



FEMA

Online Letter of Map Change (LOMC) Tutorial- Revisions

June 2013

RiskMAP
Increasing Resilience Together



Welcome to the Online LOMC Tutorial for Revisions

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What's Inside this Tutorial

In this tutorial you will find:

- Information about LOMCs and what you may need to apply for one
- A step-by-step guide through the online application process to complete a Revision request
- Customer service contact information, where you can get additional help

If you want to know more about submitting an Amendment request, see: [fema.gov/online-lomc](https://www.fema.gov/online-lomc)

Background: Flood Maps

- Flood maps, or Flood Insurance Rate Maps (FIRMs), are community maps that display high-risk floodplains, specifically:
 - Special Flood Hazard Areas (SFHAs)
 - Risk premium zones
- FEMA determines flood zones in consultation with communities, states, and other stakeholders
- SFHAs are land areas at high risk for flooding
 - A home located within an SFHA has a 26 percent chance of suffering flood damage during the term of a 30-year mortgage
- FIRMs show flood risk zones and their boundaries, and may also show floodways and Base Flood Elevations (BFEs)

Background: What Is a LOMC?

What is a LOMC?

- A LOMC, or Letter of Map Change, is a letter from FEMA that reflects an official amendment or revision to an effective FIRM
- To get a property removed from a, SFHA or to revise flood hazard information when physical changes within the floodplain have occurred, FEMA must issue a LOMC

Background: Why a LOMC?

Why would you want a LOMC?

- Property owners or lessees within SFHAs who have mortgages from a federally backed mortgage lender are required to purchase flood insurance
- If a LOMC is granted, property owners or lessees may be eligible for lower flood insurance premiums, or the option to not purchase flood insurance
- Communities may request a LOMC when base flood elevations of an SFHA increase or decrease as a result of physical changes affecting flooding conditions

Introducing Online LOMC

- Use Online LOMC to request any type of map **Amendment** or **Revision**
- Online LOMC may be used to request LOMCs in place of the MT-EZ , MT-1 or MT-2 paper forms
- Online LOMC does not shorten FEMA's time to make a determination
 - Determinations will be made within 60 days of a completed Amendments request and 90 days of a Revisions request
 - Requests are considered 'complete' after FEMA has received all requested data and payment has been approved

Introducing Online LOMC

- Anyone can use Online LOMC!
 - Home or property owners or lessees
 - Professional surveyors
 - Professional engineers
 - Other representatives of the property owner or lessee
- Access Online LOMC: www.fema.gov/online-lomc,
www.hazards.fema.gov, or
www.hazards.fema.gov/femaportal/onlinelomc/signin

Benefits of Submitting a LOMC Online

Why is Online LOMC better than filing by mail?

- Submit, pay, and upload supporting documentation for all LOMC requests through one single online platform
- Save information online and finish applying at your convenience
- Easily apply with the clear and intuitive
- Manage multiple LOMC requests with one login
- Check their application status in real-time
- Efficiently communicate with LOMC processing staff

Which one is right for me, a map Amendment or Revision?

There are two basic categories of LOMCs: Amendments and Revisions

Submit an Amendment request if:

- You are applying for a [LOMA, CLOMA, LOMR-F, or CLOMR-F](#)
- You would have completed the MT-EZ or MT-1 paper forms if submitting by mail
- Your request pertains to a small area of high ground (a property or structure) located within a SFHA or the placement of fill on a property
- You are a homeowner or lessee, developer, or community official, or acting on behalf of one

Submit a Revision request if:

- You are applying for a [LOMR or CLOMR](#)
- You would have completed the MT-2 paper form if submitting by mail
- You are requesting revisions to effective FIS reports or FIRMs

Types of Revisions

Use the Online LOMC to submit a Revisions Application (MT-2)

Type of LOMC	Description
Letter of Map Revision (LOMR)	LOMR is an official revision to an effective FIRM map that may change flood insurance risk zones, floodplain and/or floodway boundary delineations, plain metric features, and/or BFE. Unlike LOMAs and LOMR-Fs, a LOMR usually results in reprinting a portion of a FIRM
Conditional Letter of Map Revision (CLOMR)	A CLOMR is a letter from FEMA's stating a proposed project that would, upon construction, affect the hydrologic or hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway, the effective BFE or SFHA

To access the training presentation demonstrating how to submit an Online LOMC Amendment (LOMA, CLOMA, LOMR-F, CLOMR-F) see www.fema.gov/online-lomc

What Else Do You Need?

Additional forms may be required to complete the Revision Application

Additional requirements	Where you can find it
Annotated FIRM Panel or FIRMette	MSC store: msc.fema.gov
Riverine Hydrology and Hydraulics Form	Within Online LOMC application
Riverine Structures Form	Within Online LOMC application
Coastal Analysis Form	Within Online LOMC application
Coastal Structures Form	Within Online LOMC application
Alluvial Fan Flooding Form	Within Online LOMC application
ESA Compliance Documentation	Contact the National Marine Fishery Service, U.S. Fish and Wildlife Service, State Wildlife Agency Office, or Independent Biologist

* Based on the responses in the Revision Application, the system will automatically determine what required form(s) the requester will need to submit for the Revision Application

eLOMA vs. Online LOMC

eLOMA is web-based application that provides licensed land surveyors and professional engineers with a system to submit simple LOMA requests to FEMA

- Only for a sub-set of LOMA requests
- Generates a determination from FEMA in minutes
- Must be a Licensed Professional to use
- For more information on eLOMA, visit this [FAQ](#)

What's the difference?

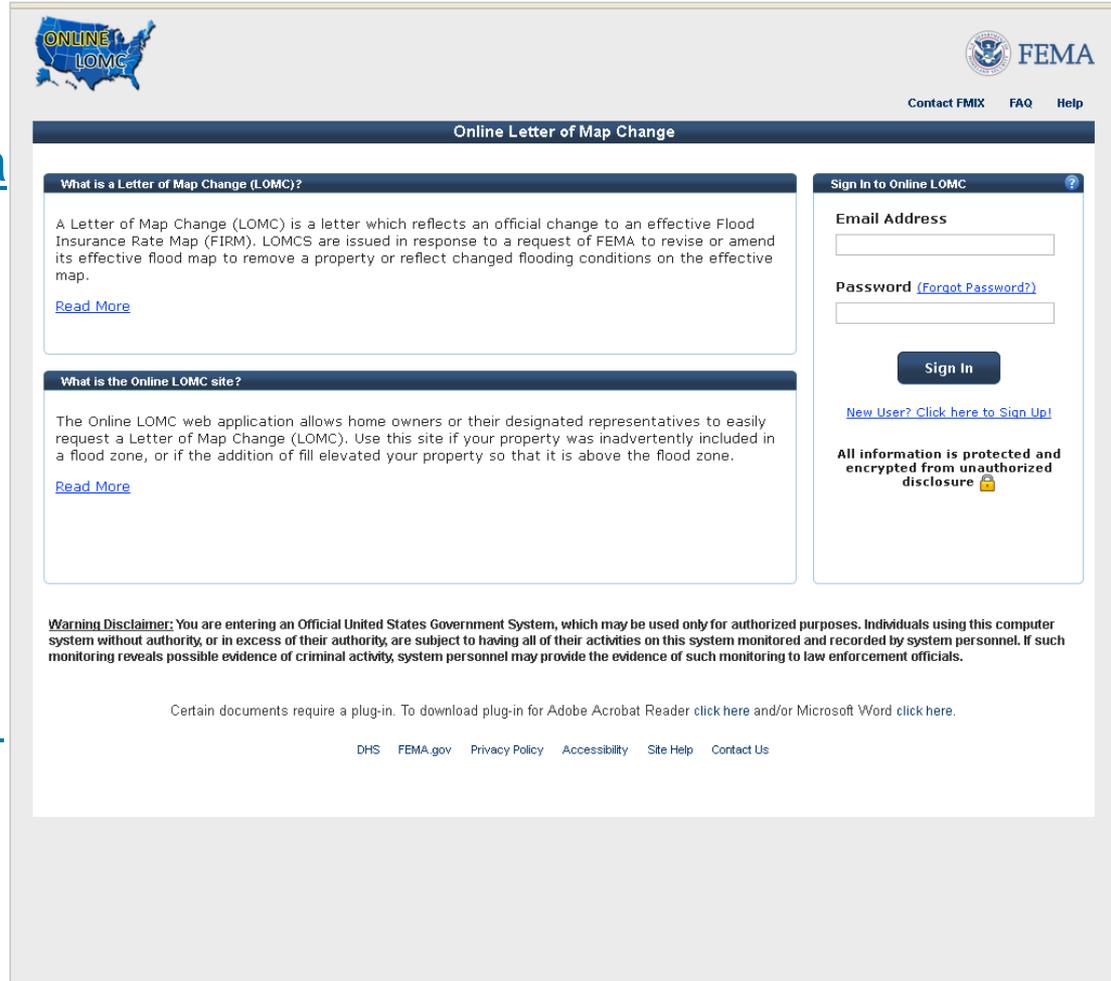
- Only licensed surveyors and engineers can submit a LOMA request through eLOMA, but anyone can use Online LOMC
- eLOMA only accepts the most basic LOMA requests and the determination is made automatically with standard checks, instead of lengthier manual review
- Online LOMC processes more types of LOMCs than just a LOMA

Online LOMC Walk-Through for Revisions

The following screens show the step-by-step process of submitting a Revision Request through the Online LOMC

Log-in Page

- Access through:
www.fema.gov/online-lomc,
www.hazards.fema.gov/fema-portal/onlinelomc/signin or
www.hazards.fema.gov
- Key Features: FAQ, Help, Contact FMIX
- Click 'Contact FMIX' to open the FMIX website in a separate window:
https://www.floodmaps.fema.gov/fhm/fmx_main.html



The screenshot displays the FEMA Online Letter of Map Change (LOMC) website. At the top left is the 'ONLINE LOMC' logo with a map of the United States. At the top right is the FEMA logo and navigation links for 'Contact FMIX', 'FAQ', and 'Help'. The main heading is 'Online Letter of Map Change'. The page is divided into two columns. The left column contains two informational sections: 'What is a Letter of Map Change (LOMC)?' and 'What is the Online LOMC site?'. The right column is a sign-in form with fields for 'Email Address' and 'Password', a 'Sign In' button, and a link for 'New User? Click here to Sign Up!'. A security notice states: 'All information is protected and encrypted from unauthorized disclosure'. At the bottom, there is a 'Warning Disclaimer' and a note about document plug-ins, followed by a footer with links for 'DHS', 'FEMA.gov', 'Privacy Policy', 'Accessibility', 'Site Help', and 'Contact Us'.

New User Registration

New users must register before starting Online LOMC

ONLINE LOMC

FEMA

Contact FMIX FAQ Help

Online Letter of Map Change

Sign Up

First Name

Last Name

Email Address

New Password

Confirm Password

Challenge Question #1 Answer #1
Please select challenge question

Challenge Question #2 Answer #2
Please select challenge question

Challenge Question #3 Answer #3
Please select challenge question

69599535 103

Type the text stop spam. read books.

Submit Cancel

Password Requirements

- Alphanumeric
- Minimum 8 characters in length
- At least one number (0123456789) and one special character from the following: ! @ # \$ % ^ & * () _ = + ~ < >

A notification with instructions on how to access your account will be sent to the email address provided on this Sign up page after you click "Submit".

Sign In to Online LOMC

Email Address

Password [Forgot Password?](#)

Sign In

[New User? Click here to Sign Up!](#)

All information is protected and encrypted from unauthorized disclosure

All information is encrypted and protected

New User Registration

Online Letter of Map Change

The screenshot shows a 'Sign Up' form with the following fields and content:

- Error Message:** A red box at the top contains the text: "Please fix the following errors:" followed by a bulleted list: "Email Address is an invalid email address. Enter the Email Address in the proper format (e.g. BobSmith@yahoo.com).", "New Password is a required field.", "Confirm Password is a required field.", and "Type the two words is a required field." A red line points from this box to the email address field.
- Form Fields:** Fields for First Name (Thomas), Last Name (Jefferson), Email Address (thomas.jefferson@yahoo), New Password, Confirm Password, and three challenge questions with answers.
- Password Requirements:** A list of requirements: "Alphanumeric", "Minimum 8 characters in length", and "At least one number (0123456789) and one special character from the following: ! @ # \$ % ^ & * () _ = + ~ < >".
- Notification:** A text block stating: "A notification with instructions on how to access your account will be sent to the email address provided on this Sign up page after you click 'Submit'." A red line points from this block to the email address field.
- reCAPTCHA:** A CAPTCHA image with the text "ryhem believed" and a text input field with the placeholder "Type the text".
- Buttons:** "Submit" and "Cancel" buttons at the bottom.

An error message will display if there is missing or improper information

The email address entered here will be used for all official communication (i.e. a request for more information, notification of a determination on your application)

Certain documents require a plug-in. To download plug-in for Adobe Acrobat Reader [click here](#) and/or Microsoft Word [click here](#).

[DHS](#) [FEMA.gov](#) [Privacy Policy](#) [Accessibility](#) [Site Help](#) [Contact Us](#)

New User Registration

Choose three security questions

ONLINE LCMC

Contact FEMA FAQ Help

Online Letter of Map Change

Sign Up

First Name

Last Name

Email Address

New Password

Confirm Password

Challenge Question #1 Answer #1

Challenge Question #2 Answer #2

Challenge Question #3 Answer #3

Password Requirements

- Alphanumeric
- Minimum 8 characters in length
- At least two of the non-alphabetic characters: ! @ # \$ % ^ & * () _ = + ~ < >

A notification with instructions on how to access your account will be sent to the email address provided on this Sign up page after you click "Submit".

Adobe Acrobat Reader required to view certain documents. [Click here to download plug-ins](#)

DHS FEMA.gov Privacy Policy Terms of Use Accessibility Site Help Site Map Contact Us

Online Letter of Map Change

Sign Up

▲ Please fix the following errors:

- Email Address is an invalid email address. Enter the Email Address in the proper format (e.g. BobSmith@yahoo.com).
- New Password is a required field.
- Confirm Password is a required field.
- Type the two words is a required field.

First Name

Last Name

Email Address

New Password

Confirm Password

Challenge Question #1 Answer #1

Challenge Question #2 Answer #2

Challenge Question #3 Answer #3

Password Requirements

- Alphanumeric
- Minimum 8 characters in length
- At least one number (0123456789) and one special character from the following: ! @ # \$ % ^ & * () _ = + ~ < >

A notification with instructions on how to access your account will be sent to the email address provided on this Sign up page after you click "Submit".

Type the text

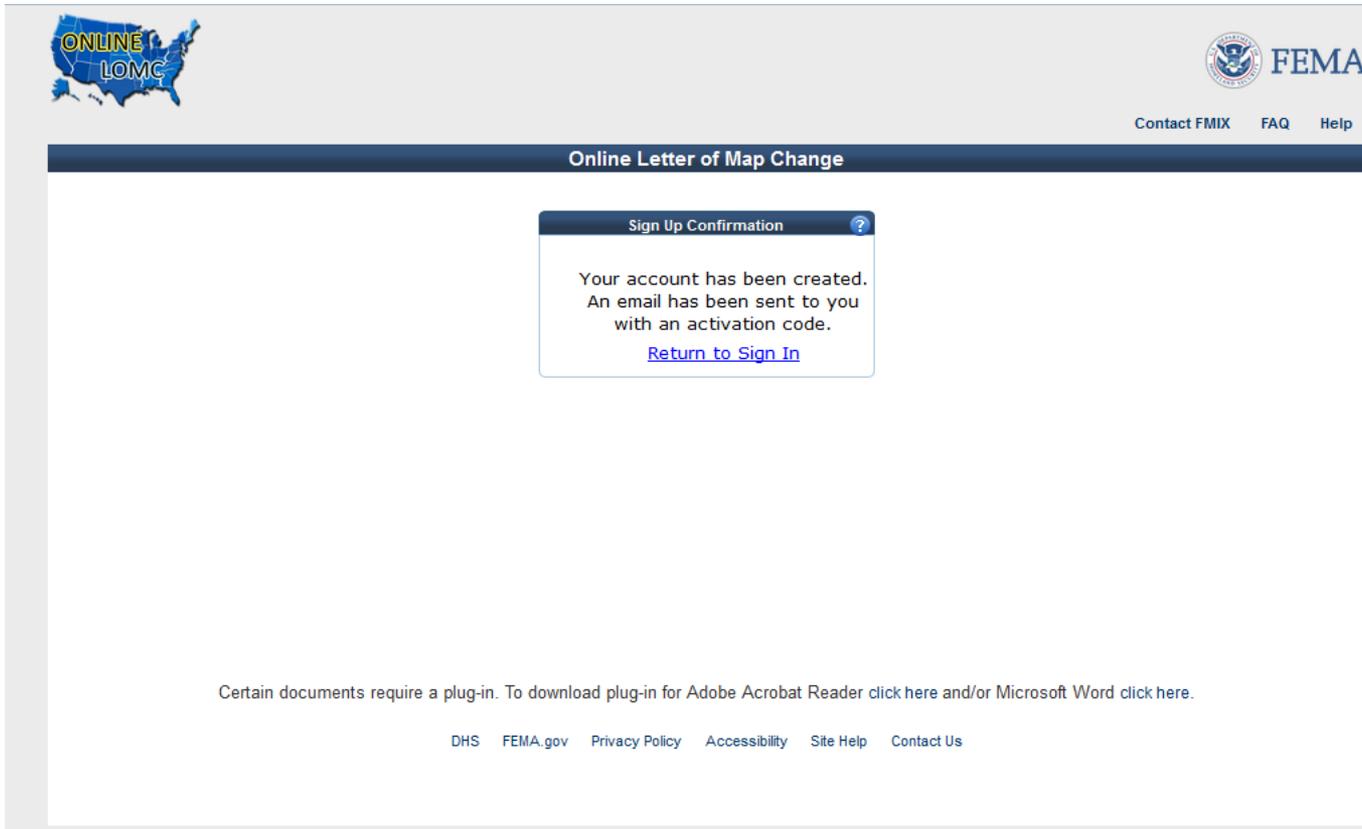
Certain documents require a plug-in. To download plug-in for Adobe Acrobat Reader click [here](#) and/or Microsoft Word click [here](#).

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Enter the letters or symbols for account validation – punctuation and capitalization matter

Activation Code

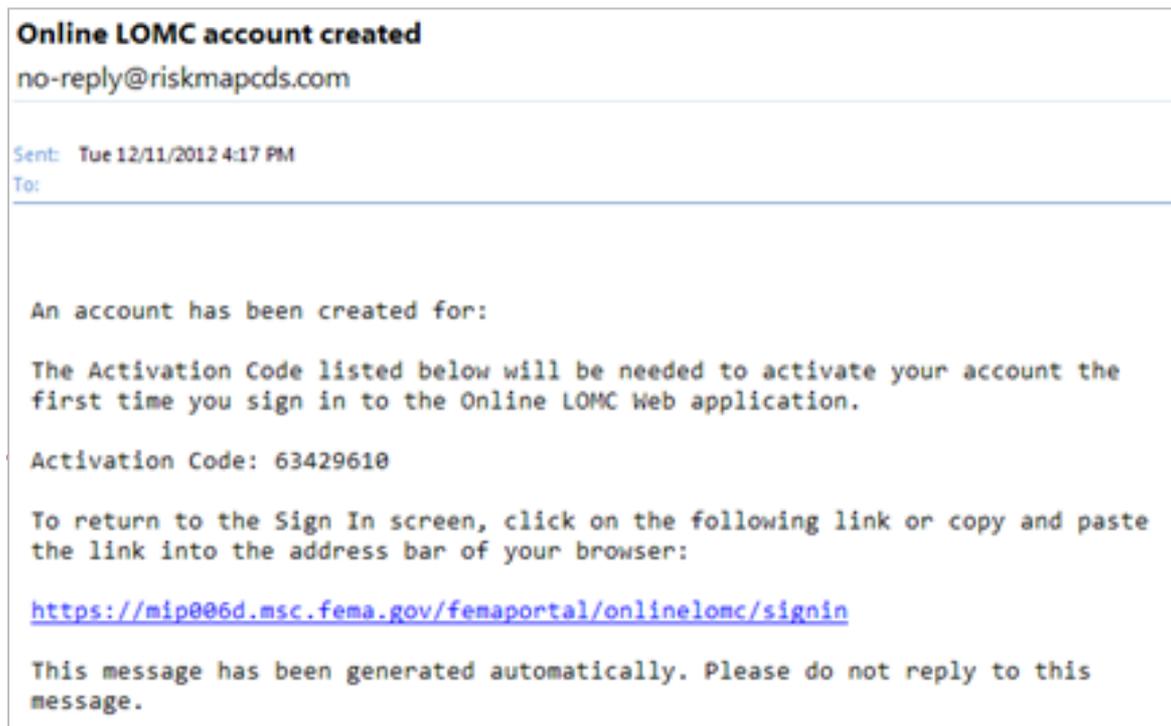
After you create an account, the system will send you an email with an access code



The screenshot displays the FEMA Online Letter of Map Change (LOMC) website. In the top left corner, there is a logo for "ONLINE LOMC" featuring a map of the United States. In the top right corner, the FEMA logo is visible, along with navigation links for "Contact FMIX", "FAQ", and "Help". A dark blue header bar contains the text "Online Letter of Map Change". The main content area features a white box with a dark blue header that reads "Sign Up Confirmation" and a question mark icon. The message inside the box states: "Your account has been created. An email has been sent to you with an activation code." Below this message is a blue hyperlink labeled "Return to Sign In". At the bottom of the page, there is a footer with the text: "Certain documents require a plug-in. To download plug-in for Adobe Acrobat Reader [click here](#) and/or Microsoft Word [click here](#)." Below this footer is a row of links: "DHS", "FEMA.gov", "Privacy Policy", "Accessibility", "Site Help", and "Contact Us".

Retrieve the Activation Code

- Check the email address you used when creating your account
- Email will contain a subject '**Online LOMC account created**'
- From no-reply@riskmapcds.com



Enter the Activation Code

Enter your Activation Code, then click 'Activate Code'

- Return to the Log-in screen, enter your email address and password
- The first time you log in, the system will prompt you to enter the activation code
- If you cannot find the activation code, you may request a new code

The screenshot displays the FEMA Online Letter of Map Change (LOMC) website. At the top, a dark blue header reads "Online Letter of Map Change". Below this, a white box titled "Sign In to Online LOMC" contains the following text: "An Activation Code was sent separately to your Email address. Please check your email and enter the Activation Code. When finished, click on the 'Activate Code'." Below the text is an "Activation Code" input field, followed by "Activate Code" and "Cancel" buttons, and a "Request New Code" button. A red arrow points from the "Activate Code" button in this box to the "Activate Code" button in the main login form on the right. Below the white box, there is a link: "Certain documents require a plug-in. To download plug-in for Adobe Acrobat Reader click here and/or Microsoft Word click here." and a footer with links: "DHS FEMA.gov Privacy Policy Accessibility Site Help Contact Us".

The main login form on the right is titled "Sign In to Online LOMC" and includes the following fields and elements:

- Email Address:** A text input field containing "lindsayelizabeth.mackey@gma".
- Password:** A password input field with a "(Forgot Password?)" link and a red arrow pointing to it.
- Sign In:** A dark blue button.
- New User?:** A link that says "Click here to Sign Up!".
- Security Notice:** A message stating "All information is protected and encrypted from unauthorized disclosure" with a lock icon.

At the bottom left, a section titled "What is the Online LOMC site?" provides a brief description: "The Online LOMC web application allows home owners or their designated representatives to easily request a Letter of Map Change (LOMC). Use this site if your property was inadvertently included in a flood zone, or if the addition of fill elevated your property so that it is above the flood zone." and includes a "Read More" link.

Customer Support

ONLINE LOMC

FEMA

[Contact FMIX](#) [FAQ](#) [Help](#)

Online Letter of Map Change

What is a Letter of Map Change (LOMC)?

A Letter of Map Change (LOMC) is a letter which reflects an official change to an effective Flood Insurance Rate Map (FIRM). LOMCS are issued in response to a request of FEMA to revise or amend its effective flood map to remove a property or reflect changed flooding conditions on the effective map.

[Read More](#)

What is the Online LOMC site?

The Online LOMC web application allows home owners or their designated representatives to easily request a Letter of Map Change (LOMC). Use this site if your property was inadvertently included in a flood zone, or if the addition of fill elevated your property so that it is above the flood zone.

[Read More](#)

Sign In to Online LOMC

Email Address

Password ([Forgot Password?](#))

Sign In

[New User? Click here to Sign Up!](#)

All information is protected and encrypted from unauthorized disclosure 🔒

Warning Disclaimer: You are entering an Official United States Government System, which may be used only for authorized purposes. Individuals using this computer system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel. If such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.

Certain documents require a plug-in. To download plug-in for Adobe Acrobat Reader [click here](#) and/or Microsoft Word [click here](#).

[DHS](#) [FEMA.gov](#) [Privacy Policy](#) [Accessibility](#) [Site Help](#) [Contact Us](#)

Customer Support Options

Application Status Page

Main page after log-in

Online Letter of Map Change

New Application ?

- [Create Amendment Application](#)
- [Create Revision Application](#)
- [Not sure?](#)

Customer Support ?

- [Call Us 1-877-FEMA MAP](#)
- [E-Mail Us](#)
- [Chat Closed](#)
- [Hours of Operation](#)

Show 10 entries Refresh

Application ID	Property Description /Project Identifier	FEMA Case Number	FEMA Case Created Date	Status	Action
No data available in table					

Showing 0 to 0 of 0 entries

Select the 'Not sure?' link if you are not sure what type of application to select

Start an Amendment or Revision application from this page

Application Status Page: Customer Support

'E-mail Us' button:

FEMAMapSpecialist@riskmapcds.com

The screenshot shows the 'Customer Support' section of the FEMA application status page. It features three buttons: 'Call Us' with a phone icon and the number '1-877-FEMA MAP', 'E-Mail Us' with an envelope icon, and 'Chat Closed' with a speech bubble icon. The 'E-Mail Us' button is highlighted with a red box and a red arrow pointing to the callout text above it.

FMIX Live Chat support
will pop up in a new
window

The screenshot shows the 'FEMA Map Information eXchange (FMIX)' form. It includes a 'Chat Now' button and a link to FEMA's Privacy Policy at <http://www.fema.gov/help/privacy.shtm>. The form fields are: First Name*, Last Name*, City*, State (dropdown menu showing 'AK'), Email (Optional), How did you learn about Live Chat (Optional), and Subject. A red arrow points from the 'E-Mail Us' button in the previous screenshot to the 'Chat Now' button in this screenshot.

Start a New Application

Online Letter of Map Change

New Application

- [Create Amendment Application](#)
- [Create Revision Application](#)
- [Not sure?](#)

Customer Support

- [Call Us 1-877-FEMA MAP](#)
- [E-Mail Us](#)
- [Chat Closed](#)
- [Hours of Operation](#)

Start a Revision Application

Show 10 entries Refresh

Application ID	Property Description /Project Identifier	FEMA Case Number	FEMA Case Created Date	Status	Action
No data available in table					

Showing 0 to 0 of 0 entries

Certain documents require a plug-in. To download plug-in for Adobe Acrobat Reader [click here](#) and/or Microsoft Word [click here](#).

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Incomplete Requests

- You must **log into** Online LOMC every month, **open** any incomplete LOMC requests, and **save** any incomplete LOMC requests to keep them active
- If you have not logged in and re-saved un-submitted LOMC applications for 30 days, Online LOMC will send you an email notice that your un-submitted application will be **deleted in 14 days**
- This does not apply to submitted applications

Time-out

- If you leave the Online LOMC screen for 25 minutes, a pop-up window will appear with a 5-minute warning that your session will time-out
- If you click on the warning before the 5 minutes are up, your session will be extended
- When time-out occurs, you will be logged out of Online LOMC
- When your session times-out and you have not saved, you may lose unsaved information
- Time-out occurs after leaving Online LOMC idle for **30 minutes**

Project Information

An Application ID is generated after your first save, or when you first click 'Continue'

ONLINE LOMC

Welcome, Lindsay Mackey LOMC Home **Contact FMIX** FAQ Help Comments Sign Out

Online Letter of Map Change

LOMC Application

Application ID: None (Generated upon save) Revision All (*) indicate a required field.

Project Information (Page 1 of 13)

Please provide the Project Name/Identifier that will help describe the project and select the Project Type.

Project Name/Identifier

* Project Name/Identifier 123 Main St. LOMR Application

*Revision Project Type

CLOMR: A letter from DHS-FEMA commenting on whether a proposed project, if built as proposed, would justify a map revision, or proposed hydrology changes.

LOMR: A letter from DHS-FEMA officially revising the current NFIP map to show the changes to floodplains, regulatory floodway or flood elevations.

Cancel Save Save And Close Continue

'Contact FMIX', 'FAQ', and 'Help' will remain accessible from each screen

Navigation buttons will appear at the bottom right hand corner of each screen

Project Information

Create a project name or designate an identifier describing the project

Online Letter of Map Change

LOMC Application

Application ID: R37157209538 **Revision** All (*) indicate a required field.

Project Information (Page 1 of 13) ?

Please provide the Project Name/Identifier that will help describe the project and select the Project Type.

Project Name/Identifier

* Project Name/Identifier

Revision Project Type

CLOMR: A letter from DHS-FEMA commenting on whether a proposed project, if built as proposed, would justify a map revision, or proposed hydrology changes.

LOMR: A letter from DHS-FEMA officially revising the current NFIP map to show the changes to floodplains, regulatory floodway or flood elevations.

Applicants select the Revision Project Type: CLOMR or LOMR

Project Information

- The project name should be the name of a flood control project or other pertinent structure having an impact on the effective Flood Insurance Study (FIS) report, a subdivision or area, or some other identifying phrase.
- The Project Name or Project Identifier may be up to 128 characters.

Community Information

Online Letter of Map Change

LOMC Application

Application ID: R37157209538 Revision All (*) indicate a required field

Community Information (Page 2 of 13)

Please select the State, District or Territory, County and Community Name for this Online LOMC request. Then select or enter the NFIP panel(s) affected for all impacted communities. Click Add Community Map Panel to add the entry. Communities that do not have associated NFIP panels are not eligible to submit the request through the Online LOMC web application [Click Here For More Information](#).

Community Details

* State, District or Territory: VA - Virginia
* County: Virginia Beach City
* Community Name: VIRGINIA BEACH, CITY OF

***Map Panel Number**

Map Panel Number - Effective Date

5155310014F - 05/04/2009	Add >>	5155310012F - 05/04/2009
5155310016F - 05/04/2009	<< Remove	
5155310017F - 05/04/2009		
5155310018F - 05/04/2009		

Or

Other Map Panel Number: Effective Date (e.g.: mm/dd/yyyy):

Add Community Map Panel

Previous Save Save And Close Continue

Select community or communities of interest through the pull down menus

Next, select the appropriate National Flood Insurance Program (NFIP) map panel(s), also known as a FIRM, and click 'Add Community Map Panel'

Users may select multiple panels, however the same panel may not be selected twice

Community Information

Online Letter of Map Change

LOMC Application

Application ID: R37157209538

Revision

All (*) indicate a required field.

Community Information (Page 2 of 13)

Please select the State, District or Territory, County and Community Name for this Online LOMC request. Then select or enter the NFIP panel(s) affected for all impacted communities. Click Add Community Map Panel to add the entry. Communities that do not have associated NFIP panels are not eligible to submit the request through the Online LOMC web application [Click Here For More Information](#).

Community Details

* State, District or Territory

* County

* Community Name

*Map Panel Number

Map Panel Number - Effective Date

Or

Other Map Panel Number Effective Date (e.g.: mm/dd/yyyy)

Add Community Map Panel

CID	Community Name	State/Territory	Map Panel Number	Effective Date	Action
515531	VIRGINIA BEACH, CITY OF	VA	5155310012F	05/04/2009	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Previous

Save

Save And Close

Continue

If you do not know your community, visit the Map Service Center website (www.msc.fema.gov) Click 'Help' to learn more

Once added, you may edit or delete the community information at any time before final submission

Type of Flooding

Online Letter of Map Change

LOMC Application

Application ID: R37157209538 Revision All (*) indicate a required field.

Flooding (Page 3 of 13) ?

Please provide the flooding source, check the type of flooding that affects the area and then select the 'Add Flooding Source' button. To add multiple entries, repeat the process. You must select at least one type of flooding source.

*Flooding Source

*Types of Flooding

- Riverine
- Coastal
- Shallow Flooding (e.g., Zones AO and AH)
- Alluvial Fan
- Lakes
- Other

Add Flooding Source

Flooding Source	Types of Flooding	Other	Action
Atlantic Ocean	Coastal		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Previous Save Save And Close Continue

Check the appropriate type of flooding and input the flooding source. Once a flooding type has been selected, click 'Add Flooding Source' and then select 'Continue'

You may edit or delete the flood source information before final submission

Type of Flooding

- Users must enter a “Flooding Source” and then select the type of flooding that affects the area in the revision request
- The flooding source should match the name shown on the map panel if it has been labeled

Basis for Request & Type of Revision

- Users must select the basis for request
- Select all that apply then click 'Continue'
- The basis of request will determine what form(s) the requester will need to process the revision request
- Selecting the incorrect basis for request may delay the processing of this submission

Online Letter of Map Change

LOMC Application

Application ID: R37157209538 Revision All (*) indicate a required field.

*Basis for Request and Type of Revision (Page 4 of 13) ?

Please select the basis for this revision request and check all that apply. The basis for request selection helps determine additional forms required for this Online LOMC submission. Selecting an incorrect basis for request may delay the processing of this submission.

Basis for Request

- Alluvial Fan Analysis
- Base Map Changes
- Coastal Analysis
- Corrections
- Hydraulic Analysis
- Hydrologic Analysis
- Improved Methodology/Data
- Levee Certification
- Natural Changes
- New Topographic Data
- Physical Change
- Regulatory Floodway Revision
- Weir-Dam Changes
- Other
- Reissuance

Previous Save Save And Close Continue

Basis for Request: Help Screen

Online Letter of Map Change

LOMC Application

Application ID: R37157209538 Revision All (*) indicate a required field.

*Basis for Request and Type of Revision (Page 4 of 13)

Please select the basis for this revision request and check all that apply. The basis for request selection helps determine additional forms required for this Online LOMC submission. Selecting

Basis for Request

- Alluvial Fan Analysis
- Base Map Changes
- Coastal Analysis
- Corrections
- Hydraulic Analysis
- Hydrologic Analysis
- Improved Methodology
- Levee Certification
- Natural Changes
- New Topographic Data
- Physical Change
- Regulatory Floodway
- Weir-Dam Changes
- Other
- Reissuance

Online LOMC • Help and Instructions - Mozilla Firefox

https://mip004d.msc.fema.gov:10035/online/omc/ext/help/loadInstructions#basis

- Other (Comments are required for this selection)

Basis for Request and Type of Revision

The basis of the request will determine what form(s) the requester will need to process the revision request. Below are descriptions for these types of revisions and basis for request:

- **Alluvial Fan Analysis** – Select this option if the revision request involves alluvial fans. The purpose of this form is to ensure that a structural flood control measure in areas subject to alluvial fan flooding is designed and/or constructed to provide protection from the 1% annual chance flood, in compliance with National Flood Insurance Program (NFIP) Regulation 44 CFR Ch. 1, Section 65.13, before it is recognized on an NFIP map. Elevating a parcel of land or a structure by fill or other means will not serve as a basis for removing areas subject to alluvial fan flooding from an area of special flood hazards. See NFIP Regulation 44 CFR Ch. 1, Section 65.13. Complete engineering analyses must be submitted in support of each section of this form. In addition, it may be necessary to complete other forms relating to specific flood control measures, such as levees/floodwalls, channelization, or dams.
- **Base Map Changes** – Select this option if the revision request includes updates to non-flood hazard data shown on the map such as transportation features. LOMRs may not be issued solely to reflect base map changes.
- **Coastal Analysis** – Select this option if the revision request is intended to document the steps taken by the requester in the process of preparing the revised models or analyses and the resulting revised Flood Insurance Study (FIS) information. Refer to the Consolidated Guidelines and Specifications for Flood Hazard Mapping Partners, Appendix D: Guidance for Coastal Flooding Analyses and Mapping, which can be obtained from FEMA's website at <http://www.fema.gov/library/viewRecord.do?id=2206>, for the wave height analyses and mapping procedures used by FEMA for coastal areas. Wave height, wave run-up, and storm-induced erosion may be analyzed using the program, CHAMP 2.0, which was developed for FEMA. CHAMP 2.0 may be obtained from FEMA's website at <http://www.fema.gov/library/file?type=publishedFile&file=champ2um.pdf&fileid=55ee0b60-655d-11dc-9950-0006dba87d5b>. A list of accepted FEMA coastal models can be found on FEMA's website at <http://www.fema.gov/national-flood-insurance-program-flood-hazard-mapping/numerical-models-meeting-minimum-requirement>.
- **Hydraulic or Hydrologic Analysis** – Select this option if your revision request involves new or revised hydrologic and/or hydraulic analyses of rivers, streams, ponds, or small lakes. A separate form should be used for each flooding source.
- **Improved Methodology/ Data** – Select this option if you are utilizing a different technique (model) or have made adjustments to models used in the effective FIS. For revisions based on alternative methodologies or improved data, an explanation as to why the alternative methodology or improved data provides better results over the FIS must be presented and supported.
- **Levee Certification** – Select this option if your revision request involves a levee that is intended to show the area behind it with a

Click the Question Mark and the Help screen will open in a separate window, providing additional detail on the information required, in this example, Basis for Request

Zone Designation

- Requesters must select the appropriate flood zone designation affecting the revision request and then click 'Continue'
- Refer to the map panel(s) previously selected when selecting the flood zone designation

Online Letter of Map Change

LOMC Application

Application ID: R37157209538 Revision All (*) indicate a required field.

*Zone Designation (Page 5 of 13) ?

Please select the FEMA zone designations affected. For more information about zone designations, [click here](#).

Zone Designation

- A
- AH
- AO
- A1-A30
- A99
- AE
- AR
- V
- V1-V30
- VE
- B
- C
- D
- X

Previous Save Save And Close Continue

Revision Structures

Online Letter of Map Change

LOMC Application

Application ID: R37157209538 **Revision** All (*) indicate a required field.

*Revision Structures (Page 1 of 13)

Please select at least one of the following structures that encompass the area of revision. Check all that apply.

Structure

- Alluvial Structure
- Bridge
- Channelization
- Channel Relocation
- Coastal Structure
- Culvert
- Dam
- Detention Basin
- Excavation
- Fill
- Levee/Floodwall
- Retention Basin
- Weir Structure
- No Project
- Other

Previous Save Save And Close Continue

Depending on the revision request, the requester must select at least one of the listed structures that encompass the area of revision and then click 'Continue'

'No Project' means the revision request is based solely upon the submission of more detailed data

Processing Fee Information

Online Letter of Map Change

LOMC Application

Application ID: R37157209538 Revision All (*) indicate a required field.

Processing Fee Information (Page 7 of 13) ?

Please select the appropriate processing fee for this Online LOMC project submission. The project type and processing fee are subject to change upon FEMA's review of this submission. Selecting an incorrect processing fee type may delay the processing of this submission.

Project Type

CLOMR

LOMR

Processing Fee

*Requests For Map Changes Requiring Special Technical Review	Fee	Comment
<input type="radio"/> Request based on a >50% federally-funded flood control project	Free	N/A
<input checked="" type="radio"/> LOMR/PMR Based Solely on Submission of More Detailed Data	Free	Improvement to flood maps or studies that partially or wholly incorporate man-made modifications within the special flood hazard area will not be exempt from review and processing fees.
<input type="radio"/> LOMR/PMR Based on Levee, Berm, or Other Structural Measures	\$7,150	Flat Fee
<input type="radio"/> LOMR/PMR Based on Bridge, Culvert, Channel, Fill/Grading, or Combination Thereof	\$5,300	Flat Fee
<input type="radio"/> LOMR Based on As-Built Information (CLOMR previously issued by FEMA)	\$5,000	N/A
<input type="radio"/> LOMR Based on Structural Measures on Alluvial Fans	\$5,600	Initial fee plus \$60 per hour. Requester will be invoiced for remaining balance.
<input type="radio"/> Reissuance of Effective LOMRS	Free	N/A

Previous Save Save And Close Continue

The project type will already be selected

Review and select the appropriate processing fee – selecting the wrong fee will delay FEMA's processing of the application

Processing Fee Information

- The Processing Fee Table shows the current fee schedule for the reviewing and processing of Conditional Letter of Map Revision (CLOMR) and Letter of Map Revision (LOMR) requests
- Select the appropriate fee based on the information provided in the table. Use one of the Customer Support options if you need additional information
- Some revision requests may be exempt from fees, including a request based on a federally funded project (greater than 50%) and a request based solely on submission of more detailed data

Primary Contact Information

Online Letter of Map Change

LOMC Application

Application ID: R37157209538

Revision

All (*) indicate a required field.

Primary Contact Information (Page 8 of 13)

Please enter the Primary Contact Information below. The information and email provided below will be the central means of communication between the Primary Contact and FEMA.

Primary Contact Name

*Title
*First Name
*Last Name

Mailing Address

*Address 1
Address 2
*City
*State, District or Territory
*ZIP Code

Contact Information

Email Address
*Company/Organization
*Phone (ex.: 555-555-5555)
Fax (ex.: 555-555-5555)

Additional Contact(s) Information

To include an additional contact, click the "Add Additional Contacts" button.

Add/Edit Additional Contacts

- To include additional contacts or other interested parties who may want to receive information regarding the revision request, add their contact information by selecting 'Add Additional Contacts'
- You can always update the **name and email address** from the 'Update Profile' button on the 'Application Status' page

Community Official Information

Online Letter of Map Change

LOMC Application

Application ID: R37157209538 Revision All (*) indicate a required field.

Community Official Information (Page 2 of 12)

Please enter the Community Official information below for each community that pertains to this Online LOMC submission. Please provide as much information as possible such as an email address OR phone number. Please note that by providing an email address, the provided community official will be included in future email submissions regarding this Online LOMC submission. It is highly recommended to provide an email address if possible. After providing the Community Official information, click the 'Add Community Official' button below to add the entry to the selected community. It is only necessary to provide one Community Official per community. For any additional community official to be included in future email submissions, it is required to add the additional community official by navigating to the previous screen and selecting the 'Add/Edit Additional Contacts' button.

Community Official's Name

*Title

*First Name

*Last Name

*Professional Title

Community Official's Mailing Address

*Community Name

*Address 1

Address 2

*City

*State, District or Territory

*ZIP Code

Community Official's Contact Information

*What is the preferred method of contact?

Email Address

OR

Phone (ex.: 555-555-5555)

Optional

Fax (ex.: 555-555-5555)

Add Community Official

Previous Save Save And Close Continue

When entering the community official's contact information, **you must enter either an email address or phone number, or both**

- There must be one community official listed for each community selected
- If the system did not generate or incorrectly generated community official information, please enter your community official's information in the provided spaces then click 'Add Community Official'

Community Official Information

ONLINE LOMC  **FEMA**

Welcome, Lindsay Mackey [LOMC Home](#) **Contact FMIX** [FAQ](#) [Help](#) [Comments](#) [Sign Out](#)

Online Letter of Map Change

LOMC Application

Application ID: R37157209538 **Revision** All (*) indicate a required field.

Community Official Information (Page 2 of 12)

Please enter the Community Official information below for each community that pertains to this Online LOMC submission. Please provide as much information as possible such as an email address OR phone number. Please note that by providing an email address, the provided community official will be included in future email submissions regarding this Online LOMC submission. It is highly recommended to provide an email address if possible. After providing the Community Official information, click the "Add Community Official" button below to add the entry to the selected community. It is only necessary to provide one Community Official per community. For any additional community official to be included in future email submissions, it is required to add the additional community official by navigating to the previous screen and selecting the "Add/Edit Additional Contacts" button.

Community Official's Name

*Title

*First Name

*Last Name

*Professional Title

Community Official's Mailing Address

*Community Name

*Address 1

Address 2

*City

*State, District or Territory

*ZIP Code

Community Official's Contact Information

*What is the preferred method of contact?

Email Address

OR

Phone (ex.: 555-555-5555)

Optional

Fax (ex.: 555-555-5555)

Add Community Official

Previous Save Save And Close Continue

If you do not know your community official's information, please contact the FMIX for further support or contact your local mayor's office

Revision Review

Online Letter of Map Change

LOMC Application

Application ID: R37157209538

Revision

All (*) indicate a required field.

Revision Review (Page 10 of 12)

The following is a summary of the Online LOMC submission. Please ensure your responses are accurate. If changes are needed, click the "Previous" button at the bottom of the page to navigate back through the Online LOMC submission and make the necessary changes. You must print this summary of your Online LOMC submission by selecting "Print this Page" at the bottom of the page in order to obtain necessary signatures from the community official(s) responsible for floodplain management and the registered professional engineer and/or land surveyor where applicable.

Project Type

Project Type: LOMR

Payment Total

Fee: \$0.00 (Request based on a ~50% federally-funded flood control project)

Project Name/Identifier

Project Name/Identifier: 123 Main St. LOMR Application

Community Information

State, District or Territory: VA
County: Virginia Beach City
Community Name: VIRGINIA BEACH, CITY OF
Map Panel Number - Effective Date: 5155310012F - 05/04/2009
CID: 515531

Flooding

Flooding Source: Atlantic Ocean
Types of Flooding: Coastal

Basis for Request

The basis for this revision request is: Coastal Analysis

Zone Designation

FEMA Zone designations affected: A

- The Revision Review is a summary of the revision request – requesters must ensure all responses are accurate
- If changes are necessary, please select the 'Previous' button at the bottom of the screen to navigate back to the page(s) that must be updated or changed

Revision Review: Signatures & Certification

Community Official Information

Title: Mr.
First Name: John
Last Name: Smith
Professional Title: Community Official
Community Name: VIRGINIA BEACH, CITY OF
Address 1: 123 Arctic Ave
City: Virginia Beach
State, District or Territory: VA
ZIP Code: 23451
Phone: 555-555-5555

As the CEO or designee responsible for the floodplain management, I hereby acknowledge that we have received and reviewed this Letter of Map Revision (LOMR) or conditional LOMR request. Based upon the community's review, we find the completed or proposed project meets or is designed to meet all of the community floodplain management requirements, including the requirement for when fill is placed in the regulatory floodway, and that all necessary Federal, State, and local permits have been, or in the case of a conditional LOMR, will be obtained. For conditional LOMR request, the applicant has documented Endangered Species Act (ESA) compliance to DHS/FEMA prior to DHS/FEMA's review of the Conditional LOMR application. For LOMR request, I acknowledge that compliance with sections 9 and 10 of the ESA has been achieved independently of DHS/FEMA's process. For actions authorized, funded, or being carried out by Federal or State agencies, existing or proposed structures to be removed from the SFHA are or will be reasonably safe from flooding as defined in 44 CFR 65.2(p), and that we have available upon request by DHS/FEMA, all analyses and documentation used to make this determination.

Community Official Signature: _____
Date: _____

Certification by Registered Professional Engineer and/or Land Surveyor

This certification is to be signed and sealed by a licensed land surveyor, registered professional engineer, or architect authorized by law to certify elevation information (e.g., hydrologic and hydraulic analysis, and any other supporting information as per NFIP regulations paragraph 65.2(b) and as described in the MT-2 Forms Instruction), and documents submitted in support of a LOMR request are correct to the best of my knowledge. I understand that any false statement may be punishable by fine or imprisonment under Title 18 of the United States Code, Section 1001.

First Name: _____
Last Name: _____
License Number: _____
Expiration Date: _____
Company Name: _____
E-mail Address: _____
Telephone Number: _____
Fax Number: _____
Certifier's Signature: _____
Date: _____

Two signatures are required: The CEO of the community affected by the revision AND a certification by a Registered Professional Engineer or Land Surveyor

Previous

Print This Page

Continue

Revision Review: Signatures & Certification

IMPORTANT: Requesters must print the Revision Review page in order to obtain signatures from BOTH the community official and Registered Professional Engineer or Land Surveyor

- The person signing this certification should be the CEO for the community involved in this revision request or an official legally designated by the CEO
- If more than one community is affected by the change, signatures from all community officials involved are required
- If the community or communities disagree with the proposed revision, a signed statement should be attached to the request explaining the reasons or basis for disagreement

Revision Review: Signatures & Certification

- The Licensed Professional Engineer and/or land surveyor certifying this submittal must provide a valid license number and expiration date for their license. The certifier should have a current license in the State where the affected community(ies) are located
- If this information is provided, affixing a seal is optional. If a seal is available, however, it may be affixed in the seal box provided on this form
- While the individual signing this form is not required to have obtained the supporting data or performed the analyses, he or she must have supervised and reviewed the work

LOMC Application Forms

Online Letter of Map Change

LOMC Application

Application ID: R37157209538 Revision All (*) Indicate a required form

LOMC Application Forms (Page 11 of 12)



Based on your responses, the system has determined possible required form(s) to be included with this Online LOMC submission. Click the hyperlinks under "Required Form(s)" download these documents in Microsoft Word format. You must print these documents in order to obtain required signature(s) regarding this LOMC if applicable. The documents be electronically scanned and then uploaded on the next page of this application before final submission of the request through the Online LOMC web application.

Required Form(s)

Please select the applicable hyperlinks, download the documents, complete the required data then scan and upload the documents using the Online LOMC application upload feature on the next page.

[Coastal Analysis \(Form 4\)](#)

Additional Forms

Show Additional Forms

Previous Continue

Based on the responses in the Revision Application, the system will automatically determine what required form(s) the requester will need to submit

Select the hyperlinks to access, complete and print these documents

LOMC Application Forms

- Complete the required forms and obtain applicable signatures
- Once the required forms have been saved and completed, the requester will upload these forms on the next page
- Please note that failing to provide these documents may delay the processing of the revision request
- For specifications on document size requirements, please click the 'Help' button

Additional Forms & Upload

Online Letter of Map Change

LOMC Application

Application ID: R37157209538

Revision

All (*) Indicate a required field.

Additional Forms and Upload (Page 12 of 12)

Please ensure the forms that are appropriate to your revision request are included in your submittal. Check each form that you will include and upload the file.

Supporting Documentation

General Data Forms

- Riverine Hydrology & Hydraulics (Form 2)
- Riverine Structures (Form 3)
- Coastal Analysis (Form 4)
- Coastal Structures (Form 5)
- Alluvial Fan Flooding (Form 6)
- Revision Request Narrative
- Documentation for Federally Funded Project

Technical Analysis Documentation

- Hydraulic Analysis and Supporting Documentation
- Hydrologic Analysis and Supporting Documentation
- Coastal Analysis
- Alluvial Fan Analysis

Regulatory Data Documentation

- 65.7 Floodway Public Notifications
- 65.10 Analysis and Supporting Documentation
- 65.12 Documentation
- Property Owner Notification/Acceptance
- Documentation of ESA Compliance (Required to initiate CLOMR review)

Maps

- Annotated FIRM
- Certified Topographic Workmap
- Proposed/As-Built Grading/Project Plans

Requesters must check **each** form that will be included in this revision request

Additional Forms & Upload

Maps

Annotated FIRM

Certified Topographic Workmap

Proposed/As-Built Grading/Project Plans

Signatures

*Community Official Signature Page

*Certification by Registered Professional Engineer and/or Land Surveyor

***Upload**

Upload all supporting documents. Please retain a copy of all submitted documents for your records.

DHS-FEMA encourages the submission of all required data in a digital format (e.g. scanned and images). Digital submission via Digital Vision and also may facilitate the processing of your request.

An incomplete submission will result in processing delays. For additional information regarding this form, including where to obtain supporting documents listed above, please refer to <http://www.fema.gov/letter-map-amendment-letter-map-revision-based-fill-process/mt-2-application-forms-and-instructions>

Click "Upload" to add supporting documents.

Is your physical document too large to scan? (e.g. oversized map) [Click here](#)

Online LOMC accepts file package uploads less than 1 gigabyte (GB). Please ensure that this Online LOMC request only includes data that is necessary to the submittal.

Does your digital file exceed the file package upload size limitation?
Check the box below to indicate a file package will be sent to the Clearinghouse. [Click here](#)

Digital File that exceeds upload size limitation has been sent to the Clearinghouse

Upload

Previous **Save** **Save And Close** **Continue**

Check these boxes to acknowledge that the Community Official Signature Page and the Registered Professional Engineer/Surveyor Signature Page are being uploaded for this Revision Request

Additional Forms & Upload: Files <1GB

Maps

- Annotated FIRM
- Certified Topographic Workmap
- Proposed/As-Built Grading/Project Plans

Signatures

- *Community Official Signature Page
- *Certification by Registered Professional Engineer and/or Land Surveyor

***Upload**

Upload all supporting documents. Please retain a copy of all submitted documents for your records.

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Does your digital file exceed the file package upload size limitation?
Check the box below to indicate a file package will be sent to the Clearinghouse. [Click here](#)

Digital File that exceeds upload size limitation has been sent to the Clearinghouse

Upload

Previous **Save** **Save And Close** **Continue**

The maximum file size that can be uploaded is 1GB per file

If an individual file exceeds 1GB, check this box to acknowledge that the form will be mailed directly to the LOMC Clearinghouse

Click this link for further mailing instructions and the LOMC Clearinghouse address

When finished, click 'Upload'

Upload Supporting Documents

in/Mt2Upload/submit

ONLINE LOMC

FEMA

Welcome, G. Bramson | LOMC Home | Contact FMIX | FAQ | Help | Comments | Sign Out

Online Letter of Map Change

LOMC Application

Application ID: R35455953169 Revision All (*) indicate a required field.

Upload Supporting Documents (Page 12 of 13)

Your file has been uploaded successfully.

Please browse to your file. Add a description to identify your file(s) for future reference. Click "Upload" to upload/save your supporting document(s). Repeat the steps to add/upload additional documents. To delete or review a list of your uploads, click "Back to Additional Forms" to navigate to the previous page.

*Select file to upload:

*Description:

Files Uploaded

File Name	Description	Date Uploaded
Document 5.doc	Certification	06/06/2013 11:32:05 AM

Certain documents require a plug-in. To download plug-in for Adobe Acrobat Reader click [here](#) and/or Microsoft Word click [here](#).

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Scan or save documents to your computer. Click 'Browse' to find the files and attach them to the request, then add a short description for each file

Click 'Upload' to upload your files and save the documents. Repeat the steps to add additional documents

Upload Supporting Documents

in/Mt2Upload/submit

ONLINE LOMC

FEMA

Welcome, G. Eramson | LOMC Home | Contact FMIX | FAQ | Help | Comments | Sign Out

Online Letter of Map Change

LOMC Application

Application ID: R35455953169 Revision All (*) indicate a required field.

Upload Supporting Documents (Page 12 of 13)

Your file has been uploaded successfully.

Please browse to your file. Add a description to identify your file(s) for future reference. Click "Upload" to upload/save your supporting document(s). Repeat the steps to add/upload additional documents. To delete or review a list of your uploads, click "Back to Additional Forms" to navigate to the previous page.

*Select file to upload:

*Description:

Files Uploaded

File Name	Description	Date Uploaded
Document 5.doc	Certification	06/06/2013 11:32:05 AM

Certain documents require a plug-in. To download plug-in for Adobe Acrobat Reader click [here](#) and/or Microsoft Word click [here](#).

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Click 'Back to Additional Forms' to return to the previous screen and continue

Certify

- Penalty clause
- Certify the information is correct to the best of your knowledge
- You cannot edit the information after you 'Submit Application'
- Select 'Submit Application' when ready to initiate your LOMC request, or click 'Previous' to edit the information

Online Letter of Map Change

LOMC Application

Application ID: R37157209538 Revision All (*) indicate a required field.

Certify (Page 13 of 13)

Certify

PENALTY CLAUSE: All data and documents supporting this request are being kept on file in case they need to be referenced in the future. All data entered for this application and any required documents submitted in support of this request are correct to the best of my knowledge. I understand that any false statement may be punishable by fine or imprisonment under Title 18 of the United States Code, Section 1001.

* I, Lindsay Mackey, certify that I have provided truthful information. I acknowledge that the status of my application may be viewed on the Online LOMC home page and I understand that I will need to check the email that I provided for future FEMA correspondence.

September 13, 2013

Previous Save Save And Close Submit Application

Use the **Online LOMC Homepage** to check the status of your application, as well as your email for FEMA correspondence

Selecting 'Submit Application' will officially submit your LOMC request to FEMA

Certify

- The requester is responsible for obtaining all necessary Federal, State, and local permits as a condition of obtaining a LOMR or CLOMR
- The community is required to make sure that all necessary permits have been obtained prior to issuing a floodplain development permit

Making a Payment

LOMC Application

Application Id: R33261743574

Revision

All  indicate a required field.

Payment Information (Page 1 of 2)

Enter the required credit card or E-Check information in the fields provided. Once all of the fields are completed, click the Payment Confirmation button to confirm your payment information. Note: Your payment will not be submitted until you review your payment details and click "Make Payment" on the next page.

Payment Total

Application Fee: \$7150.00

Payment Information

Select Payment Method

Credit Card

E-Check

* Credit Card Type

Select Credit Card 

* Credit Card Number

* Expiration Date (e.g.: YYYY-MM)

* First Name

* Last Name

* Billing Address 1

Billing Address 2

* City

* State, District or Territory

* ZIP Code

Previous

Payment Confirmation

Payment must be made by a credit card or electronic check (E-Check)

Once all fields are completed, click the 'Payment Confirmation' button to confirm payment information

Payment Confirmation

LOMC Application

Application Id: R33261743574

Revision

All  indicate a required field.

Payment Confirmation (Page 2 of 2)

Please review your payment details. If edits are needed, please use the Previous button to return to the Payment Information page to make changes. Clicking the Make Payment button below will begin the payment approval process. When payment is approved, a Case Number will be generated and the application will be submitted to FEMA for review. Note: Please do not close the window or click the Back button on your browser after clicking the Make Payment button.

Payment Method: Credit Card

Application Fee: \$7150.00

Payment Details

First Name: Risk
Last Name: MAP
Card Type: American Express
Credit Card Number: *****0005
Expiration Date: 2016-06
Billing Address: 12345 Main street
Billing Address 2:
City: Fairfax
State, District or Territory: VA
ZIP Code: 00001

Click the 'Make Payment' button to begin the payment approval process

Previous

Cancel

Make Payment

Review payment details to ensure information accuracy. To make changes to your payment information, select the 'Previous' button

Payment Confirmation

- If payment is submitted by E-Check, a case number will not be immediately generated
- Once the payment is processed a case number will be generated and FEMA will begin reviewing the revision request
- If an overpayment is made and a refund is required, please note that refunds cannot be processed directly through Online LOMC
- You will be contacted by a FEMA representative who will work with you through the refund process
- Refunds may be processed by sending a paper check

Project Submission Details

After you generate a project, you will get a Case Number (different than an Application ID)

Confirmation email from no-reply@riskmapcds.com

The image shows a screenshot of an email and a web application interface. The email, from no-reply@riskmapcds.com, is titled "Revision Project is Created with Case Number = 13-03-0307P". It contains the following text: "We have received your request that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) issue a revision to the flood hazard information on the applicable National Flood Insurance Program (NFIP) map for: FREDERICK, CITY OF, Frederick County, MD. The Case Number assigned to your request is 13-03-0307P, and the Project ID is Rosewood Community Park. Your Online LOMC Application ID was R35471863342. We are reviewing your submitted data and will contact you if additional information is required to process your request. If additional information is not required, we will issue a final determination letter within 90 days. You may obtain project status information from MIP via the Online LOMC homepage. To return to your application, click on the following link or copy and paste the link into the address bar of your browser: <https://mip006d.msc.fema.gov/femaportal/onlinelomc/signin>. Inquiries concerning the status of your request should be made by calling the FEMA Map Information eXchange (FMIX) toll free at (877) 336-2627 (877-FEMA-MAP). Please be assured we will do our best to respond to all inquiries in a timely manner. This message has been generated automatically. Please do not reply to this message."

The web application interface shows a "Revision" page with the following details: "Application ID: R35471863342", "Project Submission Details", and a message: "Case Number 13-03-0307P successfully created. You will receive a confirmation e-mail shortly regarding your case creation. Please be sure to login to Online LOMC with your registered e-mail address and check periodically for status updates on this case."

Log back into Online LOMC to view your application's status

Application Status Page

Online Letter of Map Change

New Application

[Create Amendment Application](#)

[Create Revision Application](#)

[Not sure?](#)

Customer Support

 **Call Us**
1-877-FEMA MAP

 **E-Mail Us**

 **Chat Closed**

[Hours of Operation](#)

Show **10** entries Refresh 

Application ID	Property Description /Project Identifier	FEMA Case Number	FEMA Case Created Date	Status	Action
R35455953169	305-315 Atlantic Avenue, Virginia Beach, VA			NOT SUBMITTED	Continue Delete
R35471863342	Rosewood Community Park	13-03-0307P	06/06/2013	IN PROGRESS	Upload/Pay
35487744999	40 Upper Lake Road	13-02-0006A	06/06/2013	IN PROGRESS	Upload
35503692379	23 Pine Crown Court	13-04-0189A	06/06/2013	COMPLETE	Pay

Showing 1 to 4 of 4 entries

To continue or review a LOMC request, click the Application ID link

Application will be listed in this table ONLY if started or submitted via Online LOMC. Paper MT-2 submissions will not display

Application Status Page: Summary of Supporting Documents

Online Letter of Map Change

New Application

- Create Amendment Application
- Create Revision Application
- Not sure?

Customer Support

- Call Us 1-877-FEMA MAP
- E-Mail Us
- Chat Closed
- Hours of Operation

Show 10 entries

Application ID

- R35455953169
- R35471863342**
- 35487744999
- 35503692379

Showing 1 to 4 of 4 entries

LOMC Application

Application Id: 21559338985

Summary of Supporting Documents

General Information

LOMC Type	FEMA Case Number	Projected Due Date/Completion Date	Date Submitted	Information Submitted
LOMA	13-03-0113A	02/09/2013	12/11/2012	View Details

Community Information

Community ID	Community Name	County Name	State	Region
110001	DISTRICT OF COLUMBIA	District of Columbia	DC	3

Documentation

File Name	Description	Date Uploaded
MIP_List_10.2.12.csv	Tax Map	12/11/2012 5:24:13 PM

Showing 1 to 1 of 1 entries

Close

View a summary of the information you submitted

Click an Application ID to open a summary of your application and supporting documents

View the Supporting Documents you uploaded

Application Status Page: Status Column

Online Letter of Map Change

New Application

- [Create Amendment Application](#)
- [Create Revision Application](#)
- [Not sure?](#)

Customer Support

- [Call Us 1-877-FEMA MAP](#)
- [E-Mail Us](#)
- [Chat Closed](#)
- [Hours of Operation](#)

Show 10 entries Refresh

Application ID	Property Description /Project Identifier	FEMA Case Number	FEMA Case Created Date	Status	Action
R35455953169	305-315 Atlantic Avenue, Virginia Beach, VA			NOT SUBMITTED	Continue Delete
R35471863342	Rosewood Community Park	13-03-0307P	06/06/2013	IN PROGRESS	Upload/Pay
35487744999	40 Upper Lake Road	13-02-0006A	06/06/2013	IN PROGRESS	Upload
35503692379	23 Pine Crown Court	13-04-0189A	06/06/2013	COMPLETE	Pay

Showing 1 to 4 of 4 entries

'Status' column will display current status of all applications

Certain documents require a plug-in. To download plug-in for [click here.](#)

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Application Status Page: Status Types

Several types of Status may display on the Application Status Page

- **Not Submitted** – Application has been started, but is not yet submitted to FEMA
- **Complete** – Application has been submitted, reviewed by FEMA and a Determination, Violation letter, or other response was issued
- **In Progress** – Application has been submitted, and is under review by FEMA

Application Status Page: Action Column

The Action column requires action on the part of the applicant

Online Letter of Map Change

New Application 

-  [Create Amendment Application](#)
-  [Create Revision Application](#)
- [Not sure?](#)

Customer Support 

-  **Call Us**
1-877-FEMA MAP
-  **E-Mail Us**
-  **Chat Closed**
- [Hours of Operation](#)

Show **10** entries Refresh 

Application ID	Property Description /Project Identifier	FEMA Case Number	FEMA Case Created Date	Status	Action
R35455953169	305-315 Atlantic Avenue, Virginia Beach, VA			NOT SUBMITTED	Continue Delete
R35471863342	Rosewood Community Park	13-03-0307P	06/06/2013	IN PROGRESS	Upload/Pay
35487744999	40 Upper Lake Road	13-02-0006A	06/06/2013	IN PROGRESS	Upload
35503692379	23 Pine Crown Court	13-04-0189A	06/06/2013	COMPLETE	Pay

Showing 1 to 4 of 4 entries 

Certain documents require a plug-in. To download plug-in for Adobe Acrobat Reader [click here](#) and/or Microsoft Word [click here](#).

Application Status Page: Action Types

Types of ‘Actions’ that may display:

- **Continue** – If you saved an Online LOMC application without submitting it, you may go back in and continue to complete the application.
- **Delete** – You may delete an incomplete application prior to submitting it. Deleting will remove the application from Online LOMC.
- **Upload/Pay** – If additional data, documentation, and fees are required to complete the Online LOMC application, “Upload and Pay” will be displayed. You will also be notified by Email that additional action is required.
- **Pay** – If an additional fee is required to complete the application, “Pay” will be displayed. You will also be notified by Email.
- **Upload** – If additional information is required to complete the application, “Upload” will be displayed. You will also be notified by Email.
- **View Detail** – For all Online LOMC applications that have been submitted and adjudicated by FEMA, you can view a summary of the results and the Letter of Final Determination.
- For any of these actions, click the link to complete the action.

Action Type: Upload

Selecting 'Upload' from the Application Status Page displays this screen where you may upload additional documents

Select the 'Upload' button to upload additional documents FEMA has requested

Online Letter of Map Change

LOMC Application

Application Id: R33261743574 Revision All (*) indicate a required field.

Summary of Supporting Documents

Please upload all requested supporting documents by clicking 'Upload' in the Documentation section below. When you are finished, you must click 'Submit Documentation' at the bottom of this page in order to transfer your digital documents successfully. Failure to do so will result in an unsuccessful submission of required supporting documents.

General Information

LOMC Type	FEMA Case Number	Projected Due Date/Completion Date	Date Submitted	Information Submitted
LOMR-F	13-03-0296A	11/03/2013	09/04/2013	View Details

Community Information

Community ID	Community Name	County Name	State	Region
515525	FAIRFAX COUNTY *	Fairfax County	VA	3

Documentation

File Name	Description	
mappanelid.gif	Map Panel ID	09/04/2013

Showing 1 to 1 of 1 entries

Upload

*Note: You must click the "Submit Documentation" button after uploading all requested supporting documents to continue processing your request.

* Submit Documentation Close

Select 'Submit Documentation' when upload is complete

Action Type: Upload/Pay

- Selecting 'Upload/Pay' from the Application Status Page displays this screen where you may upload additional documents and pay
- The order you upload and pay does not matter

The screenshot displays the FEMA LOMC (Letter of Map Change) application status page. The page title is 'LOMC Application' and the application ID is R33261743574. The status is 'Revision'. A navigation bar at the top includes 'Welcome, Bridgette Brinkmann', 'LOMC Home', 'Contact FMX', 'FAQ', 'Help', 'Comments', and 'Sign Out'. A summary section titled 'Summary of Supporting Documents' contains a blue box with instructions: 'Please upload all requested supporting documents by clicking 'Upload' in the Documentation section below. When you are finished, you must click 'Submit Documentation' at the bottom of this page in order to transfer your digital documents successfully. Failure to do so will result in an unsuccessful submission of required supporting documents. Additional Payment is also required, click Pay to submit your payment.' Below this are three sections: 'General Information', 'Community Information', and 'Documentation'. 'General Information' has a table with columns: LOMC Type (LOMR-F), FEMA Case Number (13-03-0296A), Projected Due Date/Completion Date (11/03/2013), Date Submitted (09/04/2013), and Information Submitted (View Details). 'Community Information' has a table with columns: Community ID (515525), Community Name (FAIRFAX COUNTY *), County Name (Fairfax County), State (VA), and Region (3). 'Documentation' has a table with columns: File Name (mappanelid.gif) and Description (Map Panel ID). Below the documentation table is an 'Upload' button. At the bottom, there is a red note: '*Note: You must click the 'Submit Documentation' button after uploading all requested supporting documents to continue processing your request.' and three buttons: 'Submit Documentation', 'Pay', and 'Close'.

LOMC Type	FEMA Case Number	Projected Due Date/Completion Date	Date Submitted	Information Submitted
LOMR-F	13-03-0296A	11/03/2013	09/04/2013	View Details

Community ID	Community Name	County Name	State	Region
515525	FAIRFAX COUNTY *	Fairfax County	VA	3

File Name	Description
mappanelid.gif	Map Panel ID

Showing 1 to 1 of 1 entries

[Upload](#)

*Note: You must click the 'Submit Documentation' button after uploading all requested supporting documents to continue processing your request.

[Submit Documentation](#) [Pay](#) [Close](#)

Applicant must also select the 'Pay' button to process the application

Additional Features of Online LOMC

The following slides detail additional features available in Online LOMC

Application Status Page: Update Profile

Update your profile information by clicking 'Update Profile' at the top of the Application Status Page

The screenshot displays the FEMA ONLINE LOMC application status page. The top navigation bar includes the FEMA logo, the text "Welcome, Ben Franklin", and links for "LOMC Home", "Update Profile" (circled in red), "Contact FIMX", "FAQ", "Help", "Comments", and "Sign Out". The main content area is titled "Online Letter of Map Change" and features a table of application entries. A table with one entry is shown, with columns for Application ID, Property Description / Project Identifier, and FEMA Case Number. The entry has an Application ID of 36107839960, a Property Description of 123 xxx, and a FEMA Case Number of 13-04-0192A. Below the table, it says "Showing 1 to 1 of 1 entries". On the left side, there are sections for "New Application" (with links for "Create Amendment Application" and "Create Revision Application") and "Customer Support" (with links for "Call Us 1-877-FEMA MAP", "E-Mail Us", and "Chat Closed"). A pop-up window titled "Update Profile" is overlaid on the right side, containing sections for "Password Requirements", "Account Information" (with fields for First Name, Last Name, New Password, Confirm Password, and Email Address), and "Challenge Questions" (with three questions and answer fields). The pop-up window has "Cancel" and "Update Profile" buttons at the bottom right.

ONLINE LOMC

Welcome, Lindsay Mackey LOMC Home **Update Profile** Cont...

Online Letter of Map Change

New Application

Create Amendment Application

Create Revision Application

Not sure?

Customer Support

Call Us 1-877-FEMA MAP

E-Mail Us

Chat Closed

Hours of Operation

Showing 1 to 1 of 1 entries

Application ID	Property Description / Project Identifier	FEMA Case Number
36107839960	123 xxx	13-04-0192A

ONLINE LOMC

Welcome, Ben Franklin LOMC Home Contact FIMX FAQ Help Comments Sign Out

Online Letter of Map Change

Update Profile

Password Requirements

- Alphanumeric
- Minimum 8 characters in length
- At least two of the non-alphabetic characters: 0123456789 ! * @ # \$ % & * () _ = + -
- Must be different from the last 6 passwords

Account Information

First Name Ben

Last Name Franklin

New Password

Confirm Password

Email Address Ben.Franklin@mskmapc

Challenge Questions

Challenge Question #1 Answer #1

What city were you born in?

Challenge Question #2 Answer #2

What is your father middle name?

Challenge Question #3 Answer #3

What is the nickname of your sibling?

Cancel Update Profile

Customer Support: Three Options

ONLINE LOMC

FEMA

Contact FMIX FAQ Help

Online Letter of Map Change

What is a Letter of Map Change (LOMC)?

A Letter of Map Change (LOMC) is a letter which reflects an official change to an effective Flood Insurance Rate Map (FIRM). LOMCS are issued in response to a request of FEMA to revise or amend its effective flood map to remove a property or reflect changed flooding conditions on the effective map.

[Read More](#)

What is the Online LOMC site?

The Online LOMC web application allows home owners or their designated representatives to easily request a Letter of Map Change (LOMC). Use this site if your property was inadvertently included in a flood zone, or if the addition of fill elevated your property so that it is above the flood zone.

[Read More](#)

Sign In to Online LOMC

Email Address

Password ([Forgot Password?](#))

Sign In

[New User? Click here to Sign Up!](#)

All information is protected and encrypted from unauthorized disclosure

Warning Disclaimer: You are entering an Official United States Government System, which may be used only for authorized purposes. Individuals using this computer system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel. If such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.

Certain documents require a plug-in. To download plug-in for Adobe Acrobat Reader [click here](#) and/or Microsoft Word [click here](#).

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Three links are available if you need assistance completing the application:
FAQ
Help
FMIX (FEMA Map Information eXchange)

Customer Support: Contact FMIX

Click 'Contact FMIX' to open the FMIX webpage:

https://www.floodmaps.fema.gov/fhm/fmx_main.html

The screenshot shows the FEMA website's navigation menu and a sidebar for the National Flood Insurance Program. The sidebar lists various services, with 'FEMA Map Information eXchange (FMIX)' highlighted. Below this, there are links for 'New Live Chat Service', 'Contact a Map Specialist - FMAC + MSC = FMIX', and 'Hours of Operation'. The main content area features three contact options: 'Call Us 1-877-FEMA MAP', 'E-Mail Us', and 'Chat With Us'. A red box highlights the 'Contact FMIX' link in the top right corner of the page, with an arrow pointing to the URL provided in the text above.

The FMIX is a help center for a variety of information, products, services, and tools that support the National Flood Insurance Program (NFIP)

Customer Support: FAQ

Click the FAQ link in the top right-hand corner of each page, a separate window will open containing Frequently Asked Questions

The screenshot displays the FEMA Online LOMC website. At the top right, the 'FAQ' link is circled in red. A red arrow points from this link to a separate window titled 'Online LOMC – Frequently Asked Questions (FAQ)'. This window contains the following content:

Online LOMC – Frequently Asked Questions (FAQ)

General Letter of Map Change (LOMC) Information

What is the Online LOMC site?

The Online LOMC web application allows home owners or their designated representatives to easily request a Letter of Map Change (LOMC). Use this site if your property was inadvertently included in a flood zone, or if the addition of fill elevated your property so that it is above the flood zone.

[Back to Top](#)

What is a Letter of Map Change (LOMC)?

A Letter of Map Change (LOMC) is a letter that reflects an official revision to an effective Flood Insurance Rate Map (FIRM). FEMA issues LOMCs in place of the physical revision and republication of the effective FIRM.

[Back to Top](#)

Why would an applicant need to request a LOMC?

If you think FEMA incorrectly listed your property in a flood zone, you may request a LOMC from FEMA. By requesting a LOMC, an applicant who owns, rents, or leases property may submit certain mapping and survey information to FEMA and request that FEMA officially remove a property and/or structure from the Special Flood Hazard Area (SFHA) based on the physical conditions of the property. In most cases, the applicant will need to hire a Licensed Land Surveyor or Registered Professional Engineer to prepare an Elevation Certificate for the property.

[Back to Top](#)

The main page also features a 'Sign In to Online LOMC' section with fields for 'Email Address' and 'Password (Forgot Password?)', a 'Sign in' button, and a 'New User? Click here to Sign Up!' link. A security notice states: 'All information is protected and encrypted from unauthorized disclosure'. A 'Warning Disclaimer' is located at the bottom of the page.

FAQ opens in a separate window, with information displayed categorically

Customer Support: Help

Click the Help link in the top right-hand corner of each page to open a separate instructions window

Help opens in a separate window, with information organized by submission step



Online LOMC – Help and Instructions Amendments and Revisions

Amendments **Revisions**

Login Page

New Users

- First time users are required to click on the [Sign Up](#) link to register for an Online LOMC account.
- **NOTE:** If you are signing in to the Online LOMC site for the first time, you will be directed to a page to enter the [Activation Code](#) provided to you by email upon registering.

Returning Users

- Returning users must enter the email address and password submitted upon registering for the application and click "Continue."

Forgot Password

The Online LOMC web application allows home owners or their designated representatives to easily request a Letter of Map Change (LOMC). Use this site if your property was inadvertently included in a flood zone, or if the addition of fill elevated your property so that it is above the flood zone.

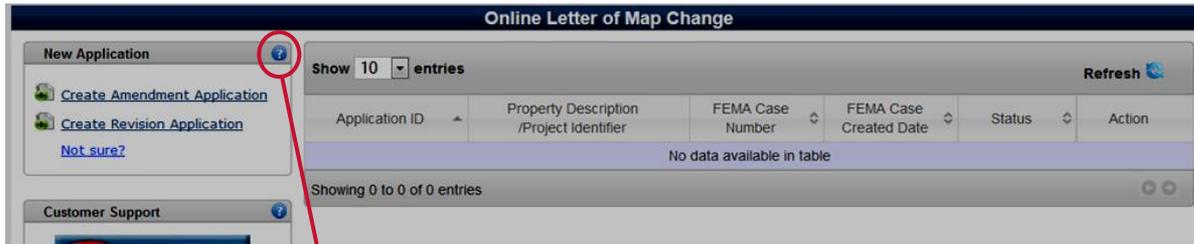
[Read More](#)

Warning Disclaimer: You are entering an Official United States Government System, which may be used only for authorized purposes. Individuals using this computer system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel. If such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.

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Question Marks?



- Click on any question mark symbol for more information
- Opens the Help instructions, jumping you to the right section

Create an Application

Not sure of the type of LOMC you want to submit? Use the table below to determine what type of application you should complete.

Table: Which Application Should I Choose?

Description	Amendment Application	Revision Application
Typically for Who?	Homeowners, Property owners, Financial Lenders, Community Developers and Officials	Engineers, Surveyors, Community Developers and Officials
What Does the Application Entail?	Pertains to a small area of high ground (a property or structure) located within a Special Flood Hazard Area (SFHA)	Involves requesting revisions to effective Flood Insurance Study (FIS) reports, Flood Insurance Rate Maps (FIRMs), or Flood Boundary and Floodway Maps (FBFMs)
	<ul style="list-style-type: none"> • Letter of Map Amendment (LOMA) – A letter from DHS-FEMA stating that an existing structure or parcel of land 	<ul style="list-style-type: none"> • Letter of Map Revision (LOMR) – A letter from FEMA officially revising the current FIRM to show the changes to floodplains, regulatory floodway or flood elevations. LOMRs are generally

Password Reset

ONLINE LOMC

FEMA

Contact FMIX FAQ Help

Online Letter of Map Change

What is a Letter of Map Change (LOMC)?

A Letter of Map Change (LOMC) is a letter which reflects an official change to an effective Flood Insurance Rate Map (FIRM). LOMCS are issued in response to a request of FEMA to revise or amend its effective flood map to remove a property or reflect changed flooding conditions on the effective map.

[Read More](#)

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[Read More](#)

Sign In to Online LOMC

Email Address

Password ([Forgot Password?](#))

Sign In

[New User? Click here to Sign Up!](#)

All information is protected and encrypted from unauthorized disclosure 🔒

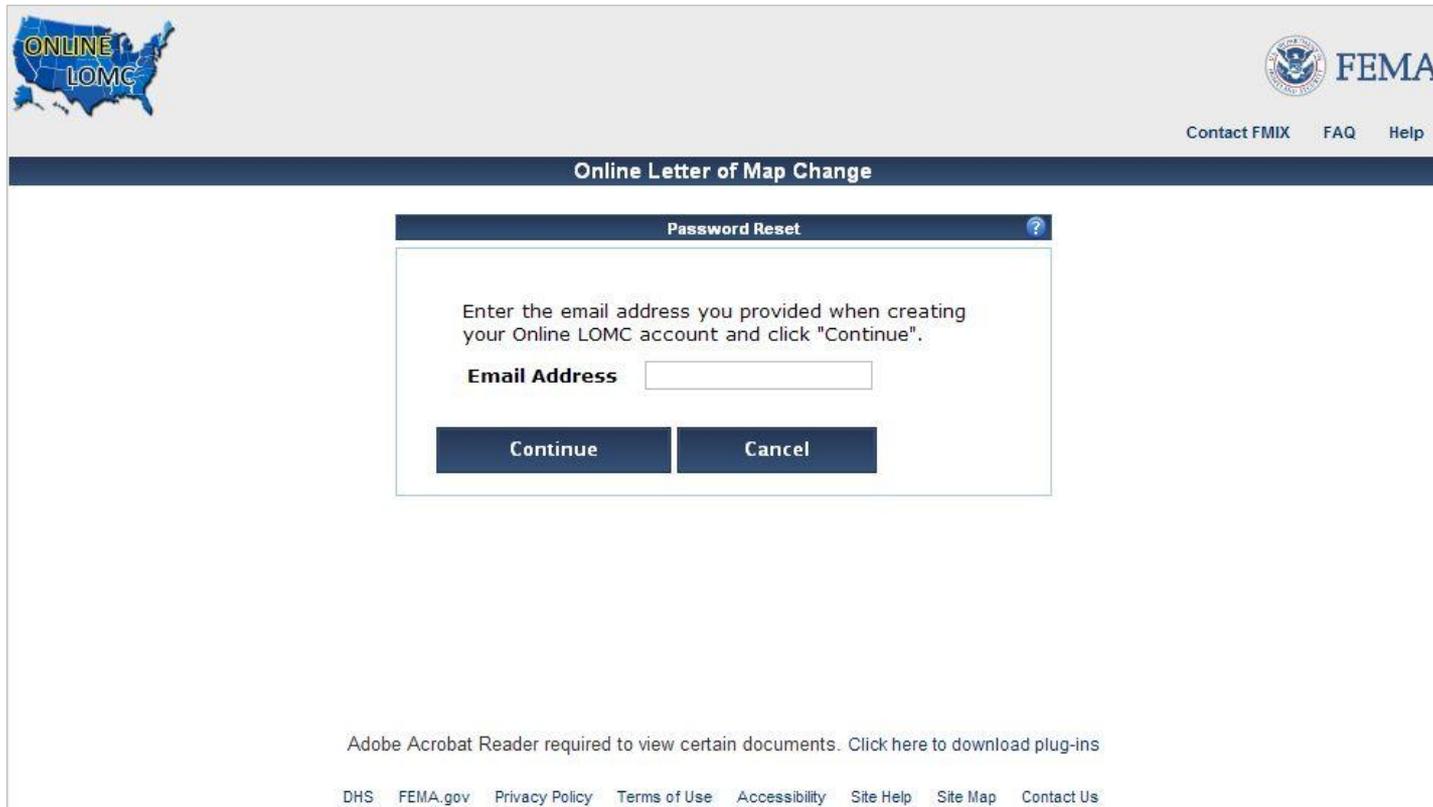
Warning Disclaimer: You are entering an Official United States Government System, which may be used only for authorized purposes. Individuals using this computer system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel. If such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.

Certain documents require a plug-in. To download plug-in for Adobe Acrobat Reader click [here](#) and/or Microsoft Word click [here](#).

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If you forget your password, you may reset it by clicking 'Forgot Password'

Password Reset



The screenshot shows the FEMA Online Letter of Map Change (LOMC) website. The page header includes the "ONLINE LOMC" logo, the FEMA logo, and navigation links for "Contact FMIX", "FAQ", and "Help". The main content area is titled "Online Letter of Map Change" and contains a "Password Reset" dialog box. The dialog box has a title bar with a question mark icon and contains the following text: "Enter the email address you provided when creating your Online LOMC account and click 'Continue'." Below this text is a text input field labeled "Email Address". At the bottom of the dialog box are two buttons: "Continue" and "Cancel". At the bottom of the page, there is a footer with the text "Adobe Acrobat Reader required to view certain documents. Click here to download plug-ins" and a row of links: "DHS", "FEMA.gov", "Privacy Policy", "Terms of Use", "Accessibility", "Site Help", "Site Map", and "Contact Us".

- Enter the email address you used to register and click 'Continue'
- If you don't remember what email address you registered with, contact the FMIX for Customer Support

Password Reset

Online Letter of Map Change

Password Reset

Enter the email address you provided when creating your Online LOMC account and click "Continue".

Email Address

Continue **Cancel**

Online Letter of Map Change

Password Reset

Provide the exact answer to the following challenge question you answered upon creating your Online LOMC account. Next, enter your new password into the "Change Password" field. Re-type your new password correctly in the "Confirm Password" field and click "Reset".

Note: You must enter password that is different from the last 6 passwords.

Challenge Question: What is your father middle name?

Answer

Change Password

Confirm Password

Reset **Cancel**

Answer the Challenge Question exactly as you did when creating it

Password Reset Errors

- You must enter a password that is different from the previous 6 passwords used in the Online LOMC
- Password must be at least 8 characters long and have at least 1 number (0123456789) and 1 symbol (! <> @ # \$ % ^ & * () _ = + ~)

ONLINE LOMC

FEMA

Contact FMIX FAQ Help

Online Letter of Map Change

Password Reset

Please fix the following errors:

- The Answer you entered was invalid.

Provide the exact answer to the following challenge question you answered upon creating your Online LOMC account. Next, enter your new password into the "Change Password" field. Re-type your new password correctly in the "Confirm Password" field and click "Reset".

Note: You must enter password that is different from the last 6 passwords.

Challenge Question: What is the nickname of your sibling?

Answer: john

Change Password:

Confirm Password:

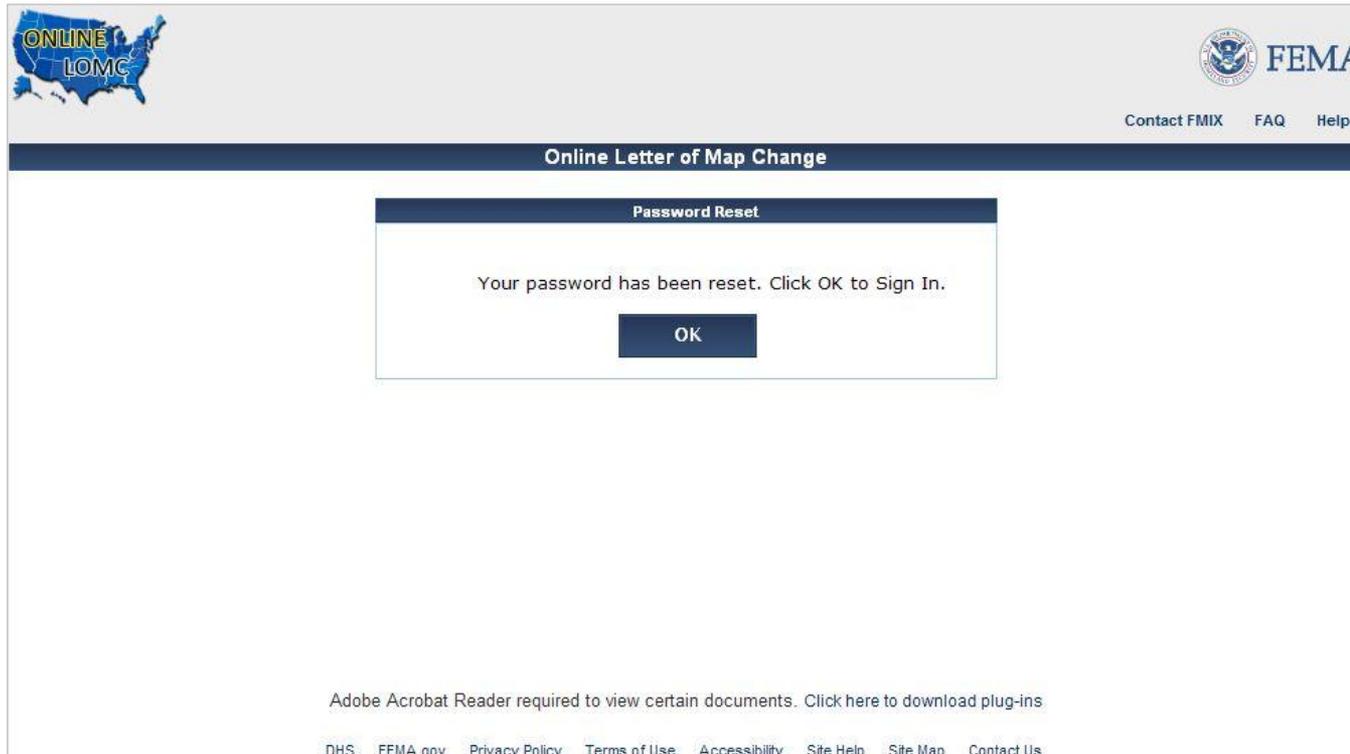
Reset **Cancel**

Adobe Acrobat Reader required to view certain documents. [Click here to download plug-ins](#)

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Password Reset

Once you have registered a new password, return to the Log-in screen and sign in with your updated information



The screenshot displays the FEMA Online Letter of Map Change (LOMC) website. The top navigation bar includes the FEMA logo, the text "ONLINE LOMC" with a map of the United States, and links for "Contact FMIX", "FAQ", and "Help". A dark blue header bar reads "Online Letter of Map Change". The main content area features a white box with a dark blue title bar that says "Password Reset". Inside this box, the text reads "Your password has been reset. Click OK to Sign In." Below the text is a dark blue button labeled "OK". At the bottom of the page, there is a footer with the text "Adobe Acrobat Reader required to view certain documents. Click here to download plug-ins" and a row of links: "DHS", "FEMA.gov", "Privacy Policy", "Terms of Use", "Accessibility", "Site Help", "Site Map", and "Contact Us".

Resources

For more information on flood insurance, LOMCs, and the Online LOMC, please visit these additional resources:

- [Online LOMC fema.gov webpage](#)
- [Online LOMC FAQ](#)
- [Online LOMC Fact Sheet](#)
- [Amendments and Revisions webpage](#)
- [FloodSmart](#) – Official site of the National Flood Insurance Program