Financial Export

- Access the e-ISuite website at: **http://famit.nwcg.gov/applications/eISuite**
- Contact the Helpdesk at: **(866) 224-7677**

Create a 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.
5. Click the **Export** button.
6. When the **Warning** message displays, read the message and click the **Yes** button to continue.
7. The financial export file will be generated and a **Save As** window will open.
8. Browse to the location where the Financial Export file should be saved.
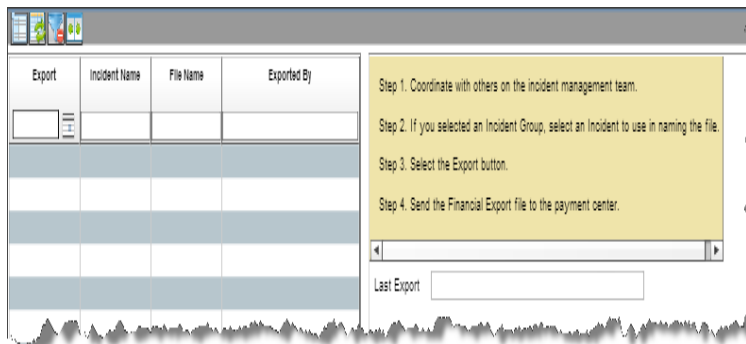
TIPS:
* Only one financial export file can be created per calendar day.
* When creating a financial export, all data for all incidents in an Incident Group/Site Database will be included regardless of what incident is selected during the Financial Export file creation process.
* To access the data repository, the user must have a DMS username and password.

Uploading a Financial Export File

1. Open an Internet browser.
2. In the **Address** bar, enter **http://famit.nwcg.gov/applications/eISuite.**
3. On the e-ISuite website, click the **Data Repository** button.
4. On the **Enter Network Password** dialog box, type the **DMS User Name** and **DMS Password**, and then click **OK**.
5. On the **Data Repository page**, select the file to upload by clicking the **Browse** button next to the **File** box.
6. To upload the file, click the **Upload** button.