

# Online LOMC Update for Revisions- As of June 2013

PTS Quick Reference Guide

June 2013

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## I. Online LOMC Overview

- As of June 2013, applicants can now use Online LOMC to request most types of LOMCs: LOMA, CLOMA, LOMR-F, CLOMR-F, LOMR, CLOMR
- Online LOMC may now be used in place of the MT-EZ, MT-1 and MT-2 forms. The online application is encouraged, however, these forms will remain available. Additionally, eLOMA is still available for professionals to submit a request.
- A professional, such as a surveyor or engineer, can submit an Online LOMC request on behalf of an applicant
- For applicants whose LOMC requires payment of a fee, payment is required at the time of submission. Payment is submitted through Online LOMC. Credit Cards and electronic checks (eChecks) are accepted.
- Online LOMC tool does not shorten FEMA's time to make a determination
  - Determinations will be made within 60-90 days of a completed request (60 days for Amendments, 90 days for Revisions)
  - Requests are considered complete after FEMA has received all requested data
- Access Online LOMC:
  - [www.fema.gov/online-lomc](http://www.fema.gov/online-lomc)
  - [www.hazards.fema.gov](http://www.hazards.fema.gov)
  - [www.hazards.fema.gov/femaportal/onlinelomc/signin](http://www.hazards.fema.gov/femaportal/onlinelomc/signin)

## II. Updates to the Mapping Information Platform (MIP) Workflow for Revisions

- Multiple types of artifacts can now be uploaded and sent directly from the MIP
  - ZIP files now permitted
  - Files not allowed: "ade", "adp", "bat", "chm", "cmd", "com", "cpl", "exe", "hta", "ins", "isp", "jse", "lib", "mde", "msc", "msp", "mst", "pif", "scr", "sct", "shb", "sys", "vb", "vbe", "vbs", "vxd", "wsc", "wsf", "wsh" also ".tar", ".tgz", ".taz", ".z", ".gz", ".rar"
  - Uploaded artifacts can be viewed from the MIP
- Multiple types of letters can now be uploaded and sent directly from the MIP
  - 316 Letter
  - Invoice Letter
  - Final Determination Letter
    - Note: Applicants receive a notification that the Final Determination is available, but they must log on to Online LOMC to view the Final Determination
  - Final BFE Letter
- Designated Letters Pages now include a third link that opens an upload page
- Email distribution lists are managed directly from the MIP

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- Applicant sets up the initial contact list in Online LOMC
  - You may add, delete, and edit contacts from the list and send document(s)
  - You will be able to designate additional recipients of the email (No limit on contact list)
- The following activities will have screen changes: (Further Details described in Training Slide Deck)
  - Review Data Received
    1. Project Type, Fee Amount, and Fee Received status are pre-populated in the MIP
  - Process Request
  - Distribute Determination
    1. The Final Determination Letter will not be attached to the email. The requestor must access Online LOMC to retrieve the Final Determination Letter
  - Distribute Special Response
  - Distribute Invoice
  - Distribute Final BFE Letter

### III. Paper Online LOMC Applications

- Applications that were submitted using the paper forms will not be displayed in the Online LOMC System.