

USER GUIDE

ANNUAL FIRE AGENCY PROFILE SURVEY

The Oregon State Fire Marshal's Fire Agency Portal is a secure online platform used by Oregon fire agencies to manage and update their official agency information with OSFM. Through this portal, agencies can complete annual surveys, manage contact information, and ensure OSFM has accurate and up-to-date records that support statewide planning and communication.

All Oregon fire agencies are asked to complete their agency profile survey each year. This user guide provides step-by-step instructions to help you complete this review.

Create Your Fire Agency Portal Account

1. Request a Fire Agency Portal account

If you do not already have an account, email OSFM.DATA@osfm.oregon.gov to request one. In your message, include a brief explanation of why you need access to the OSFM Fire Agency Portal.

2. Watch for a welcome email

After your account request has been approved, you will receive a welcome email from OSFM.DATA@osfm.oregon.gov. This message includes your temporary login information and a link to access the Fire Agency Portal.

3. Open the portal using the link in the email

Click the link provided in the welcome email. When prompted, enter the username and temporary password included in the message.

4. Create your permanent password

After signing in with the temporary password, you will be required to create a new password. Choose a password you can remember but that is secure.

Complete the Fire Agency Profile Survey

1. Go to the Home page

Once logged in, you will land on or can navigate to the **Home** page of the OSFM Fire Agency Portal.

2. Open the Fire Agency Profile Survey

Open the Fire Agency Home dropdown menu on the top ribbon and select **Local Fire Agency Survey**.

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3. Review and complete each section of the survey

The survey is divided into several sections. Each section will appear one at a time. For **each** section listed below, follow the same steps:

- Scroll through the section and review all information.
- Make sure all required fields (marked with a red asterisk *) are filled in.
- Update or correct any information as needed.
- Select **Next** at the bottom of the page to continue.

Sections include:

- Administration
- Resource Valuation
- Personnel Resources
- Career Staff Totals
- Volunteer Staff Totals
- Current Staff Contact Information

4. Submit your survey

After reviewing all sections, submit your completed Agency Profile Survey. A copy of your submitted survey will be emailed to you for your records.

Need Help?



If you have questions or need assistance, contact OSFM's Center for Fire Analytics, Intelligence, and Research:

Email: OSFM.DATA@osfm.oregon.gov

Toll Free: (877) 588-8787

Phone: (503) 934-8250

