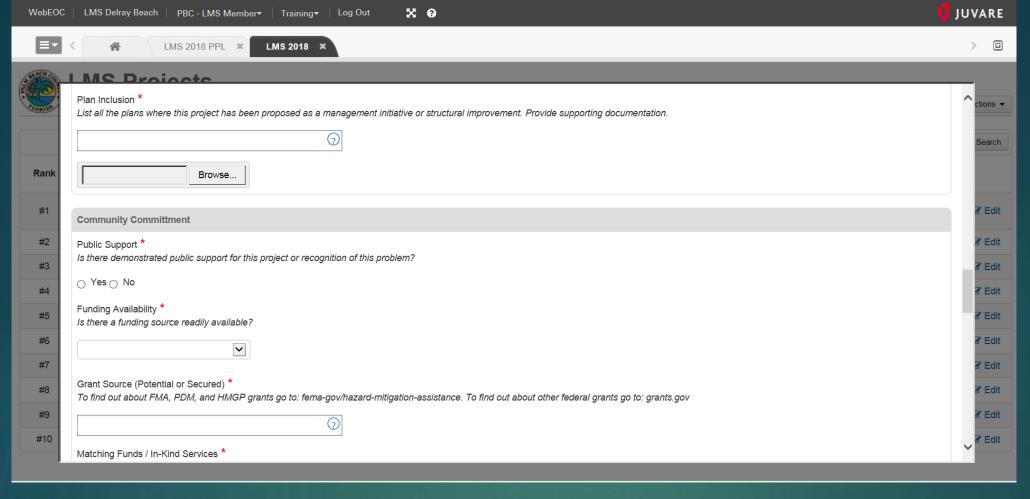
You will then see the new form. Anything with an asterisk * is a required field. You must fill out these fields or you will not be able to submit your form to be scored. Use the LMS PPL Guidance Document to fill out the form accurately.



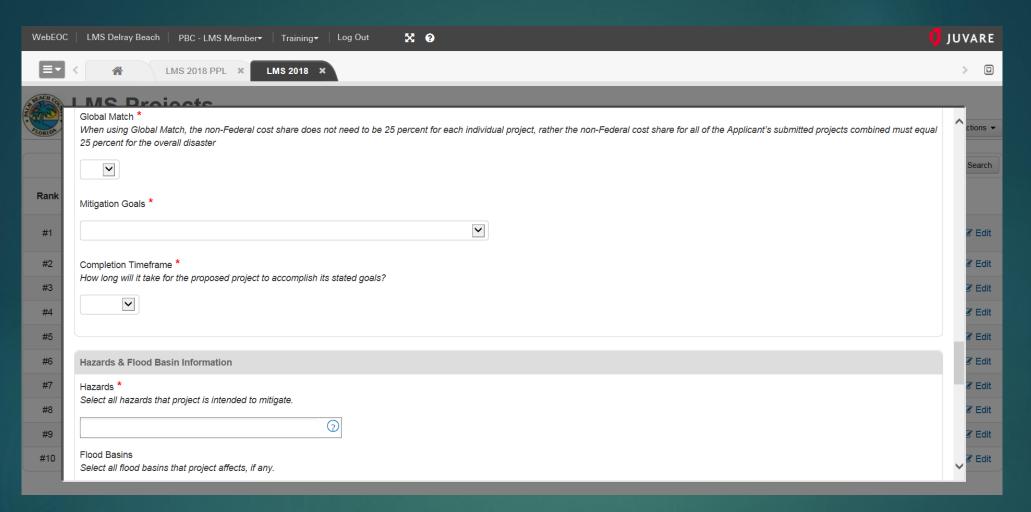
Anywhere there is a "Browse...", it is suggested that you attach a file to support your claims. Failing to do so will affect your scores.



Risk to Community and Benefit-Cost Analysis: Risk to Community is a drop-down field, please choose the exposure and frequency (see guidance document). BCA is one of the most important boxes, fill out the ENTIRE formula listed above the question. Putting in a number does not satisfy this requirement, you must use the entire formula.

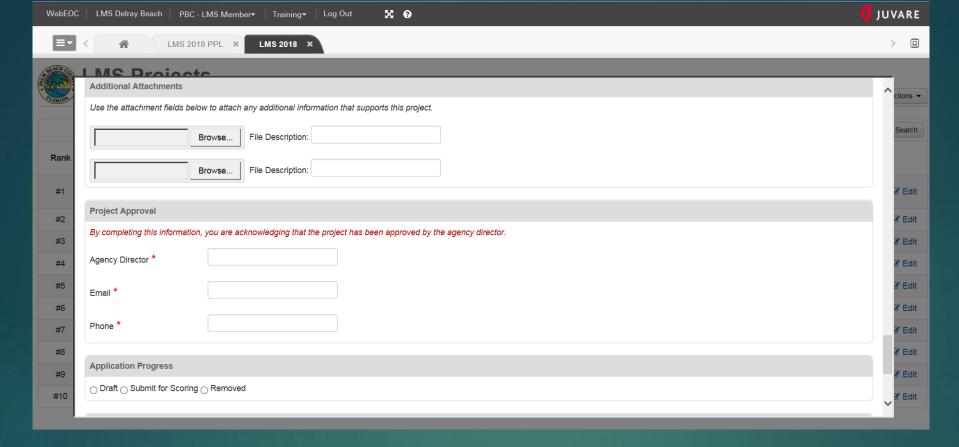


Plan Inclusions: Anywhere there is a question mark, you can click it and it will give you all the choices, choose as many as you need to answer the question. Then attach a file showing what you are claiming. Please do not send a 300 page Comprehensive Plan, just the pages that show support to your project. Public Support: Do not click yes unless you can attach something to prove that it is supported by the public either through a public meeting, letters to officials, etc. that prove the public wants this project (or something similar) done.



Global Match: Do you have allowable non-Federal funds to match your 25% share of the project? Mitigation Goals: Choose the goal from the LMS that most closely aligns with your project. Also select the global match (if using, but this is rare), and your completion timeframe.

Finally, choose your Hazards and Flood Basin Information by clicking the question marks. Hazards are required, flood basins only if this project affects a basin.



Then, additional attachments are for any other attachments you feel will help the evaluators that have not previously been attached. Please label each attachment with what it is (i.e. 2019 Capital Improvement Plan). Last, but not least, please fill out the project approval section. This should be the agency director (if County government) or the Mayor, Town Manager, City Manager, etc. (someone with authority that can verify that this project will go forward if funding is awarded).

If you need multiple sessions to fill out the submission form, please choose "Draft" until you are finished. Then select "Submit for Scoring" ONLY after you have no more edits that need to be made. You can not edit after submitting for scoring. Do not use "Remove" unless you had a draft and decide not to submit it.



If you have any questions, please contact me at 712-6344 or email sratlif1@pbcgov.org for assistance.

