LMS WebEOC Project Submission

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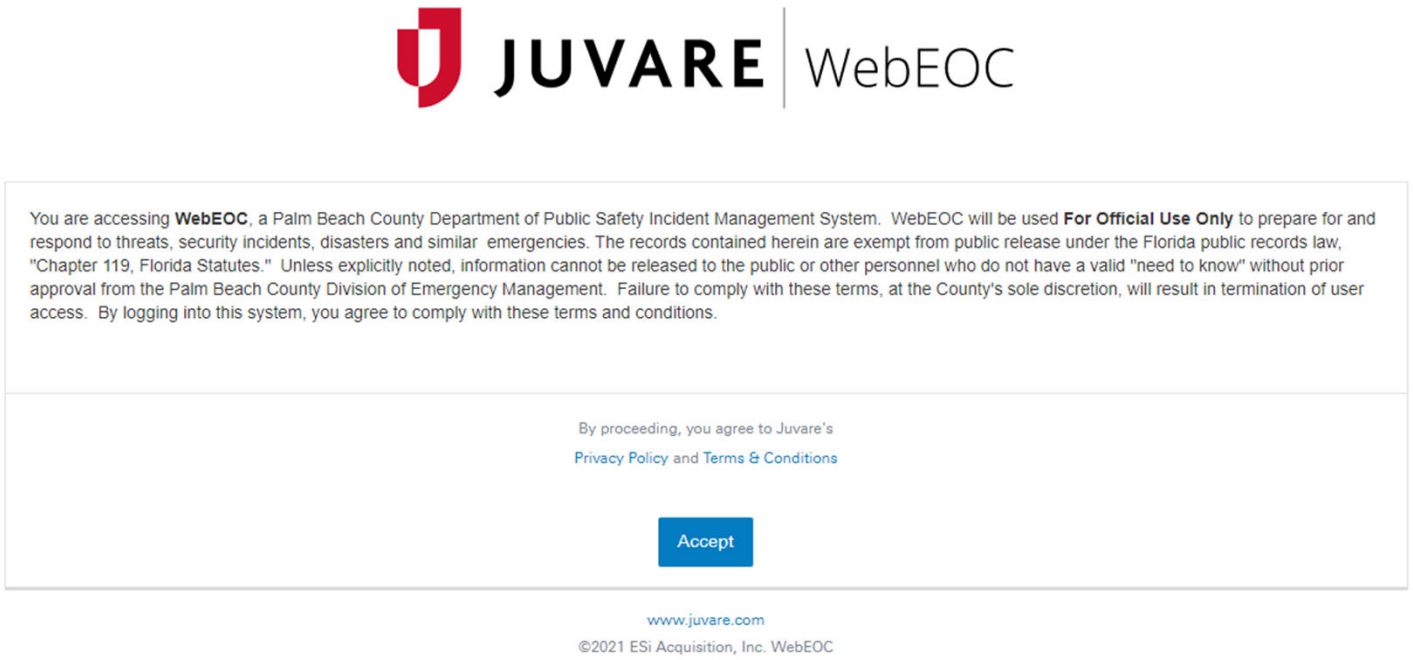
Palm Beach County Division of Emergency Management



The purpose of this presentation is to demonstrate to LMS members how to submit new projects into the LMS upgraded boards within WebEOC®

The presentation will begin with the login process then progress through new project input.

To begin, log onto https://webeoc.pbcgov.com/eoc7/default.aspx

Google Chrome is the recommended browser for WebEOC®. Other browsers may not display or save information correctly.

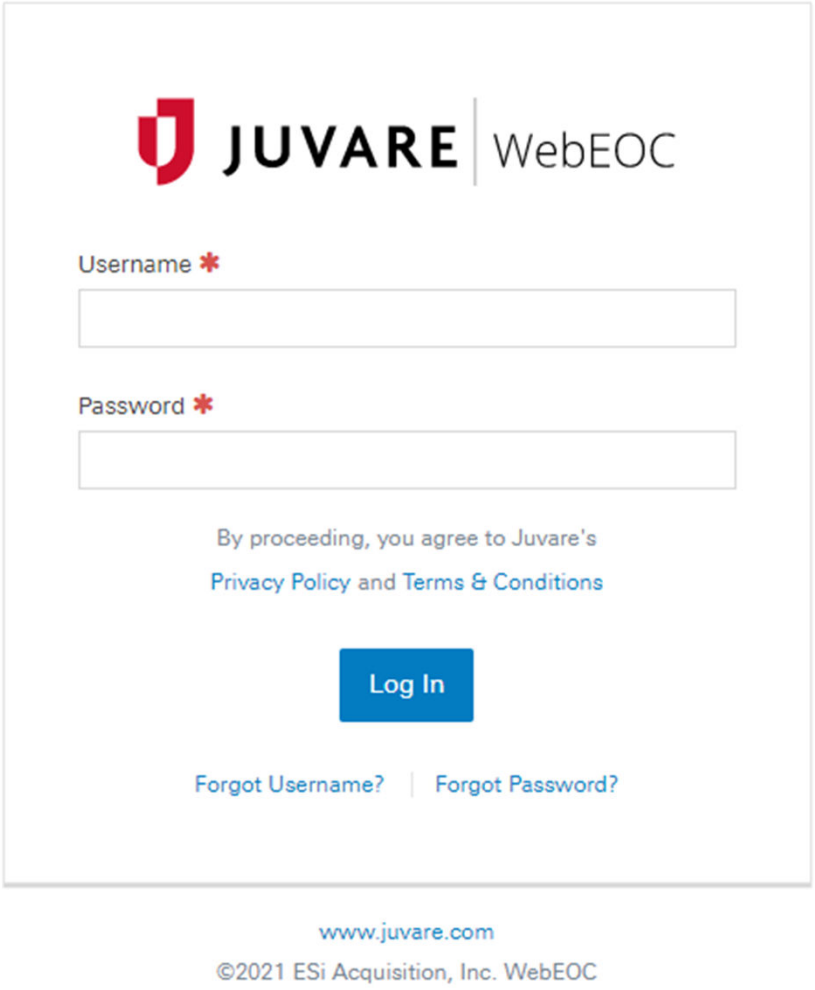
Click “Accept” to accept the terms and conditions of using the system.

Use the LMS login and password for your agency. It should be agency specific rather than person specific

The username will begin with “LMS” followed by the name of the agency with spaces between words (e.g. “LMS Lake Park”).

Reenter password.

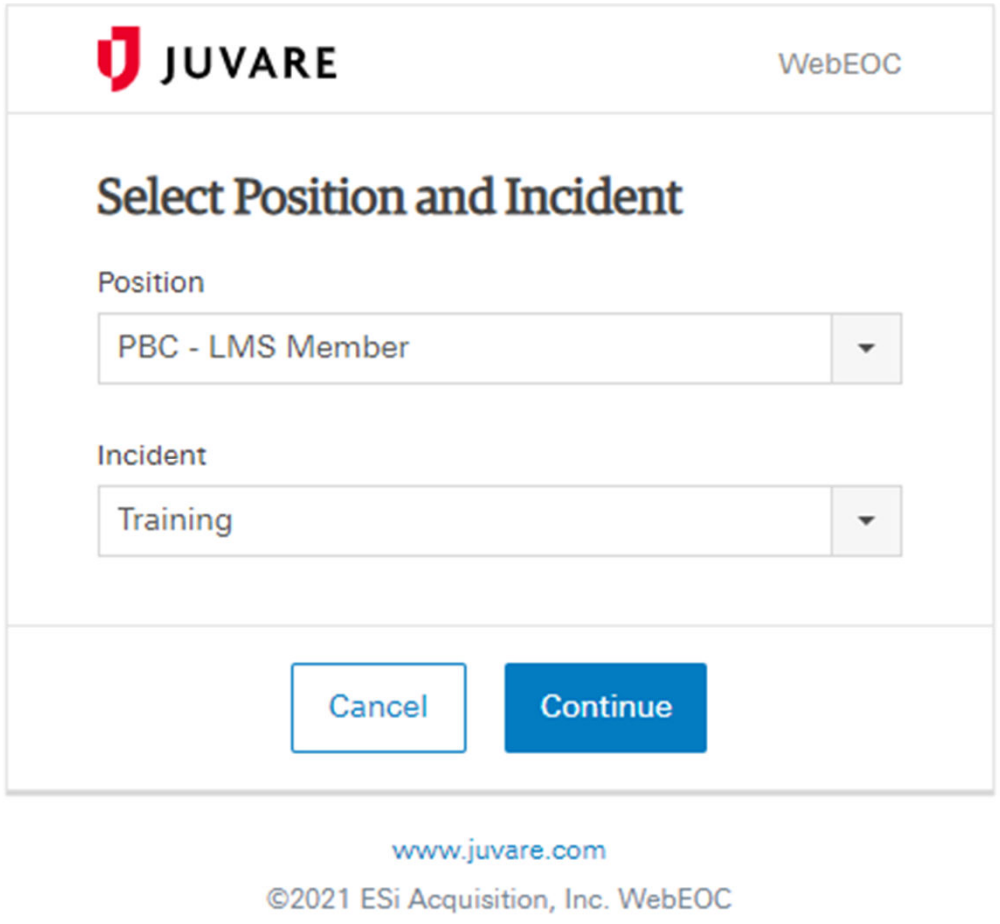
To recover username or password, click on “Forgot Username/Password” link at the bottom of the page. You will be prompted through the recovery/reset process.



Select your position. “PBC – LMS Member” should be the only position available.

Incident type should be “Training”.

Click “Continue”.

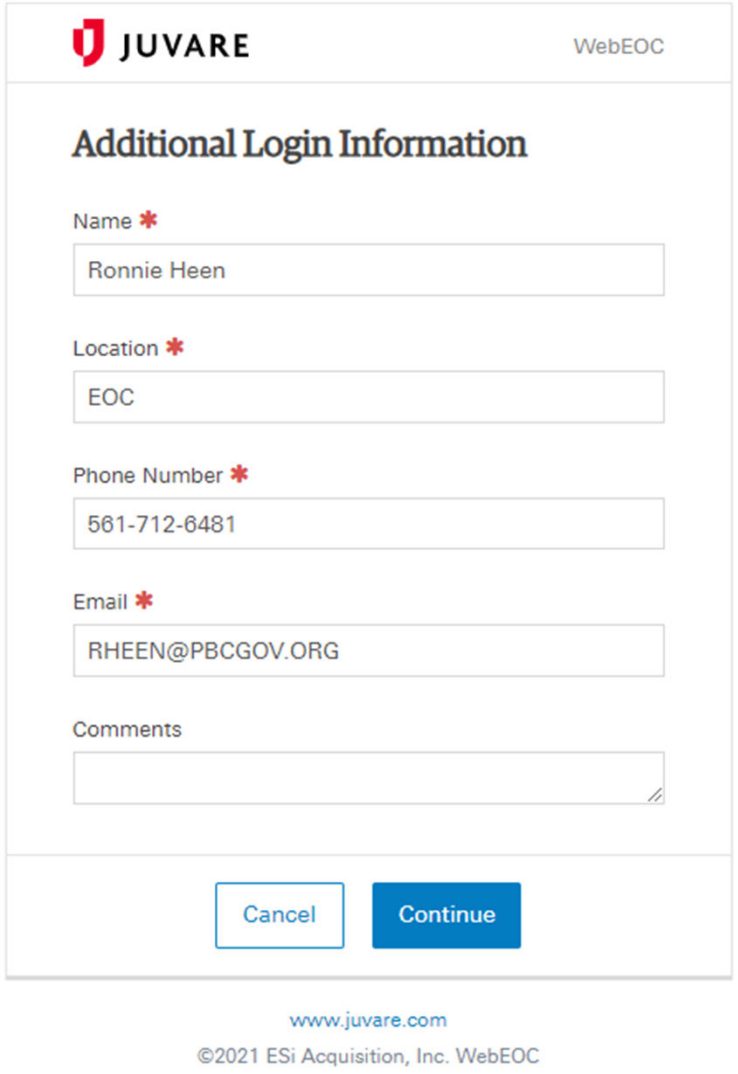


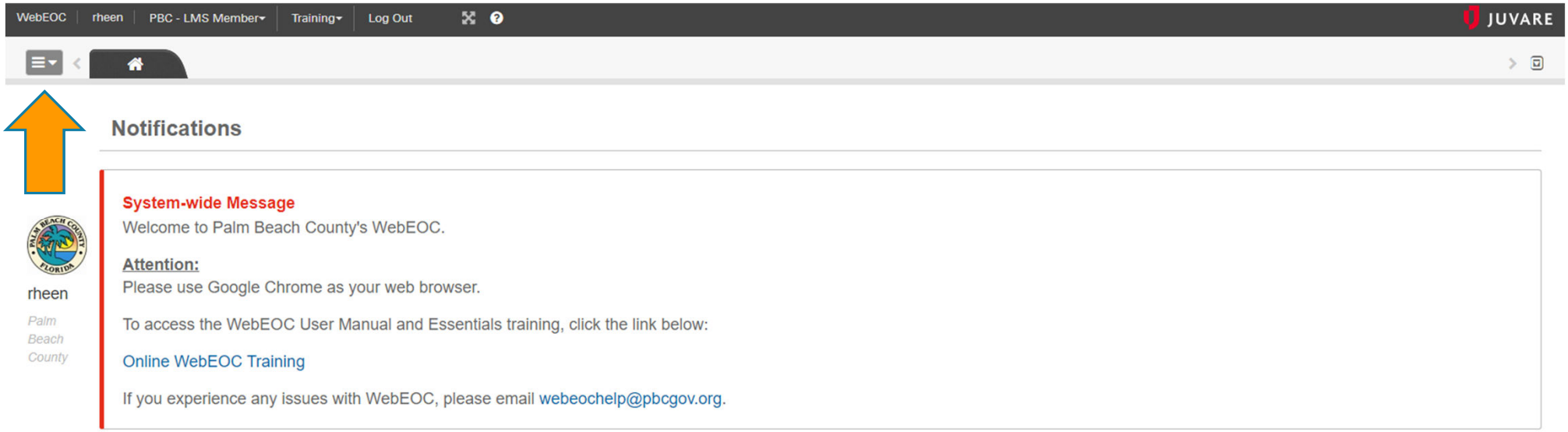
The system will ask for Additional Login Information. Please input information accurately to ensure correct importation into the project submission form.

Input contact information or verify that populated information is correct. (Automatic population occurs when projects were submitted during a previous cycle.)

Information accuracy important should there be questions, concerns, or additional communication or actions required.

Click “Continue”.

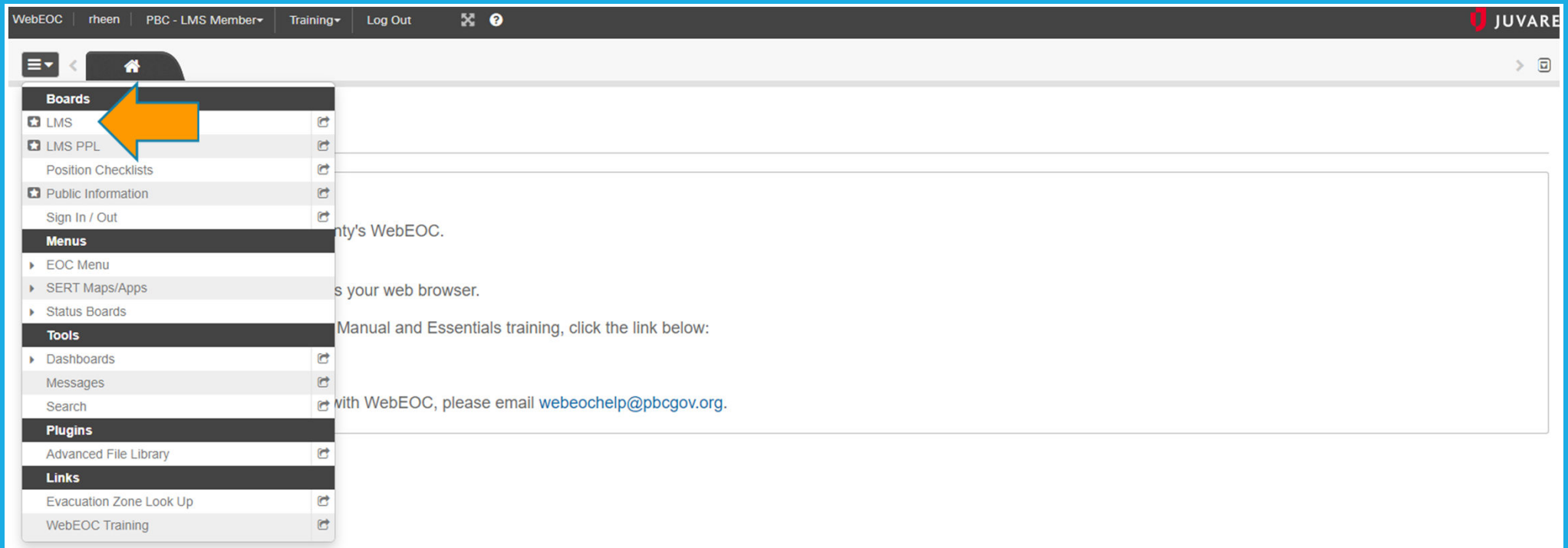




The above is the home screen.

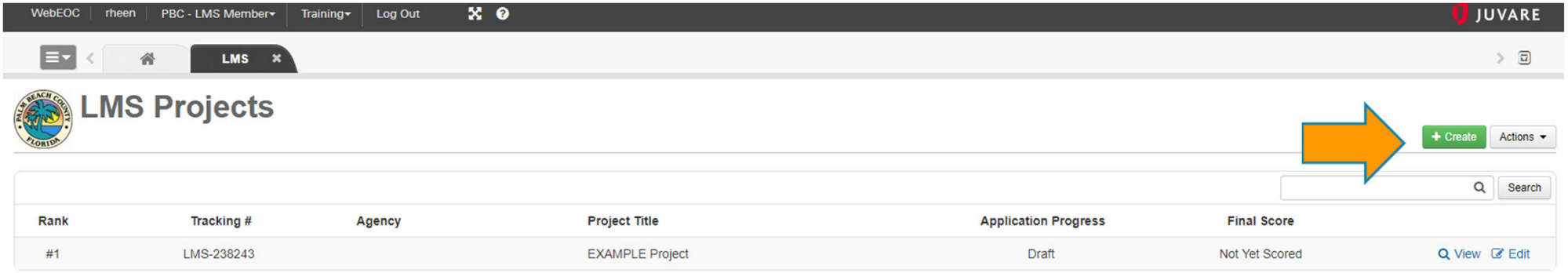
In the top banner, your username should appear in the upper left as well as your login position and the incident (Training).

Boards are accessed using the light gray box with three (3) dashes. Click the down arrow in this box.



Fewer options may be available in your agency profile than shown above. As LMS Members, “LMS” should be visible at the top.

The “LMS” selection is needed to submit your project information at this time.

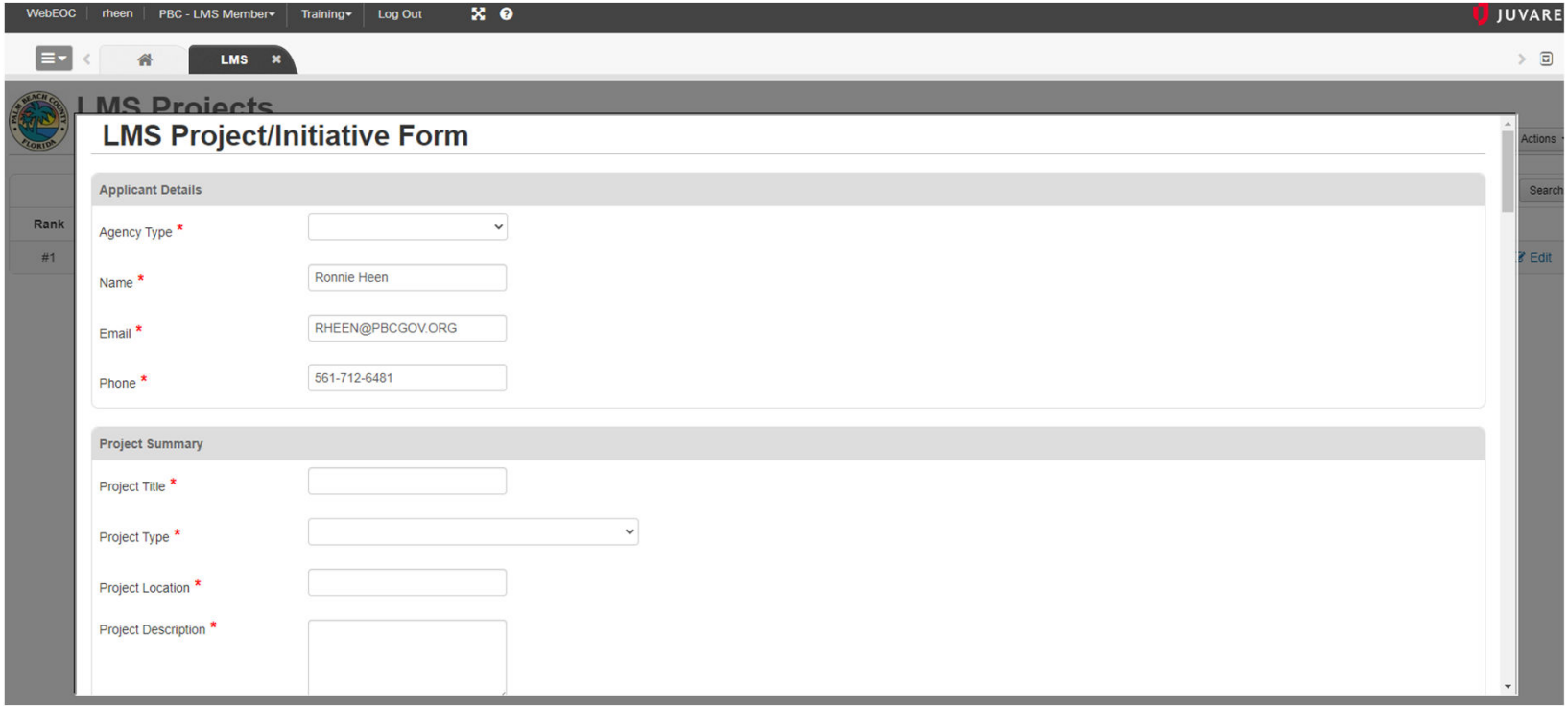


Information in this section will be blank the first time you log in.

For projects submitted ***after*** September 24, 2018, they will be visible on this screen.

For projects submitted ***prior to*** September 24, 2018, they will not be visible.

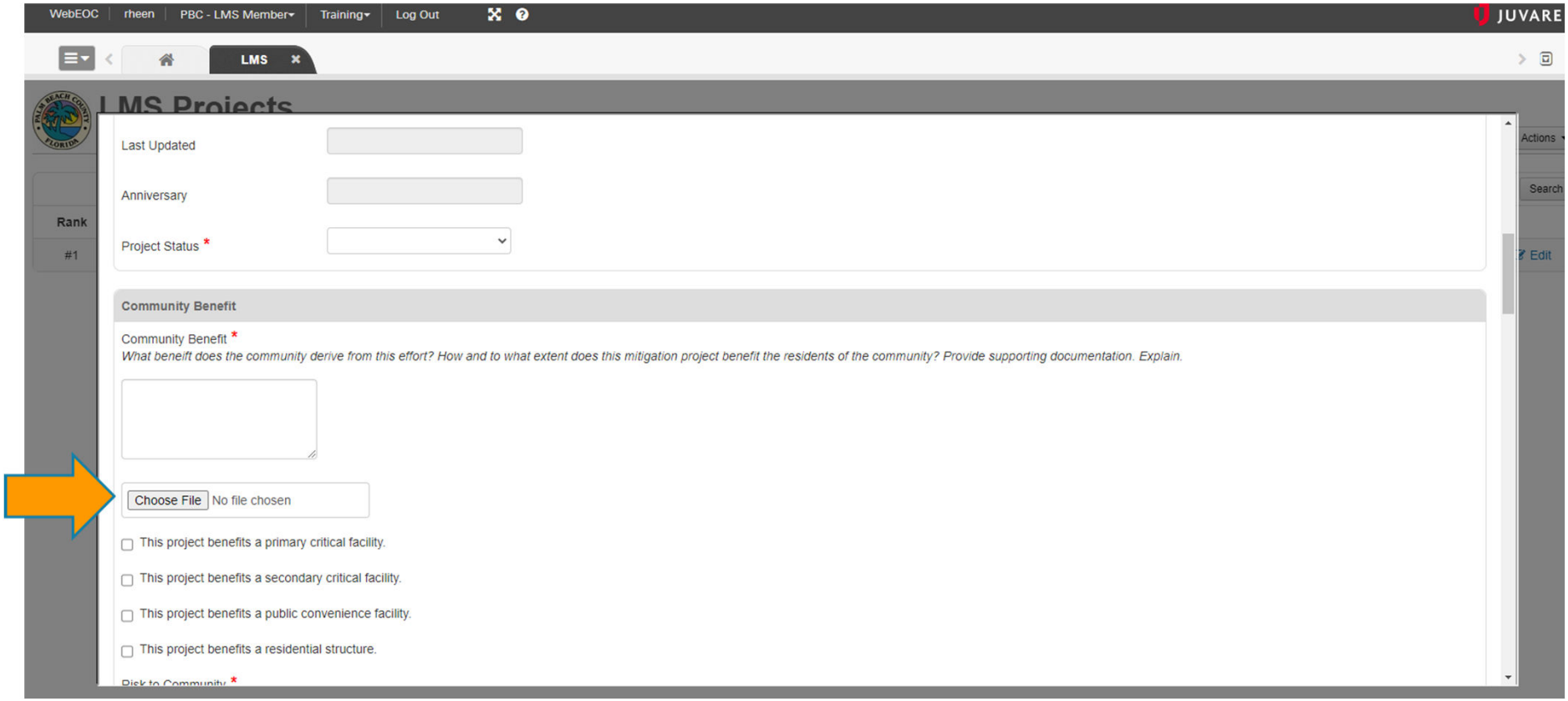
To begin new project submission, click the **green** “Create” button in the upper right corner.



Fields with a **red** asterisk (*) are required fields. Input all necessary information.

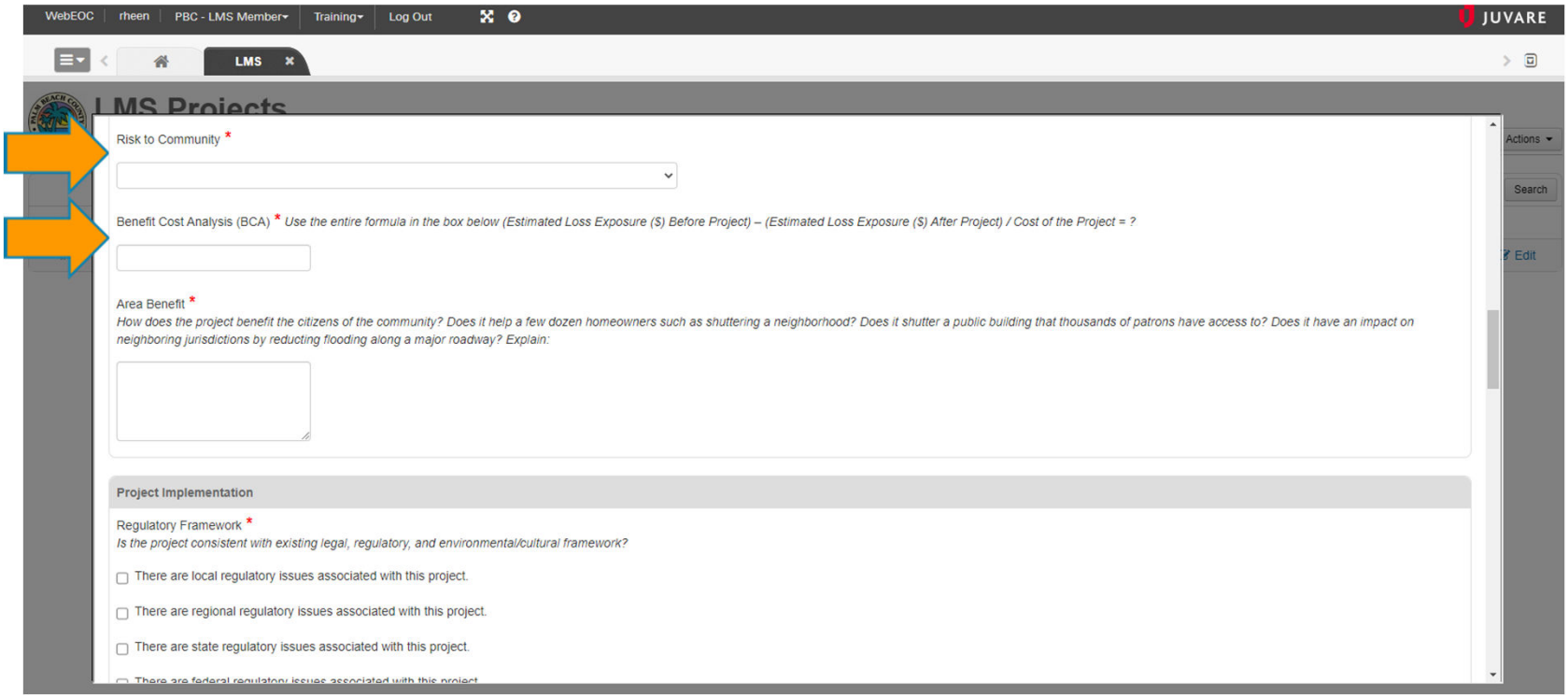
Incomplete or missing information will not allow submission of forms.

Utilize the LMS Project Submission Guidance Document (located on LMS page at readypbc.com) for instructions and additional information.



Click “Choose File” to attach supporting documentation. It is suggested that you attach relevant documentation that reinforces project objectives and claims.

Failing to do so could affect your score.



Risk to Community is a drop-down field, please choose the appropriate exposure and frequency.

Benefit Cost Analysis (BCA) is of paramount importance. Fill this section out completely using the formula listed above the question.

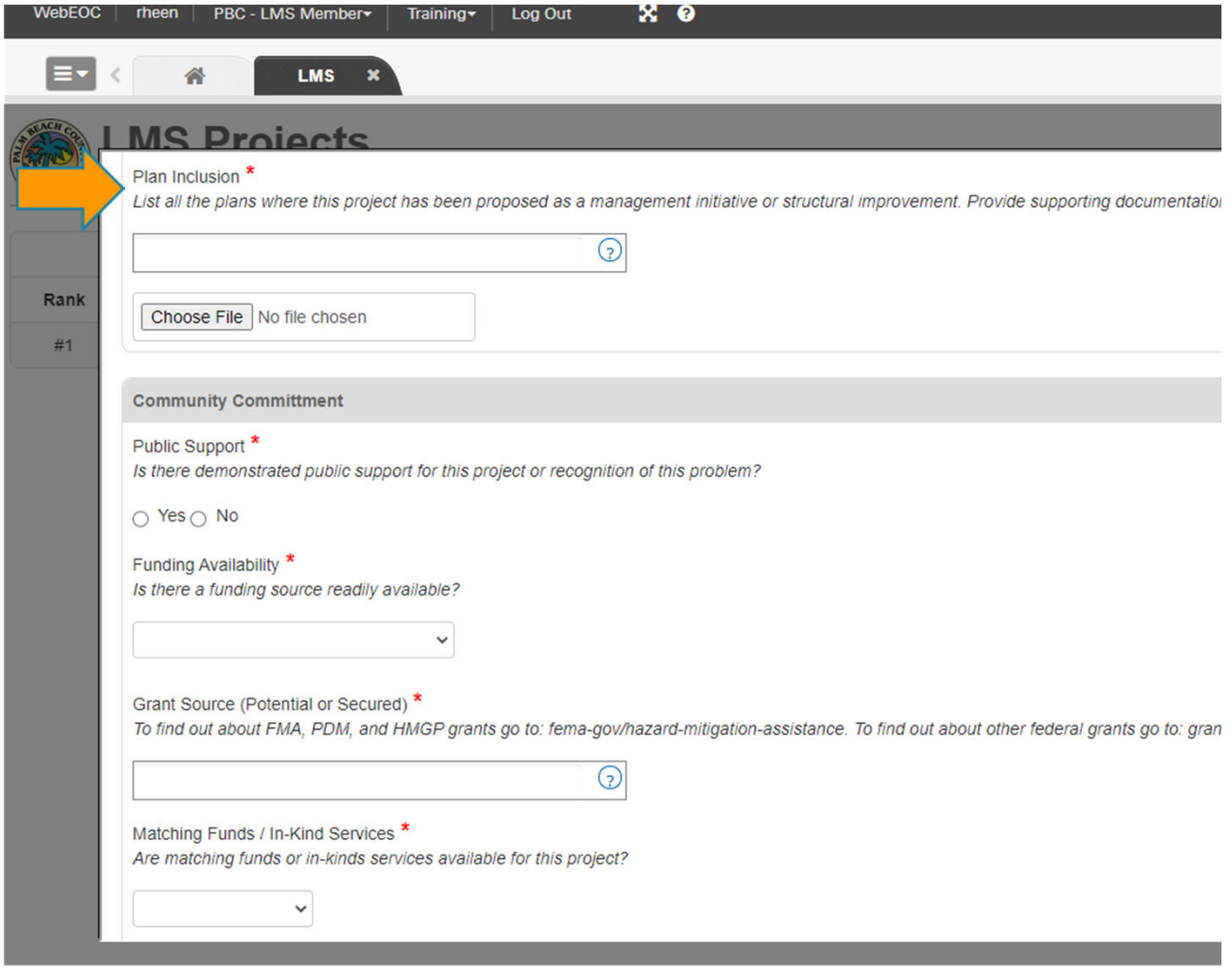
Inputting a number does not satisfy this requirement. You must utilize the formula to receive credit.

Plan Inclusions:

Encircled question marks, provide choices for selection. You may choose as many as needed to accurately answer the question.

Attach files reinforcing project goals and claims to highlight project benefits.

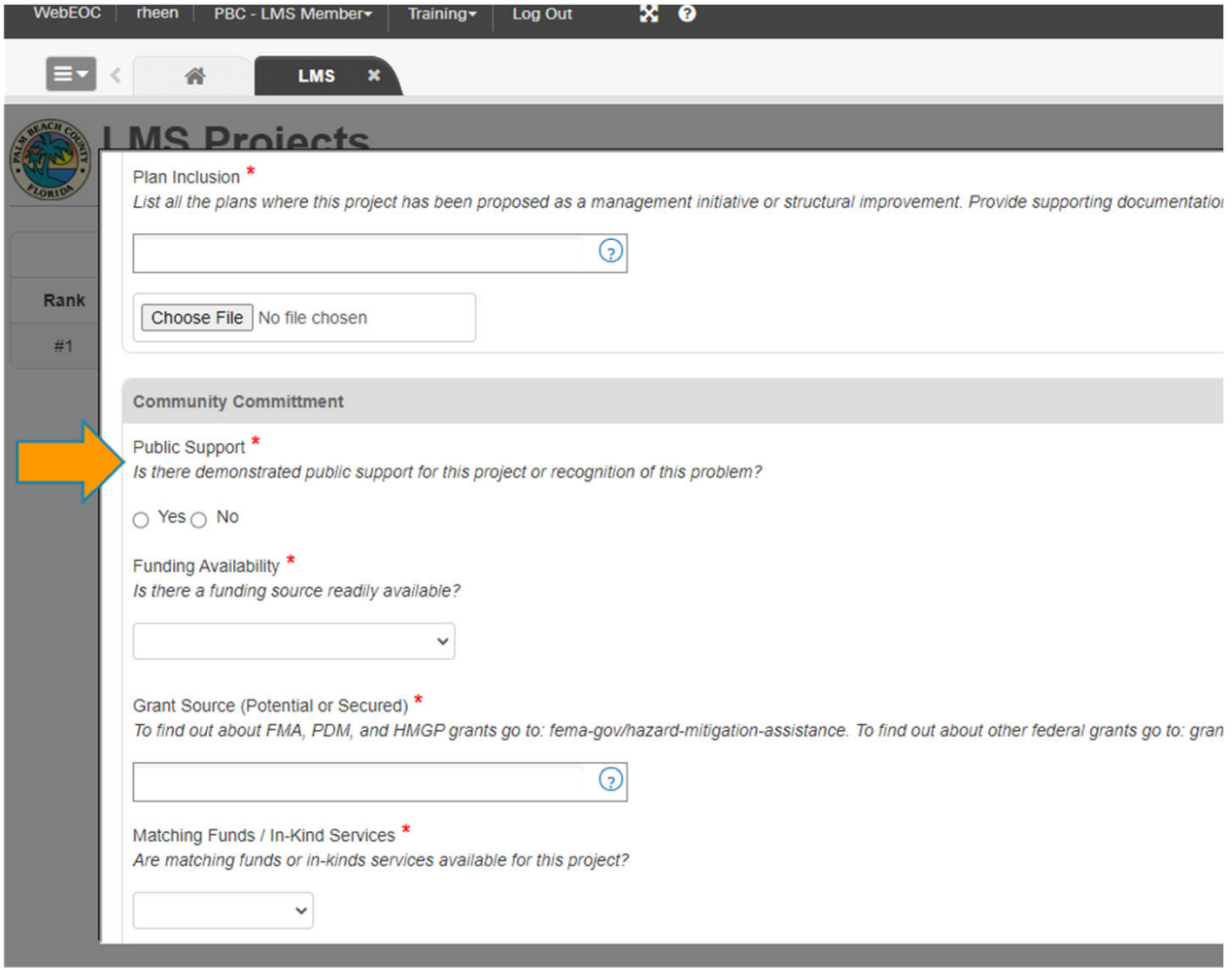
Please do not attach a 300 page document. The cover and relevant pages will suffice to demonstrate support for your project.

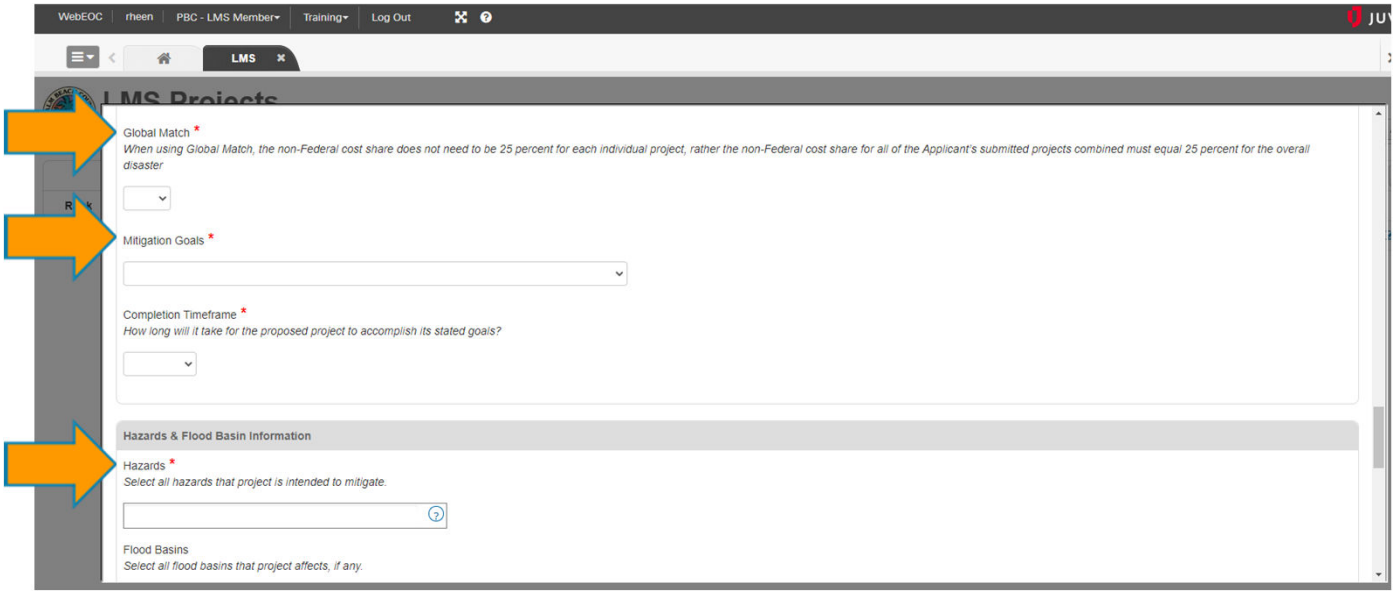


Public Support:

By clicking “Yes”, you are reporting that the project has existing public support.

Documentation of public support can be substantiated with public meeting minutes, letters to officials, emails, etc. The documentation must provide evidence that the public is in favor of the project.





Global Match: If you have allowable non-Federal funds to match your 25% share of the project, click the appropriate selection from the pull-down menu.

Mitigation Goals: Choose the goal from the LMS that most closely aligns with your project. Additionally, select the global match if applicable (this is rare) and your completion timeframe.

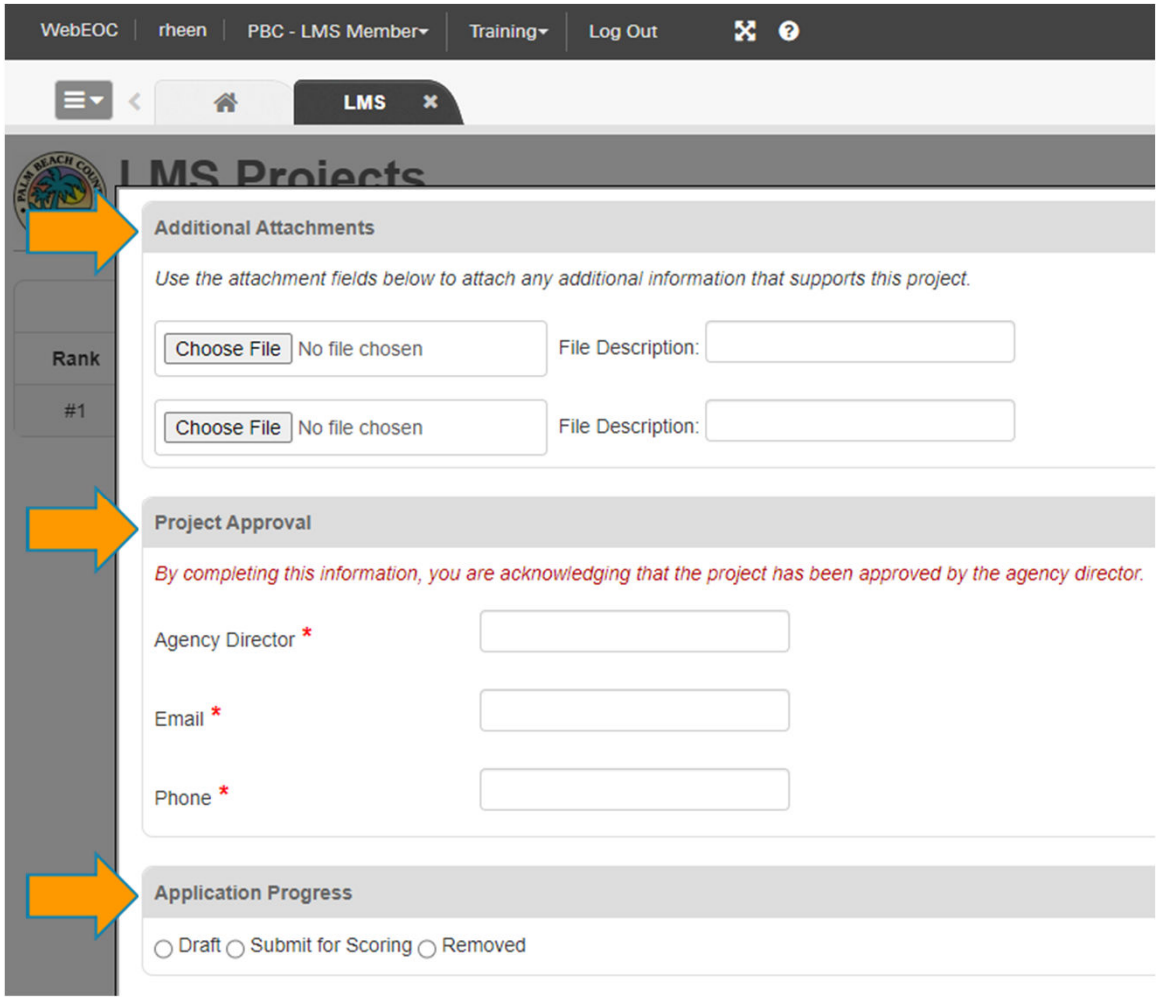
Hazards and Flood Basin Information: Select by choosing the appropriate answer by clicking the encircled question marks. ***Hazards are required***. Select "Flood basins" only if this project affects a basin.

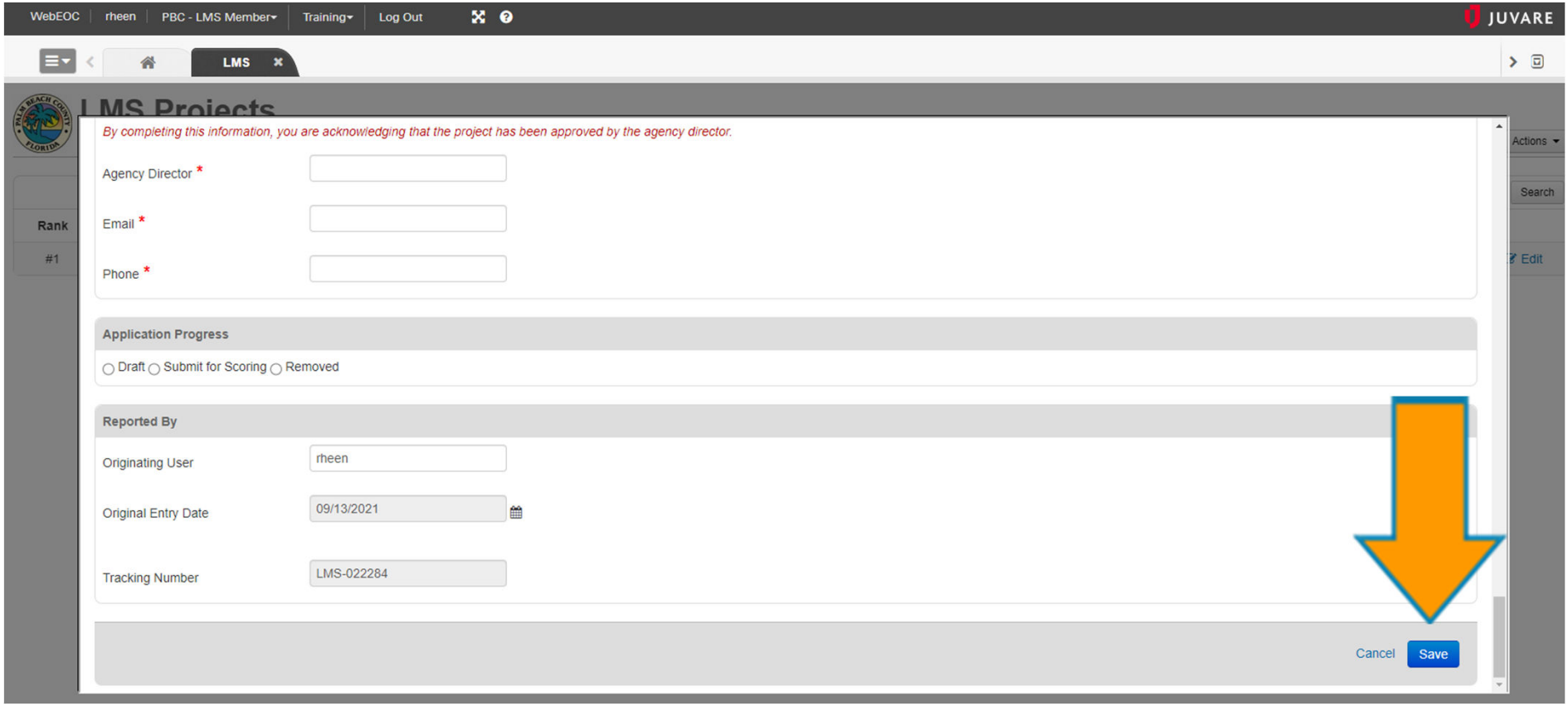
Additional Attachments: Attach additional documentation you that feel will assist the evaluators with scoring the project. Please label each attachment with an appropriate name (e.g. 2024 Capital Improvement Plan).

Project Approval Section: This should be the agency director (if County government), Mayor, Town Manager, City Manager, etc. This person should have authority to verify that the project will proceed if funding is awarded. Projects should be ready to initiate.)

Application Progress: Please choose "Draft" if you need multiple sessions to fill out the submission form. Select "Submit for Scoring" only after all edits have been made and the project is ready for scoring. You can not edit after submitting for scoring.

Do not use "Removed" unless a draft will not be submitted and needs to be discarded.





Make sure you save your work! This allows the program to process any changes that you have made.

Attempting to close the program without saving can result in losing your information or progress through the application.

Thank you for viewing this submission presentation!

Should you have any questions, please contact me at 561-712-6481 or email JClairday@pbcgov.org for assistance.