

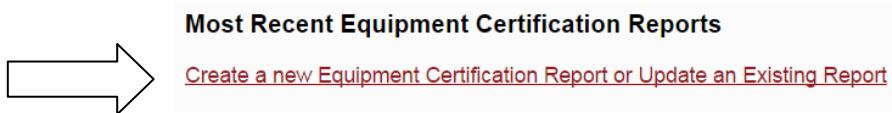
Fire Portal

How to Submit the Annual Fire Equipment Certificate Due Annually Oct. 31

Once you have loaded the equipment and are ready to submit your Annual Fire Equipment Certificate, click on "Reporting Tasks" and select "Submit 1% or Fire Equipment."



At the bottom of the page, click on:



The next page has four boxes that must be verified. To view each, click on "Verify."

Equipment Certification Progress: **Report Not Submitted**

In order to receive One Percent funding each year, a qualified fire department must submit four quarterly inspection reports and an annual fire equipment certificate (see below) as per [state law](#).

Prior to Oct. 31 (midnight), please verify the four sections listed below by subject matter. Once you have submitted the information, a check mark will appear in the box.

After you submit the completed sections, a fifth box will indicate "Report submitted on DATE by NAME."

<input type="checkbox"/> Fire Department Information	Unverified	Verify
<input type="checkbox"/> S.C. Firefighters' Association membership verification and other required data	Unverified	Verify
<input type="checkbox"/> Firefighter Information	Unverified	Verify
<input type="checkbox"/> Apparatus Information	Unverified	Verify

Once all four sections have been verified, a fifth box will appear. The submission will look like:

<input checked="" type="checkbox"/> Fire Department Information	Verified by I
<input checked="" type="checkbox"/> S.C. Firefighters' Association membership verification and other required data	Verified by I
<input checked="" type="checkbox"/> Firefighter Information	Verified by I
<input checked="" type="checkbox"/> Apparatus Information	Verified by I
<input checked="" type="checkbox"/>	Report Sub
View my completed report.	

To print a complete version of your submission, click "View my completed report."