

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS

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# Line of Duty Death



## Notification User Guide

# Table Of Contents

<b>Introduction</b> .....	3
Purpose of This Document	
Overview	
<b>How to access the LODD Form</b> .....	4
<b>Submitting a LODD Form</b> .....	5-6
<b>Approval of the LODD</b> .....	7

# Introduction

## **Purpose of This Document**

This document is intended to guide Local Officials on using the new LODD web forms. These steps will help Local Officials understand the overall process and will demonstrate how to successfully submit a LODD using the new forms.

## **Overview**

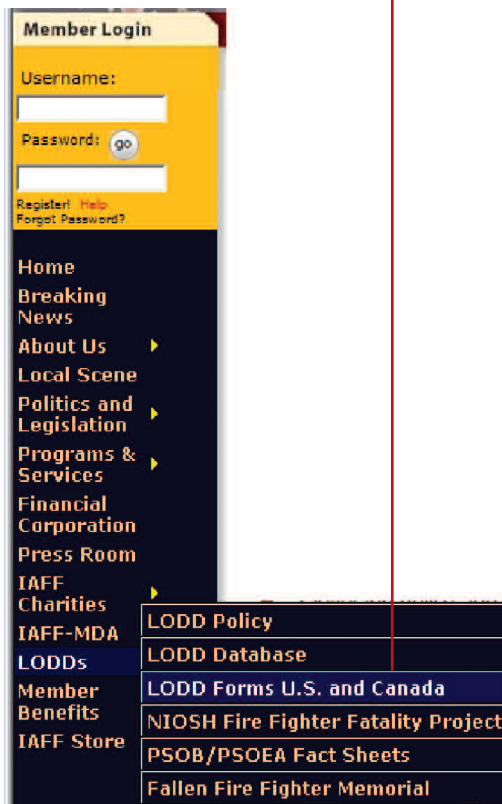
There are three different types of LODD forms that can be submitted to the IAFF. The first two, US and Canada, are regional forms. The country where the deceased worked will determine which form should be used. The third type of form that can be submitted to the IAFF is Historical. This form should be used for any past LODDs not currently in the system.

Once the LODD form is submitted, the Local Official will receive an email, to the account registered within the iMIS system, with all the completed information. The information will then need to be reviewed and approved by the LODD Admin staff in order for the record to appear on the IAFF website search.

# How to Access the LODD Form

Local officials can access the new LODD form via the IAFF website.

1. Go to the website: <http://www.iaff.org/>
2. Hover over the LODD menu located on the left hand side then select the LODD Forms U.S. and Canada option.



3. You can also click on the **LODDs** link.
4. Click on the **LODD Forms (U.S. and Canada)** link to access the forms.
5. Click the [Fill out the United States form now](#) link to access the U.S. form, the [Fill out the Canada form now](#) link to access the Canadian form or the [Fill out the Historical form now](#) link to access the Historical form.
6. If you have any questions about how to complete the new on-line LODD forms please reference the [User Guide](#) link on the page.

7. Log into the forms page using your Username and Password.

A yellow box containing a login form. It has the title 'Please Login' at the top. Below the title are two input fields: 'Username:' and 'Password:'. To the right of the 'Password:' field is a grey button with the text 'Go'.

8. If you need to register, have forgotten your password or need additional help logging in, you can use the links at the bottom of the login box.

[Register!](#)   [Forgot Password?](#)   [Login Help0](#)


# Submitting an LODD Form

This section will demonstrate how the Local Official can submit a US, Canadian or Historical LODD using the new web forms.

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1. Fill in all required fields marked with \*\*.

## Finding the Member ID:

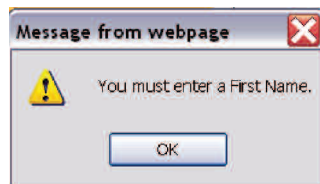
- a. To find the IAFF Member ID, open a separate browser window, paste the URL <http://member.iaff.org/PVProd/Core/AccountManagement/Index.aspx> and hit the Enter key.
- b. Click on the **Affiliate Directory** tab located at the top of the page.
- c. Select **View**  from the dropdown menu.
- d. Enter any information about the deceased that you have.
- e. Click the  button.
- f. Locate the number in the **Member ID** column of the results.
- g. Copy and paste the Member ID number into the LODD form.

2. Fill in any additional information you have.

3. The **Comments**: are separated into different sections. The first is the Biographical comments which should include personal background information about the individual. The second is the Website comments. This section should include condolences and information about the incident as well as any funeral information.

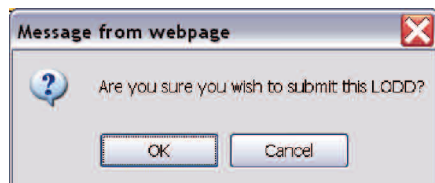
4. Click the **Submit New LODD Info.** located at the bottom of the form.

5. The user will be notified if there are any incomplete sections with a similar message to the one below.

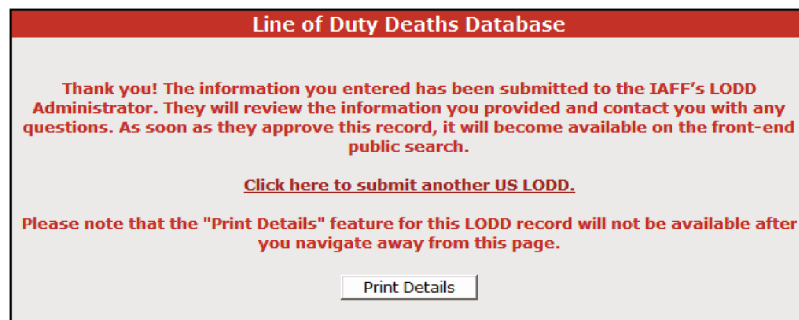


# Submitting an LODD Form

6. If all required sections are filled out properly, the user will be asked if they wish to submit the record. Click the OK button to proceed.



7. Once the OK button is clicked, the user will be directed to the successful submission page.



8. An email, providing all the completed information will be sent to the Local Official submitting the LODD record.

9. The user can click the  button to print a copy of the completed information.

10. If you wish to submit another LODD you can do so by clicking the [Click here to submit another US LODD.](#) link. Please note that the "Print Details" option is only available from this page. As soon as you exit this page you no longer have the ability to print the details of your recently submitted LODD record.

# Approval of the LODD

Once your LODD has been successfully submitted it does not mean the record will be viewable in the IAFF website search. The information will be reviewed, and if satisfied, approved by the IAFF LODD administration staff. Upon review and approval the LODD will then become visible in the search, and a medal will be issued.



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