WEBEOC Login Procedure
January 21, 2026

1. Login with your information – Login and Password
2. **Select Position and Incident**
   Position: Fort Bend County EMROG
   Incident: 2026 -01-01 January Training (or the one specified for each month)
3. **Additional information** (Should be about you)
   Name
   Location FBCEOC
   Phone
   Comments (Your organizations)
4. <Enter>

WEBEOC loads

5. On the top left will be 3 bars on the home page
Select them, then find the Boards folder on the left side
Select Activity Log - Inside the Boards folder
Folder opens

6. On the far Right select **Add Event**
   EVENT Type – Other
   Other Event – Monthly Check-in
   Priority – Advisory
   Description - +++ This is a test+++ Monthly check-in and (your callsign)
   Location - Home or whatever your located
   Address – Home street address or where ever you're at
   Significant Events Routing – Place a check mark on Post to Fort Bend County Significant Events (only)

7. Drop to the bottom and hit <save>.

Your information will now be populated on the screen

If for some reason you need to add anything, select the 3 dots on the far right of your information and select edit
An update box will appear, type in your information and then hit save