

Portal Instructions:

1. Use the link below to access the State Fire Marshal website.
2. From the SFM site, select **"Access The Public Portal"**
3. On the Bureau of Fire Prevention site, under **"Boiler Safety Section"**, find and click on **Search for Boilers**.
4. On the **"Search for Boilers"** page, enter the numerical numbers of the address ONLY (less is best on this search engine screen – this numerical address is where the boilers are located)
5. In the **"County"** drop down box, select the county where the boilers are located.
6. Be sure to leave all other fields blank.
7. Click **"Search"** in the top right-hand corner.
8. Click the blue file number to find more information about that jurisdiction number only.

On-Line Payment Portal Instruction:

If you would like to make an online payment and have a user account –

1. On the left-hand side on the Bureau of Fire Prevention Online Portal, select **"Pay an Invoice"**
2. Use your account information to log in and process the payment

If you would like to make an online payment and do not have a user account –

1. On the left-hand side of the Bureau of Fire Prevention Online Portal, select **"Pay an Invoice"**
2. In the header, use the **"click here to register link"** to create a user account.
3. On the Registration page, in the "Registration Type" drop-down box, ***VERY IMPORTANT*** select **"Boiler Contact"**
4. Complete the required fields and a username