If you are using the Office of Emergency Management CEMP submission portal for the first time you will need to contact them to have your password created.

Once they have created your contact in the system you will receive an email to initiate the creation of your password.

Follow the prompts in the email and linked page to create your password for the submission portal. Note that your username is your email address.
Signing Into the Submission Portal

Orange County, Florida OEM – Portal User Guide

Now that you have set up your password follow the link below to log in.

https://ocfr.custhelp.com/app/ask_oem

Once you have logged in you will be taken to the page below. You will upload documents, leave comment, enter your Facility Name and choose your Reason for Contact. Choose Submit after completing all required steps.
After you have submitted you will view the window below with your submission/inquiry number.

Your Comprehensive Emergency Management Plan has been submitted!

A member of Orange County Office of Emergency Management will be in touch with next steps.

#180604-000000

Alexis’s Care Facility

If you have any updates for your submission, click on "Go to Overview". There you can select the submission to open and update it.

This form cannot be used as proof of plan submission or approval.

If you need to access to your submission, select Return to Overview in the top ribbon and you will be taken to a page with all of your past submissions.

"My Submissions and Inquiries"

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<th>Reference #</th>
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<td>180604-000000</td>
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