This job aid provides information for using FPMT to add new land.

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FPMT will automatically populate some of the data. For example, FPMT will assign a unique system identification for the new land.

Search Land

Use the search option to confirm the new land does not already exist in FPMT.

✓ If the land already exists in FPMT, review the information so that you do not add duplicate information.

1. Select: Open.

2. Select: Search.

3. Select: Geographic search.

4. Input: Search criteria.

➔ Use street address or location to search for the land.

5. Select: Search.

In this example, we select the geographic option to search by street address or location.

➔ You can also use other filter options to search for the land.
Add New Land

Use the search option to find your agency and use your agency menu options to add new land.

1. Select: Open.

2. Select: Search.

5. Select: Refine by.
   -> FPMT will display additional options depending on your search criteria.
7. Select: Your agency.
8. Select: Search.

9. Select: Open.

10. Select: Menu.


13. Select: Create a new land.
14. **Input:** Name.
   ➔ Use primary address - secondary address for the name (primary dash secondary).
   ➔ Description is optional.
   ➔ FPMT will assign a unique land ID, unique parcel ID, and parcel ID number.

15. **Input:** Property tax parcel or account number.

16. **Select:** Ownership type.

17. **Input:** Primary address.
   ➔ Use legal situs address based on county assessor data.
   ➔ If no situs address, use management area or nearest street. If common to multiple parcels, provide secondary address.

18. **Select:** City.
   ➔ If you select out of state, input the city name in the city - out of state field.

19. **Select:** County.

20. **Input:** Zip code.

21. **Select:** State.

22. **Select:** Country.
23. Select: Legislative district.
➔ If you do not know the legislative district for the land, use the district finder on the legislature site.
➔ FPMT will populate the homeland security region, land use code, geometry, GIS acres, data source, and data source date. Some of these fields will be used during future enhancements for the system.
➔ OFM will update land status and OFM validation date after the information is reviewed.
➔ FPMT will populate the record and validation dates.

24. Select: Save and close.
➔ FPMT will add the new land.
➔ You do not need to use the edit geometry option for new land.