

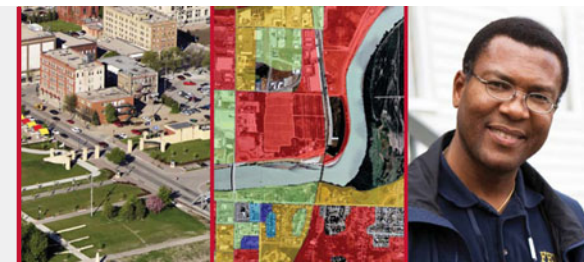


FEMA

# Electronic Letter of Map Amendment (eLOMA) Training Tutorial

March 2015

**RiskMAP**  
Increasing Resilience Together



# What's Inside

In this tutorial you will find:

- Information about the eLOMA application tool and whether the tool is right for you
- eLOMA application criteria and the determination process
- A step-by-step guide through the eLOMA submission process
- Additional eLOMA user resources

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# Introducing eLOMA: Overview and Users

eLOMA is a [Mapping Information Platform \(MIP\)](#) web-based tool for users to submit selected [Letter of Map Amendment \(LOMA\)](#) requests, known as an electronic Letter of Map Amendment (eLOMA)

- Designated for licensed land surveyors and professional engineers (referred to as Licensed Professionals or LPs) and other FEMA permitted [National Flood Determination Association \(NFDA\) Certified Professionals \(CPs\)](#)
- Replaces the traditional LOMA process by allowing LPs and CPs to expedite LOMA requests that meet eLOMA criteria for their clients

# Introducing eLOMA: eLOMA Criteria

## What kind of LOMAs can LPs and CPs submit?

- eLOMA accepts all **LOMA** requests that are **not**:
  - Considered within a coastal zone (Flood Zone V) or an alluvial fan
  - Modified by fill to raise the elevation of the structure
  - Currently being processed by another LOMA application by FEMA
- Additionally, eLOMA does **not** accept:
  - Conditional Letters of Map Amendment (**CLOMA**)
  - Conditional Letters of Map Revision Based on Fill (**CLOMR-F**)
  - Letters of Map Revision (**LOMR**)
  - Letters of Map Revision Based on Fill (**LOMR-F**) requests

# Introducing eLOMA: Benefits

**Quick and Easy.** Receive and email or print a FEMA determination within minutes of submitting an application, opposed to the manual process that can take up to 60 days

**Less Mailing and Printing.** Electronic transfer of data allows for no mailing or printing to submit a request to FEMA

**Online and One Central Location.** Monitor application status, complete required actions with FEMA point of contacts, and register/renew license information all within eLOMA

**Tracking Features.** Track all submitted applications and view saved eLOMA data for a period of 3 years

**No Cost.** Use the tool to receive an eLOMA Determination free of charge



# Introducing eLOMA: eLOMA Vs. Other LOMA Submission Processes

- An eLOMA determination serves the same functions as a standard LOMA that was completed via the [Online LOMC](#) tool or the [MT-EZ](#) or [MT-1](#) paper forms submitted by mail
- Online LOMC and the paper forms are available to any applicant, including home or property owners who wish to submit a [Letter of Map Change \(LOMC\)](#), whereas eLOMA can only be used by a selected group
- A LOMA determination via Online LOMC or the MT-EZ or MT-1 paper form may take up to 60 days to process, compared to a potentially instant eLOMA determination
- The eLOMA tool allows for less mailing and printing of supporting data and expedites the electronic transfer and tracking of a LOMA request

# Account Creation

- Navigate to the [Mapping Information Platform](#) (MIP)
- Select **Need an Account?** in the top menu
- Select **eLOMA Registration Form** hyperlink



## eLOMA

To request access to the eLOMA application, please submit the online [eLOMA Registration Form](#). **Please Note:** If you are an *existing MIP User*, you need to contact MIP Help (call 877-336-2627 or email [miphelp@riskmapcds.com](mailto:miphelp@riskmapcds.com)) to add eLOMA access to your existing User ID.

If you have questions regarding your registration, contact MIP Help via email at [miphelp@riskmapcds.com](mailto:miphelp@riskmapcds.com).

# Account Creation: Licensed Professionals

- Enter required registration and license information
  - Select **Add License**
- For multiple licenses, add the license information for each State the active license is issued
  - Use the **Remove License** button to remove an added license by selecting the appropriate radio button next to the entered **Issuing State**
- Complete the reCAPTCHA test and select **Create Account**

eLOMA Registration Information

**Registration Information**

\*Username

\*Company Name

\*Last Name

\*First Name

Middle Initial

\*Postal Address

\*Email Address

\*Phone Number

Alternative Phone Number

**eLOMA License Information**

\*Issuing State

\*License Number

\*Expiration Date

**Add License**

**Issuing State**

☐ VA

☐ DC

**Remove License**

**fate** **ingmalt**

Type the text

[Privacy & Terms](#)

**Create Account** **Cancel**

# Account Creation: Certified Professionals

- If you are a National Flood Determination Association (NFDA) Certified Professional (CP), your license information will be communicated to you by the appropriate NFDA Registration Coordinator when your eLOMA access registration form is complete



# Account Login

- You will receive two email notifications from [mip-noreply@riskmapcds.com](mailto:mip-noreply@riskmapcds.com) with your login credentials
- Select **Login In** in the top menu and enter in newly created username and temporary password sent via email
  - First time login users will be prompted to change their password and select a Challenge Question and Answer
- Once logged in, select **eLOMA** in the top menu to access the tool

Mapping  
INFORMATION PLATFORM

Welcome TestUser | Log Out | Manage User Profile | FEMA Dictionary | MIP Help?

Home Risk MAP News & Events Tools & Links **eLOMA** Workbench MIP User Care

Please enter your Login information below. All required fields show an asterisk " \* ".

User Name  
\*  [Forgot User Name](#)

Password  
\*  [Forgot Password](#)

Login

# Manage User Profile

- Update your profile by selecting **Manage User Profile** in the top menu
- You may update:
  - Email Address
  - Challenge Question/Answer
  - Expiration Date to existing License(s)
  - Add new license(s) information
- **eLOMA Registration Information** cannot be modified
- Select **Update Profile**

The screenshot shows the 'Mapping INFORMATION PLATFORM' interface. The top navigation bar includes links for 'Home', 'Risk MAP', 'News & Events', 'Tools & Links', 'eLOMA', 'Workbench', and 'MIP User Care'. The 'Manage User Profile' link is highlighted in the top menu. Below the navigation bar, the 'Manage Profile' section contains a warning: 'Required fields are marked with an asterisk. \* \*'. The 'MIP User Profile' section includes fields for 'User Name' (TestUser), 'Email Address' (outreach@riskmapcds.com), 'Challenge Question' (What is your favorite game or sport?), and 'Challenge Answer' (a masked field). The 'eLOMA Registration Information' section displays fields for 'Company Name' (The Engineering Group), 'Last Name' (Smith), 'First Name' (John), 'Middle Initial', 'Postal Address' (12 Main Street), 'Postal Code', 'Phone Number' (111-222-3333), and 'Alternative Phone Number' (222-333-4444). The 'eLOMA License Information' section includes a note: 'To add a new license, enter the new licensure information into the Issuing State, License Number and Expiration Date fields. When finished, select the Update Profile button to store the new license and any other profile changes.' Below this, there are input fields for 'Issuing State', 'License Number', and 'Expiration Date'. A table at the bottom shows existing license information:

Issuing State	License Number	Expiration Date
VA	123456789	01/07/2017

The 'Update Profile' button is highlighted in blue at the bottom of the form.

# Homepage

- On the Homepage, you may start a new application or resume a previously started and saved application
- FEMA will conduct **Random Audits** of submitted applications in order to maintain accuracy of eLOMA Determination Documents
- Use the **Question Mark** icon to access help text

The screenshot shows the eLOMA homepage. At the top left, there is a breadcrumb trail 'Home > eLOMA' and the title 'eLOMA'. Below the title is a welcome message: 'Welcome to the eLOMA Online Application'. A paragraph of text explains the eLOMA process. Below this, it says 'If your request does not meet eLOMA criteria, please use the [Online Letter of Map Change \(LOMC\) tool](#) or the [MT-1](#) standard paper form process.' On the right side, there is a section titled 'Start a New eLOMA' with a sub-header 'Start a new eLOMA application. Non-standard applications must be done through the MT-1 Process.' Below this is a blue button labeled 'Start New eLOMA'. A red box highlights the button, and a red arrow points from it to another red box above it containing the text 'Start a new eLOMA application!'. In the top right corner, there is a small red square icon with a white question mark. At the bottom right, there is a yellow box titled 'Random Audits' containing text about FEMA's random audits.

Home > eLOMA

## eLOMA

Welcome to the eLOMA Online Application

The eLOMA process can be used to remove a structure or legally recorded parcel(s) of land from a designated Special Flood Hazard Area (SFHA), an area that would be inundated by the flood having a 1%-chance of being equaled or exceeded in any given year (base flood). The eLOMA process can be used on Letter of Map Amendment (LOMA) requests that are not considered to be within a coastal zone or modified by fill to raise the elevation of the structure.

If your request does not meet eLOMA criteria, please use the [Online Letter of Map Change \(LOMC\) tool](#) or the [MT-1](#) standard paper form process.

### Start a New eLOMA

Start a new eLOMA application. Non-standard applications must be done through the MT-1 Process.

[Start New eLOMA](#)

#### Random Audits

FEMA will conduct random audits of eLOMA submittals in order to maintain the accuracy of the determination letters. If you are chosen for a random audit you will be given instructions on submitting the required data to the eLOMA Coordinator.

# Work Item List

- Table displays all eLOMA applications you started
- You may perform the following activities
  1. Monitor the status of eLOMA applications
  2. Complete an "In Progress" eLOMA application
  3. View an application's Draft or Final Determination Document
  4. Submit supporting documentation requested by Auditors
- Modify the view of the table by:
  1. Selecting **Show completed projects** to view all applications
  2. Using the search bar to display criteria results (i.e., "Audit", "Richmond")
  3. Sorting table contents in ascending/descending order by selecting the column header
- Use the **Tracking Number** to monitor application status and complete required actions
- Contact [miphelp@riskmapcds.com](mailto:miphelp@riskmapcds.com) to remove 'In Progress' applications



# Work Item List



- Depending on application status, **Tracking Number**, **View/Print**, **Action** items will be updated accordingly to reflect any action or result associated with the application

Work Item List - TestUser - Jan 15, 2015

The Work Item list displays all of your in progress and completed eLOMA applications. From this Work Item list you are able to perform the following activities:

1. Monitor the status of eLOMA applications
2. Select the Case Number link to access and complete an "In Progress" eLOMA application
3. View an application's Determination Document
4. Submit supporting documentation requested by Auditors

☒ Show completed projects  
Show  entries

Tracking Number	Case Number	Status	Determination Outcomes	State	County	Community	View/Print	Action
1119776	15-03-0075A	Audit in Progress		VA	Falls Church City	FALLS CHURCH, CITY OF		
1119755	15-03-0059A	Pending Action - Audit Approved		VA	Virginia Beach City	VIRGINIA BEACH, CITY OF		<a href="#">Submit Requested Documents for 15-03-0059A</a>
1119754	15-03-0058A	Completed - Audit Rejected		VA	Lynchburg City	LYNCHBURG, CITY OF		
1119753	15-03-0057A	Pending Action - Audit Approved		VA	Chesterfield County	CHESTERFIELD COUNTY *		<a href="#">Generate Final Determination for 15-03-0057A</a>
1119750	15-03-0054A	Completed - Audit Approved	Removal	VA	Richmond City	RICHMOND, CITY OF		
<a href="#">1119744</a>	15-03-0051A	In Progress		VA	Multiple	Multiple		

Showing 1 to 6 of 6 entries

Previous  Next

Submit supporting documentation requested by Auditors or generate Final Determination

View/Print **Draft** Determination Document

[Submit Requested Documents for 15-03-0059A](#)

[Generate Final Determination for 15-03-0057A](#)

Select hyperlink to complete 'In Progress' application

View/Print **Final** Determination Document

# Work Item List: Application Status

Status Term	Description
<b>In Progress</b>	An application has been initiated, but not yet submitted.
<b>Audit In Progress</b>	An application has been submitted and in review by an Auditor.
<b>Pending Action- Audit Approved</b>	An application has been submitted, Auditor has approved the audited application and the user must acknowledge the penalty clause and generate the application's Final Determination document.
<b>Completed- Audit Approved</b>	An application has been submitted and the Auditor has approved the audited application. A Final Determination document was generated.
<b>Completed- Audit Rejected</b>	An application has been submitted and the Auditor rejected the audited application. No Final Determination document was generated.
<b>Completed- No Audit</b>	An application has been submitted and does not require an audit. A Final Determination document was generated.

# Work Item List: View/Print and Action

- Draft and Final Cover Letter and Determination Documents can be accessed and printed for applications with the appropriate status in the **View/Print** column
  - PDF Draft Cover Letter and Determination Document: Accessible for **Audit In Progress** applications
  - PDF Final Cover Letter and Determination Document: Accessible for **Completed- No Audit** or **Completed - Audit Approved**
- Applications requiring further activity to complete the eLOMA process will display as a hyperlink in the **Action** column
  - **Submit Requested Documents:** Auditor requests additional supporting documentation for your request. Select the hyperlink to view and upload documents requested by Auditor
  - **Generate Final Determination:** Audit has been approved. Select hyperlink to complete the process and generate a Final Cover Letter and Determination Document

# Application Steps

## Step 1: Can I Use the eLOMA Process?

- Answer the pre-qualifying questions and select **Continue**
  - Contact the [FEMA Map Information eXchange \(FMIX\)](#) with additional questions
- You will be directed to another LOMA submission method if the request does not meet criteria qualifications

Can I Use the eLOMA Process?

Please answer the following questions to determine if you are eligible to apply for a LOMA using the online eLOMA process. \* indicates a required field.

\*Has [fill](#) been placed, or will fill be placed, to raise the elevation of the subject of this eLOMA request?  
☐ Yes ☐ No

\*Is the subject of this eLOMA request located on an [alluvial](#) fan or a coastal high hazard area ([V Zone](#))?  
☐ Yes ☐ No

\*Is there a LOMA application currently being processed by FEMA for the subject of this eLOMA request? (Search [Public Reports](#) for LOMA applications)  
☐ Yes ☐ No

\*Is this request for a proposed structure, a proposed portion of property, or a proposed legally recorded parcel of land?  
☐ Yes ☐ No

# Application Steps

## Step 2: Property Information

- Legal Property Information
  - **Legal Description** must be in a FEMA-approved format
  - **State** will populate with only the states where you have an active license
- If not provided, optional information may be requested at a later date and slow down the application process
- You will receive an email with an application **Tracking Number** when page is saved or continued

**Legal Property Information**

\*Legal Description Must use FEMA-approved format. See [Legal Description Guidelines](#)

\*City

\*State

\*ZIP Code

**Location Information**

Enter the Latitude and Longitude coordinates in decimal degrees for the subject of this eLOMA rounded to the nearest sixth decimal place (e.g. 39.981234, -79.935000).

\*Approximate Latitude

\*Approximate Longitude

\*What is the source of latitude and longitude?

☐ Google Earth

☐ GPS

☐ Community GIS

☐ Other Please Specify

\*What is the horizontal datum of your survey? (See [help text](#))

☐ NAD 1927

☐ NAD 1983

☐ Other Please Specify

**Property Owner Information**

Please enter information about the property owner (optional).

Salutation

First Name

Last Name

Address

Address 2

City

State

ZIP Code

Phone

# Application Steps

## Step 3: Subject

- **Tracking Number** will display in the left hand corner
- Indicate the Subject(s) of your request
  - Specify "single" or "multiple" for the subject type (property, portion, structure)
    - Multiple structures with different construction types, you may use the **Other** field. On the **Subject Info** page, you will have the opportunity to describe the construction type for each structure of your request
    - Multiple structures with different construction dates, use the most recent date the last structure was built
- Select **Continue**

Tracking Number: 1119936

Welcome | Property Info | **Subject** | Subject Info | FIRM Info | Elevation Info | Upload Files | Certify | Review

\* indicates a required field.

**NOTE:** Please be aware that any optional information that you do not provide now may be required and asked of you at a later date. If you have to supply additional information at a later time, this may slow down the process.

What is being removed from the Special Flood Hazard Area (SFHA)?

\*Remove the following Subject(s) from the Flood Zone:

☐ Entire legally recorded property

☐ Portion of land within the bounds of the legally recorded property

☒ Structure(s) on Property

\*How many structures are being removed from the special flood hazard area?

☐ Single Structure

☐ Multiple Structures located at same address

☐ Multiple Structures located at different addresses

Note: If there are multiple structures, Construction information should apply for all structures.

\*Construction Type

☐ Crawl Space

☐ Slab on Grade

☐ Basement Enclosure

☐ Other Please Specify  (e.g. condominium, apartment, etc.)

Date of Construction should be the date when all structures were completed.

Construction Date  --select--  Month and Year

Regulatory Floodway

\*Is the subject of this eLOMA request located, even partially, in a FEMA designated [Regulatory Floodway](#)?

☐ Yes ☐ No

Previous Determination

\*Has FEMA previously issued a determination for the subject of this eLOMA request (Search [Public Reports](#) for LOMA applications)?

☐ Yes ☐ No

< Back Close Save **Continue >**

# Application Steps

## Step 4: Subject Information

- Manually Add Subject **OR** Upload Multiple Subjects
- Option 1: **Add Subject** via data fields
  - **NOTE:** Use the **Subject Descriptor** to differentiate between structures **OR** multiple metes and bounds portions that share the same street address
    - Examples: Residence, Garage, Barn, Office
    - Field has a 13 character limit
  - Round **BFE** and **Lowest Lot Elevation (LLE)** or **Lowest Adjacent Grade (LAG)** to the nearest tenth
    - Depending on if the subject is a structure or property will dictate whether the LLE or LAG information is entered
    - Entered BFE and LLE/LAG data will determine available Resultant Flood Zone
    - The Resultant Flood Zone must display on the subject's effective FIRM

The Subject Descriptor field should only be used when there are multiple structures on one property that share the same address **OR** when there are multiple Metes and Bounds portions of property within a single property.

**Subject Information**

*If there is no Lot Number, Block Number/Section Number, or Subdivision, please leave those fields blank.*

**Add Subject**

Subject Descriptor	Garage
*Street	15 Main street
Lot Number	81
Block/Section Number	Block B/5
Subdivision	
*Base Flood Elevation (BFE)	5.9 (to the nearest tenth)
*Lowest Adjacent Grade (LAG)	6.2 (to the nearest tenth)
*For the subject being removed, are a range of BFEs needed? <input type="radio"/> Yes <input checked="" type="radio"/> No	
*Current Flood Zone	A (how to <a href="#">select Current Flood Zone</a> )
*Resultant Flood Zone	-- select -- (how to <a href="#">select Resultant Flood Zone</a> )

Resultant Flood Zone dropdown options: B, X (shaded), C, X (unshaded)

# Application Steps

## Step 4: Subject Information

- Select **Add Subject**
- Information will populate in the **Subjects Table**

Add Subject

Subjects

Subject Descriptor	Street	Lot Number	Block/Section Number	Subdivision	BFE/ BFE Range	Lowest Adjacent Grade	Current Flood Zone	Resultant Flood Zone	Actions
Garage	15 Main Street	81	Block B/5		5.9	6.2	A	X (unshaded)	<a href="#">Edit</a>   <a href="#">Delete</a>

< Back

Close

Save

Continue >



# Application Steps

## Step 4: Subject Information

- Option 2: **Upload Multiple Subjects** via Excel Template for multiple subjects
  - Option will not display if a single property or lot is selected
  - Select **Download Excel Template** and enter in subject information
    - If required fields are missing (i.e., Street), an error message will display when attempting to upload the file
  - Save and Upload File
  - Select **Upload Subjects**
  - Excel Template information will populate in the **Subjects Table**

Street	Subject Descriptor	Lot Number	Block Number / Section Number	Subdivision	BFE	Range of BFEs needed?	Lowest BFE	Highest BFE	Lowest Adjacent Grade	Lowest Lot Elevation	Current Flood Zone	Resultant Flood Zone

The screenshot shows the 'Upload Subjects' section of a web application. A red box highlights the 'Download Excel Template' link. An arrow points from this link to the 'Subjects Table' shown above. Below the link is an 'Upload File' section with a 'Browse...' button and the text 'No file selected.' A red box highlights a paragraph of instructional text: 'Uploaded files will overwrite any Subjects listed in the table below. To Modify existing Subjects using the Excel Template, select the "Download Subjects" link below, modify that Excel file and Upload the file.' Another red box highlights the 'Upload Subjects' button. A final red box contains a note: 'Note: Uploaded files will overwrite any existing Subjects listed in **Subjects Table**'. An arrow points from this note to the instructional text box.

**Upload Subjects**

[Download Excel Template](#)

Upload File  No file selected.

Uploaded files will overwrite any Subjects listed in the table below. To Modify existing Subjects using the Excel Template, select the "Download Subjects" link below, modify that Excel file and Upload the file.

Note: Uploaded files will overwrite any existing Subjects listed in **Subjects Table**

# Application Steps

## Step 4: Subject Info

- Using the Excel Template
  - Entering **Current Flood Zone** and **Resultant Flood Zone**
    - Flood Zones must be exactly as shown in the the drop down menus: **A, A1-A30, A99, AE, AH, AO, B, X (shaded), C, X (unshaded)**
    - If worded differently (i.e., X (Shaded)), you will receive an error when attempting to upload the file
  - Determining **Resultant Flood Zone**
    - When  $BFE > LLE$  or  $LAG$ , then the Available Resultant Flood Zones include: **A, A1-A30, A99, AE, AH, AO**
    - When  $BFE \leq LLE$  or  $LAG$ , then the Available Resultant Flood Zones include: **B, X (shaded), C, X (unshaded)**
    - If inputted incorrectly (i.e., B Resultant Flood Zone is entered in for a 5.9 BFE and 4.2 LLE subject area), you will receive an error when attempting to upload the file
  - **NOTE:** Uploading the Excel Template will overwrite any existing Subjects listed in the **Subjects Table**

# Application Steps

## Step 4: Subject Info

- Updating and/or Adding Subjects

- Option 1: Use the **Edit | Delete** actions in the **Subjects Table** to update Subjects manually via the data fields

OR,

- Option 2: Select **Download Subjects** and update information in the Excel Template and re-upload file

Option 2: Update information in Excel Template

Option1: Update information manually via data fields

Subjects <a href="#">Download Subjects</a>									
Subject Descriptor	Street	Lot Number	Block/Section Number	Subdivision	BFE/ BFE Range	Lowest Adjacent Grade	Current Flood Zone	Resultant Flood Zone	Actions
Garage	15 Main Street				5.9	6.2	A	X (unshaded)	<a href="#">Edit</a>   <a href="#">Delete</a>
Residence	15 Main Street				5.9	6.2	A	X (unshaded)	<a href="#">Edit</a>   <a href="#">Delete</a>

# Application Steps

## Step 5: FIRM Info

- Select the Community manually **OR** by Community ID (CID) Number for where the Subject(s) of this request is located and effective Flood Insurance Rate Map (FIRM) Panel(s)
- Select **Add Community Map Panel**, to add the Community information in the **Community Table**

**Community Information**

Select a Community by selecting the Community Information OR entering the Community ID (CID) for this property.

State VA

\*County -- select -- OR \*CID

\*Community -- select --

Select the Map Panel OR enter Other Map Panel information for this property.

\*Map Panel Number & Effective Date -- select --

- OR -

\*Other Map Panel Number

\*Other Panel Effective Date  (mm/dd/yyyy) ([Help with calendar widget](#))

**1. Select a Community OR enter in CID**

**2. Select a Map Panel Number & Effective Date OR manually enter in Map Panel Number and Effective Date.**

**Add Community Map Panel** **3. Select Add Community Map Panel**

Community (CID - CommunityName)	County, State	Map Panel Number	Effective Date	Actions
No data available in table				

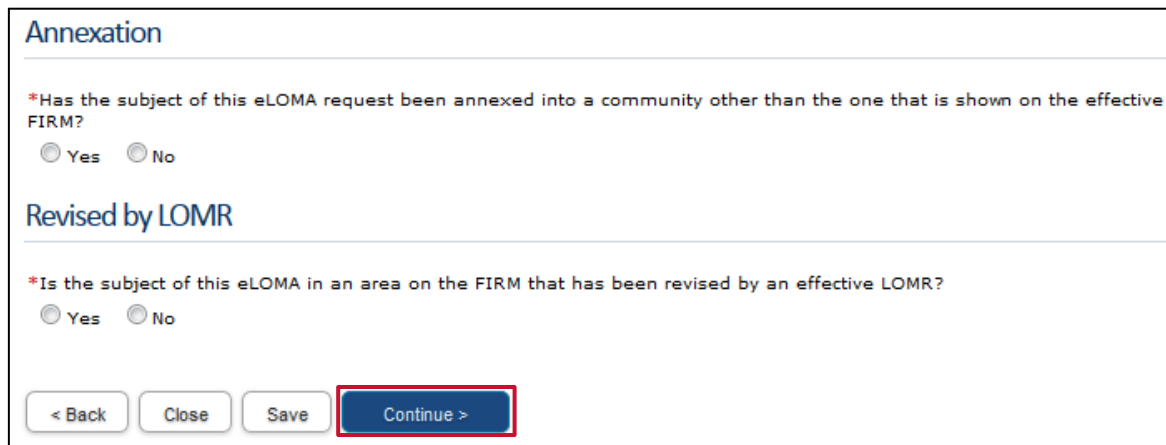
# Application Steps

## Step 5: FIRM Info

- **Annexation and Revised by LOMR**

- If the subject has been annexed into a community other than the one that it is shown in the effective FIRM panel, select **Yes**
- Refer to [FEMA's Map Service Center \(MSC\)](#) to determine if the subject was revised by an effective LOMR

- Select **Continue**



The screenshot shows a web form titled "Annexation" and "Revised by LOMR". The "Annexation" section contains the question: "\*Has the subject of this eLOMA request been annexed into a community other than the one that is shown on the effective FIRM?" with radio buttons for "Yes" and "No". The "Revised by LOMR" section contains the question: "\*Is the subject of this eLOMA in an area on the FIRM that has been revised by an effective LOMR?" with radio buttons for "Yes" and "No". At the bottom, there are four buttons: "< Back", "Close", "Save", and "Continue >". The "Continue >" button is highlighted with a red border.

# Application Steps

## Step 6: Elevation Info

- BFE Method

- Use the effective Flood Insurance Study (FIS) Profile or another FEMA Approved Method
  - For additional help on BFE method and calculation, select the hyperlink for additional guidance or contact the [FMIX](#)
- Zone A BFE Source and Determination Method
  - If subject is located in a Zone A, you must identify the BFE Source and Determination method used to calculate the BFE

Base Flood Elevation (BFE) Method

\*Indicate the method used to determine the BFE for the subject. BFE must be determined using a [FEMA Approved Method](#).

☐ FIS Profile  
☐ FIS Summary of Stillwater Elevations Table  
☐ Interpolated between BFE lines on the FIRM  
☐ Used Stillwater BFE from the FIRM  
☐ Other

Explanation  (i.e., Accepted Zone A BFE, Zone AO Analysis, etc.)

\*Unit of Measurement for Elevation  
☐ feet (ft)  
☐ meters (m)

\*What is the elevation datum of your survey? (See [help text](#))  
☐ NAVD 1988  
☐ NGVD 1929  
☐ Other  
What is the survey datum?   
If the Datum is not equal to FIRM, what is the [conversion factor](#)?

\*Is the Zone A BFE from a FEMA accepted source?  
☐ Yes ☐ No

\*Zone A BFE Source  (e.g. U.S. Army Corps of Engineers, Michigan Department of Environmental Quality (MDEQ), Tennessee Valley Water Authority, etc.)

Zone A Determination Method  (e.g. HEC-RAS model, Quick-2 model, etc.)

Select hyperlink for additional guidance

# Application Steps

## Step 6: Elevation Info

- Flood Sources as shown on the FIRM
  - Add all applicable flood sources and select **Add Flood Source**
  - Visit the Flood Source Help page for additional assistance
- Land Subsidence or Uplift
  - Identify if the area is subject to lowering of the ground as a result of land subsidence or uplift (i.e., water extraction, soil compaction, etc.)
  - If uncertain, contact the local Floodplain Administrator of the Subject's community for assistance
- Select **Continue**

The screenshot shows a web form titled "Flood Sources as shown on the FIRM". It includes a link for "Flood Source help" and a section for adding flood sources with a text input field and a red-bordered "Add Flood Source" button. Below this is a section for "Land Subsidence or Uplift" with radio buttons for "Yes", "No", and "Don't Know", and a "Releveling Date" field. The "Protected by a Levee" section has radio buttons for "Yes" and "No". At the bottom are buttons for "< Back", "Close", "Save", and a red-bordered "Continue >" button.

Flood Sources as shown on the FIRM

Add each flood source. [Flood Source help](#)

\*Flood Source  **Add Flood Source**

Flooding Source(s)

Land Subsidence or Uplift

\*Has FEMA identified this area as subject to land subsidence or [uplift](#)?

☐ Yes [Releveling](#) Date  (mm/dd/yyyy)

☐ No

☐ Don't Know

Protected by a Levee

\*Is the subject of this eLOMA in an area on the FIRM that is protected by a levee?

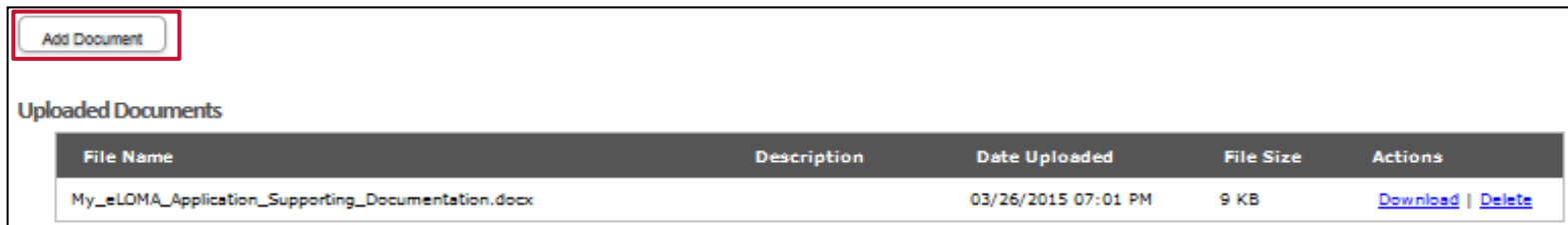
☐ Yes ☐ No

< Back Close Save **Continue >**

# Application Steps

## Step 7: Upload Files

- Depending on your selections in the application, will determine what documents you are required to upload
- **Required Document Types** are required to be uploaded and checked before proceeding
  - You may upload additional documentation in **Optional Documents Types**
- Upload all supporting documents in one complete or individual file(s)
- Select **Browse** to upload file(s) and add a description (optional)
- Select **Add Document**
  - The file will populate into the **Uploaded Documents Table**



The screenshot shows a web interface. At the top, there is a button labeled 'Add Document' which is highlighted with a red rectangular box. Below this button, the section is titled 'Uploaded Documents'. Underneath the title is a table with the following structure:

File Name	Description	Date Uploaded	File Size	Actions
My_eLOMA_Application_Supporting_Documentation.docx		03/26/2015 07:01 PM	9 KB	<a href="#">Download</a>   <a href="#">Delete</a>



# Application Steps

## Step 8: Certify

- **Confirm Elevation** by selecting the check box
- Review and confirm **Certifier Information** and **Penalty Clause**
  - Selected data fields will already be populated
  - License Information and Email cannot be modified
- Select **Continue**

Confirm Elevation

**NOTE:** Only a licensed land surveyor, registered professional engineer, or architect authorized by law to certify elevation information is authorized to certify the elevation information below.

☐ \*I confirm that the property elevation information displayed is correct.

Certifier Information

*Review and confirm that the Certifier information below is correct.*

**PENALTY:** This application is to be completed and submitted by a licensed land surveyor or registered professional engineer. All data and documents supporting this request are being kept on file in case they need to be referenced in the future. All data entered for this application and any required documents submitted in support of this request are correct to the best of my knowledge. I understand that any false statement may be punished by fine or imprisonment under Title 18 of the United States Code, Section 1001.

\*Salutation: -- Select --

\*First Name: John

\*Last Name: Smith

\*Address:

Address 2:

\*City:

\*State: -- Select --

\*ZIP Code:

License Information: VA: 123456789 Exp: 01/07/2017

\*Company Name: The Engineering Group

\*Phone: 111-222-3333

Fax:

\*Email: outreach@riskmapcds.com

< Back Close Save **Continue >**

# Application Steps

## Step 9: Review

- Review all application information and select **Edit** to modify information as needed
- Review & acknowledge **Penalty Clause** stating the information provided in the application is accurate
- Select **View Draft Cover & Determination Letters**

**Upload Files** [Edit](#)

**Document Types Uploaded**

- Plat OR Deed & Tax Map
- Effective NFIP FIRMette Annotated with Subject Location
- Elevation Form - Lowest Lot Elevation
- BFE Explanation

**Uploaded Documents**

File Name	Description	Date Uploaded	File Size
eLOMA_TrackingNumber_1119750_Supporting_Documentation.docx		12/24/2014 01:14 PM	9 KB

**Certify** [Edit](#)

**Certifier Information**

Salutation	Mr.
First Name	John
Last Name	Smith
Address	12 Main Street
Address 2	
City	Richmond
State	VA
ZIP Code	23220
License Information	VA: 123456789 Exp: 01/07/2017
Company Name	The Engineering Group
Phone	111-222-3333
Fax	
Email	outreach@riskmapcads.com

**ⓘ PENALTY:** This application is to be completed and submitted by a licensed land surveyor or registered professional engineer. All data and documents supporting this request are being kept on file in case they need to be referenced in the future. All data entered for this application and any required documents submitted in support of this request are correct to the best of my knowledge. I understand that any false statement may be punished by fine or imprisonment under Title 18 of the United States Code, Section 1001.

☐ \*I acknowledge that I have read and understood the Penalty Clause.

Please view the draft determination document for accuracy before submitting your eLOMA application.

[View Draft Cover & Determination Letters](#)

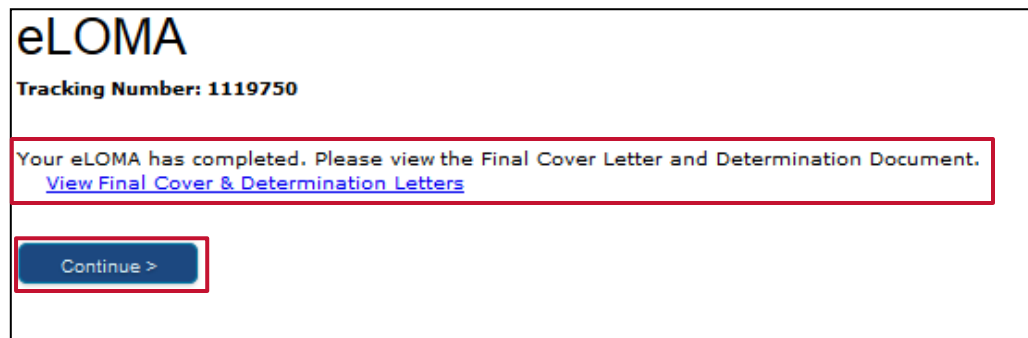


# Generate an eLOMA Determination Letter- Application Approved

Upon submitting the completed eLOMA application, two outcomes can occur:

## 1. Application is automatically approved without a FEMA audit

- Select the **Generate Final Determination** hyperlink action item
- Print or email the Final Determination PDF to interested parties
- Select **Continue**



The screenshot shows a web interface for the eLOMA application. At the top, it says "eLOMA" in a large font. Below that, it displays "Tracking Number: 1119750". A red rectangular box highlights a message: "Your eLOMA has completed. Please view the Final Cover Letter and Determination Document." followed by a blue hyperlink "View Final Cover & Determination Letters". Below this message, there is a blue button with the text "Continue >" in white.

# Generate an eLOMA Determination Letter- Application Audited

## 2. Application is flagged for an audit

- You will receive an audit notification from the eLOMA system and an email stating a Final eLOMA Determination Letter cannot be created at that time and requires further review by an Auditor
- Once reviewed by an Auditor, another email may be sent to you requesting additional supporting documentation and to upload within the eLOMA tool

### eLOMA

**Tracking Number: 1119750**

#### Audit Notification

The system cannot create an eLOMA Determination Letter for your request. It has determined that an audit is required for your eLOMA.

An auditor will review the eLOMA application and uploaded documents. If the information provided is insufficient, you will be contacted by an eLOMA Auditor to provide additional supporting documentation.

The system will notify you of the audit result by email.

[Continue >](#)

Dear John,


An auditor will review the eLOMA application and uploaded documents. If the information provided is insufficient, you will be contacted by an eLOMA Auditor to provide additional supporting documentation.

The following eLOMA application requires an audit:  
Tracking Number: 1119750  
Certifier Name: John Smith  
Certifier Company: The Engineering Group  
Date Submitted: 12/29/2014

Warning: This message has been generated automatically. Please do not reply to this message.

# Audit In Progress

- Applications flagged for an audit, will have an **Audit in Progress** status on the your Work Item List
  - You may still **View/Print** the Draft Determination Draft Cover Letter & Determination Letter PDF
  - No Action will display at this time

Tracking Number	Case Number	Status	Determination Outcomes	State	County	Community	View/Print	Action
1119755	15-03-0059A	Audit in Progress		VA	Virginia Beach City	VIRGINIA BEACH, CITY OF		

# Audit In Progress: Requesting Additional Supporting Documentation

- You will receive an email requesting additional supporting documentation
  - Once logged into the tool, you will see an action to **Submit Requested Documents** with the application Case Number and an updated Audit Status, **Pending Action – Audit Approved**
  - Select the hyperlink to view and upload requested documents
  - Requested documents may only be uploaded into the tool and not by responding to received email notifications

Dear John,

An Auditor has requested Supporting Documentation for your eLOMA application 15-03-0054A.

To view what documentation has been requested and to perform these uploads:

1. Log into the eLOMA tool from the MIP
2. In your Work Item List, click the 'Requested' link (in the "Action" column) for the specified eLOMA Application

If you face an issues related viewing the uploaded information, please contact the MIP Help Desk at [miphelp@riskmapcds.com](mailto:miphelp@riskmapcds.com).

*This message has been generated*

Tracking Number	Case Number	Status	Determination Outcomes	State	County	Community	View/Print	Action
1119776	15-03-0075A	Pending Action - Audit Approved		VA	Falls Church City	FALLS CHURCH, CITY OF		<a href="#">Submit Requested Documents for 15-03-0075A</a>

# Audit In Progress: Requesting Additional Supporting Documentation

- Hyperlink will open to the **Upload Files** page
- **Auditor Comments** will display on top of page
- Select all **Required Document Types** the Auditor requested
- Upload additional **Supporting Documents** and **Add Document**
  - Previously uploaded files cannot be deleted
- Select **Submit**

### Submit Requested Documents

**Auditor Comments**

Please upload a M&B Map for your the subject of this request.

**Required Document Types**

Document Types marked with a red asterisk (\*) are required to be uploaded before proceeding.

☒ \*M&B Map  
A map of the area to be removed, certified by a license land surveyor or registered professional engineer is required to be uploaded when a "portion of land within the bounds of the legally recorded property" is selected.

☒ \*Zone A BFE Study Source (Letter from Accepted Source or Detailed Study)

☒ \*Determination Letter of Previous LOMA/eLOMA

**Supporting Documents**

**Upload New Document**

\*Upload File  No file selected.

Description

**Uploaded Documents**

File Name	Description	Date Uploaded	File Size	Actions
eLOMA Test Document_1.doc		02/18/2015 11:43 AM	25 KB	<a href="#">Download</a>



# Audit In Progress: Requesting Additional Supporting Documentation

- You will receive a confirmation email for submitting the requested documents
- If additional supporting documents are needed, you will be notified via email

Dear John,

An auditor will review the eLOMA application and uploaded documents. If the information provided is insufficient, you will be contacted by an eLOMA Auditor to provide additional supporting documentation.

The following eLOMA application requires an audit:

Tracking Number: 1119744

Certifier Name: John Smith

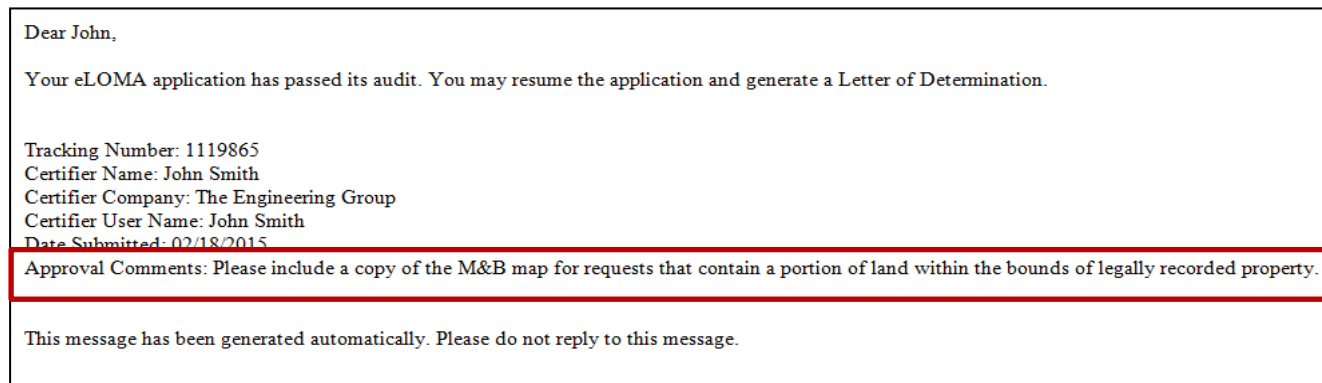
Certifier Company: The Engineering Group

Date Submitted: 01/19/2015

Warning: This message has been generated automatically. Please do not reply to this message.

# Audit Complete

- If approved, you will receive an email stating the audit is complete and the Final Determination can be retrieved within the eLOMA tool, along with comments from the Auditor



- Once logged in the tool, select **Generate Final Determination**

Tracking Number	Case Number	Status	Determination Outcomes	State	County	Community	View/Print	Action
1119755	15-03-0059A	Pending Action - Audit Approved		VA	Virginia Beach City	VIRGINIA BEACH, CITY OF		<a href="#">Generate Final Determination for 15-03-0059A</a>

# Audit Rejected

- You will receive an email stating the audit failed and rejection reason(s)
- You will not have to re-submit their application package, the request will be processed as a standard LOMA and will receive a new case number
  - A FEMA LOMA representative will be in contact if additional information is needed to process the request

Dear John,

Your eLOMA application has failed its audit. Your request will now be processed as a standard LOMA and it will receive a new case number once the new project is set up in the MIP. You will be contacted if any further data is required to process your request. Reason(s) for the rejection is (are):

- The Legal Description does not conform to the FEMA accepted format that is found in the "How to write a legal description" link next to the Legal Description field. The BFE was not determined using the effective Flood Insurance Study (FIS) Text. BFEs shown on FIRMs are rounded to the nearest foot which is why FEMA requires that BFE determinations be made using the effective Flood Insurance Study (FIS) Text when applicable. There is an in-progress LOMA or currently effective LOMA for this property. If FEMA has previously made a LOMA determination for a property or if FEMA is in the process of making a LOMA determination for a property eLOMA cannot be used for that property. You can find this information at the FEMA MIP website (<https://hazards.fema.gov>) in the Public Reports under the Tools & Links tab or by calling 1-877-FEMA MAP (1-877-336-2627).

Tracking Number: 1119754  
Certifier Name: John Smith  
Certifier Company: The Engineering Group  
Certifier User Name: TestUser  
Date Submitted: 12/29/2014

This message has been generated automatically. Please do not reply to this message.

# Reset Password

- Navigate to the **Log In** page and select **Forgot Password**
- Enter in **User Name** and select **Populate Challenge Question** and enter in **Challenge Answer**
- Enter in **New Password** and confirm
- Select **Reset Password**
- You will receive an email confirmation of reset password

**Login: Forgot Password**

Required fields are marked with an asterisk. " \* "

\* User Name

\* Challenge Question

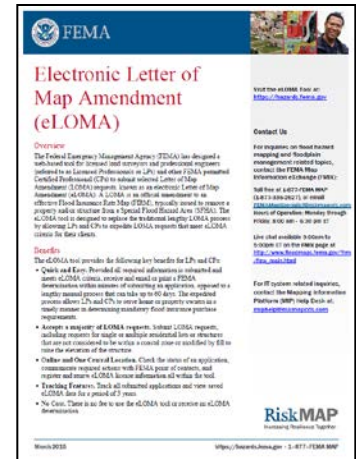
\* Challenge Answer

\* New Password

\* Confirm Password

# Additional Resources and Help Desk Information

- For more information on eLOMA, visit the following user resources:
  - [Frequently Asked Questions \(FAQ\) Page](#)
  - [Webpage](#)
  - [Factsheet](#) on the FEMA Library
- For Help Desk support, contact:
  - A [FEMA Map Information eXchange \(FMIX\)](#) Map Specialist for flood hazard mapping/floodplain management related inquiries, including understanding Elevation Certificates and BFE calculations
    - Call (1-877) FEMA MAP (1-877-336-2627) Monday-Friday, 8:00am- 6:30pm (EST)
    - Email [FEMAMapSpecialist@riskmapcds.com](mailto:FEMAMapSpecialist@riskmapcds.com)
    - [Chat](#) with a Map Specialist Monday-Friday, 9:00am- 5:00pm (EST)
  - The [MIP Help Desk](#) at [miphelp@riskmapcds.com](mailto:miphelp@riskmapcds.com) for system related inquiries, including help logging into the eLOMA tool





# FEMA



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