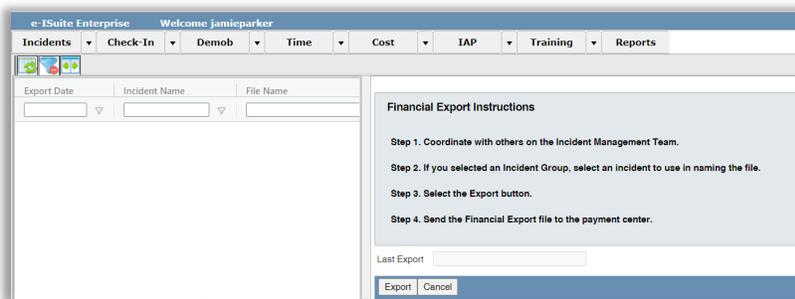


## Getting Help

- Access the e-ISuite website at: <https://www.wildfire.gov/application/eisuite>
- Contact the Help Desk at: (866) 224-7677

## Create Financial Export File

1. From the **Home Page**, click the **Incidents** button.
2. Select an Incident or Incident Group.
3. Select the **Financial Export** button on the Incidents page.
4. If an **Incident Group** is selected, select an Incident from the drop-down list. This is to name the file only. It does not limit the file to the selected incident as all incidents in an Incident Group/Site Database will be included.
5. Click the **Export** button.



6. When the Warning message displays, read the message and click the **Yes** button to continue.
7. Click **OK** on the message indicating the file was successfully created and ready for the Incident Business System (IBS). The file will automatically be saved in your downloads folder. **You do not need to do anything with the file; you can delete it. If you are using e-ISuite Enterprise, it will automatically be transmitted to IBS. Please do not upload files to the e-ISuite Data Repository when using Enterprise.**



8. If you are using **e-ISuite Site**, please see next page for instructions on uploading the file.

Tips: (applies to Enterprise and Site)

- ◆ Only one financial export file can be created per calendar day.
- ◆ When creating a financial export, all data for all incidents in an Incident Group/Site Database will be included, regardless of the incident that is selected during the Financial Export file creation process.



## Uploading a Financial Export File – e-ISuite Site ONLY

1. Go to the e-ISuite webpage: <https://wildfire.gov/application/eisuite>
2. Under **General Information**, click the **Data Repository** button.

The screenshot shows the e-ISuite website interface. At the top, there is a navigation bar with 'Home > Incident Management > e-ISuite'. Below this, the 'e-ISuite Overview' section is visible, containing information about the 'e-ISuite Enterprise Version 2.6.0' and 'e-ISuite Site Version 2.6.0'. A 'Change Request Form' link is provided for suggestions or enhancements. The 'What's New in e-ISuite' section lists updates, including a new mailing list and video tips. The 'System Status' indicates that eISuite is Operational. A 'General Information' tab is active, showing a list of links: 'General Information', 'Change Management', 'Data Repository' (highlighted with a red arrow), 'Documentation', 'Links', and 'IROC Import'. On the right side, there is a 'FAMAuth Portal' button and a 'Contacts' section with 'IAA Helpdesk Info' and contact details for William Best and Deanna Crawford.

3. You will be routed to **FAMAuth** for authentication.
4. Log in to **FAMAuth**.
5. The e-ISuite **Data Repository** page will display.
6. Click the **Choose File** button and click **Upload**.

The screenshot shows the 'Data Repository' page. It features a heading 'Data Repository' and a sub-heading 'e-ISuite Upload Form'. Below the sub-heading, there is a message: 'Please use the naming convention generated from e-ISuite.' The 'File:' section includes a 'Choose File' button and the text 'No file chosen'. An 'Upload!' button is located below the file selection area. At the bottom, there are links for 'About Us', 'Site Map', and 'Contact the Webmaster'. A search bar is present with a 'Search' button. Below the search bar, there are radio buttons for 'WWW' and 'I-Suite', with 'I-Suite' selected.