

FireSmart™ Canada Neighbourhood Recognition Program (FCNRP)

Local FireSmart Representative user role

Welcome to the FireSmart Canada Neighbourhood Recognition Program Portal.

We are pleased to provide you with this written guidance to assist you with the application process. Please watch the Neighbourhood Champion training [video](#) for a visual overview of the portal prior to proceeding to the website.

Local FireSmart Representative (LFR) user accounts can only be created by FireSmart Canada and use the same email address you used for the LFR workshop. LFRs cannot create their own user account within the portal. All accounts created by selecting “sign up” on the landing page automatically become a Neighbourhood Champion. If you need to make changes to your email address, contact FireSmart Canada at general@firesmartcanada.ca.

It is important to note the Neighbourhood Champion (NC) is responsible for uploading and/or completing all forms except the Hazard Assessment form, which will be uploaded/entered by the LFR. The LFR is not able to submit/upload any other required documents from their account.

As a LFR you will be notified by email when a NC selects you as the LFR for their neighbourhood. The NC will go through the step-by-step process of entering and/or uploading the required forms until they reach the Hazard Assessment Form. The portal will display a message indicating the Neighbourhood Champion now need to wait for the LFR to upload the Hazard Assessment Form. You will receive an auto-generated email from the portal when a neighbourhood reaches this stage.

1. **Log in to the Portal.** Go to <https://neighbourhoodrecognition.firesmartcanada.ca/>, enter your email address, select “reset your password”, enter a new password for your account, and log in to your account. If your email address is not recognized, please contact [FireSmart Canada](#).
2. **View Dashboard.** Your dashboard view will show you a list of the neighbourhoods you are working with, the stage they are at, and indicate if any are waiting for their Hazard Assessment form to be uploaded. At the top right of the screen there is a small notification bell that will show a red dot if you have any new notifications.
3. **Select a neighbourhood that is waiting for its Hazard Assessment form.** You can fill out the Hazard Assessment form online or upload a previously saved form from your computer. Once submitted, the NC will receive an auto-generated email letting them know it has been uploaded. The NC can then continue with the step-by-step process of submitting the rest of the required information. Once the NC has submitted the application, the LFR will receive an email letting them know it is ready for review.
4. **Approve or decline the application.**
 - Review the submitted application and either approve it if it is complete or decline and make a comment in the box requesting any missing information. If the application is declined, it will be sent back to the NC for review and the addition of any missing information, after which the application can be re-submitted.
 - Once approved by the LFR, the provincial/territorial liaison will receive a notification that there is a neighbourhood waiting for their review and approval.

- Once the provincial/territorial liaison approves the submission, it will be sent to FireSmart Canada for final approval.
- Once approved by FireSmart Canada, the PL, NC and LFR will receive the official notification letter, and FireSmart Canada will send a new Neighbourhood Recognition sign or renewal sticker to the LFR for presentation to the neighbourhood.

If you have questions while using the portal, please contact FireSmart Canada by email at general@firesmartcanada.ca or by phone at 204-784-8420.