Receipting for Property
Send a copy of the 1348 receipts that look like this to alice.huyler@state.co.us or fax to 303-239-5775.

Keep the original receipts in your 1033 files.

Records retention for 1348 receipts:
- DEMIL A items - 2 years
- DEMIL B-Q items - the life of the item plus 5 years

LOC: K011002D1
WLL: WL09176663
POC: William Perkins 3038452866
Logging In to FEPMIS

Go to the FEPMIS website at: https://fam.nwcg.gov/fam-web/

1. Accept the security certificates.
2. Refresh the page (if needed).
3. Click “Log on AWSR, AMIS, ARS, FIRESTAT, SIT, 209” and be sure to disable pop-up blockers because the logon page is a pop-up window.

4. Enter User ID and Password.

If you cannot log in or need to reset your password, contact the the FEPMIS help desk at 1-866-224-7677, option 4.

*Note- If you call the FEPMIS helpdesk, let them know that you need to get a password reset for the “FAMWEB” Portal.*

5. After logging in, go to LESO FEPMIS.
Log In, then go to LESO FEPMIS

Log into FEPMIS. Once logged in click on LESO FEPMIS
Go to Receipts

On the LESO FEPMIS page, click on Receipts

**ATTENTION LESO FEPMIS USERS**

DATE: 2016-07-19

NOTE: ITA Helpdesk should only be contacted for password resets. All other LESO FEPMIS access issues should be directed to your State Coordinator. If the State Coordinator cannot resolve your issue then the State Coordinator should contact the LESO HQ.

NOTE: All DLA access questions (i.e. DLA Enterprise External Business Portal, DLA AMPS) should be directed to the DLA Enterprise help desk
Toll Free: 855.352.0001

DOD DLA Disposition Services LESO
Training Material; Find Your State Coordinator; and Other Helpful Information

DLA Enterprise External Business Portal
DLA AMPS
Select the item you need to receipt for.
Receipting

NOTE: If the quantity received is less than allocated. Do not receipt it until you talk to our office at 303-239-5776.

Insert the total amount to be receipted, then click Receipt.
Click Identify.
Click Identify Property.
If Property Requires photos, click Manage Images.

Some agencies find it helpful to include where the item is stored for inventory aid. It is not required, but recommended.
Select the drop down to describe the image content.

Select Browse to upload your photo and provide a description of the photo.

Select Upload
Once uploaded successfully, go back to the identify tab.
You must enter a condition code for the item and if there are any relevant notes.

**Important:**

**ONLY CERTIFY WHEN YOU ARE 100% SURE THE PROPERTY AND THE PROPERTY COUNT ARE ACCURATE AND IN YOUR LEA’S POSSESSION.**

Click the certification check, then click Submit.
Keep Clicking Submit

This a second SUBMIT. Make sure you click it to finish receipting the property
If done correctly, this how the screen should look.