CERT Hours Web Portal Log-in Guide

1. Log-on to: https://www.nbcert.org/NBCERTPortal/
(Make sure you include the "s" on https and copy the log-in correctly)

2. Enter NBCERT ID Number- Your CERT identification number is located on the back right hand corner on your badge. You do not need to enter a 0 before your number. For example, 788, 201, 45, 806, etc.

3. Enter your Password- Your password is your last name in non-capitals. For example- brisbois

4. Once you have successfully logged onto the web-portal, click on **Submit Volunteer Hours.**

5. Enter the Name of the Event (i.e- CERT Drill, CERT Neighborhood Event, Etc.), enter the Date of the event, Number of Hours worked, Volunteer Function, and then click Submit

Please enter any CERT related hours that you have worked from January 1 of the given calendar year to the present. We are trying to capture all of the hours that CERT volunteers donate each year. If you have problems logging in or have any related problems e-mail nbcert@nbfd.net.

The development of the web-portal will be on-going. Be patient. There will be kinks along the way. Thank you for volunteering and for registering your hours.