

WEBEOC Login Procedure

May 7, 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 Drill +++ 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