

# Instructions for Viewing and Printing Partial Copies of FIRMS Using FEMA's Online Map Service Center (MSC)

- 1.) Go to FEMA website: <http://www.fema.gov/>
- 2.) On the left side, Inside FEMA, click on Business
- 3.) On the left side, click on Flood Maps and Insurance
- 4.) Select Flood Maps from Flood Maps and Insurance page
- 5.) Select Flood Maps from the Section "What are you looking for?"
- 6.) Next, to view the FIRM do the following:
  - Select State North Dakota (from the drop down list);
  - Select County (from the drop down list);
  - Select Community (from the drop down list);
  - Click on Get FEMA Issued Flood Maps—be patient, it takes a while
  - There will be list of all the panels printed, with **the FIRM index listing at the very bottom**. Once you locate the panel number you want, use the X button (upper right) to exit the index panel, then click the View button (the magnifying glass icon) of the panel you need and you will see a retrieving-data box; wait for map to appear.
  - The blue cross icon beneath the Show LOMC column, indicates a Letter of Map Amendment (LOMA) or Letter of Map Revision (LOMR).
  - The next page is the MSC Viewer page. Practice with the zoom in, zoom out and scale buttons to locate your site. These buttons all work a little bit differently. Remember you have the back button and forward button to help you out. If you want to print your site area, the actual area selected is done during the next step.

To print your site area on the FIRM panel, do the following:

- Click on Make a FIRMette
- Drag the large pink box over your site area  
---All the colored boxes, which include the site area, title block, scale and north arrow, are automatically selected for printing on 8.5 x 11 inch paper.
- Click on the Image File icon (At the bottom-left)
- Click on Save your FIRMette
- Click on Open—imaging software is opening your selection
- If image is large, click the full image icon button (4<sup>th</sup> button from the left on the toolbar, if you don't click this button, image will still print regular size).
- Click on the print icon button (1<sup>st</sup> button on the left end of the toolbar of your imaging software, right above your image.) Printing is automatically set for portrait, even though the image you see is landscape.