



## Securing N-DEx SIG Membership

New users must access the LEO Web site at [www.leo.gov](http://www.leo.gov) and establish a LEO account to request membership in the N-DEX Special Interest Group (SIG) and obtain N-DEX system access. **The LEO application is located below the LEO log in box**, at the click [here](#) to download the LEO User Application link. For further guidance, call 304.625.4242.

Upon approval of a LEO account, you will be notified via your personal email or telephone that the account has been established. Then, complete the following steps to access N-DEX:

1. At [www.leo.gov](http://www.leo.gov) enter the User ID and Password provided to you by LEO to display the LEO Homepage.
2. Click on the SIGs tab located on the central toolbar to display the LEO SIGs page.
3. Click on the Unrestricted tab to display the Unrestricted SIGs page.
4. Locate and click the N-DEX SIG icon to display the N-DEX SIG page.
5. Click your respective Federal, State or Tribal link located to the right of the N-DEX logo. Depend-ent upon which link is selected, a list of Federal, State or Tribal sub-SIGs displays.
6. Locate your correct sub-SIG by selecting the beginning letter of the state, federal, or tribal name from the alphabetical links or by scrolling down the page to your state, federal, or tribal icon. Once the icon is located, click the Request Access link to display the Request Access to N-DEX Page.
7. Read through the Membership Requirements and click either "I Meet the Criteria" or "I Do Not Meet the Criteria."
  - If the "I Meet the Criteria" link is selected, the LEO SIG Access Request screen displays. (Continue to Step 8)
  - If the "I Do Not Meet the Criteria" link is selected, the state, federal or tribal sub-SIG home-page displays. You should review the Membership Requirements. If you do not meet the requirements, you will not be permitted membership in this SIG.
8. If an active NCIC Originating Agency Identifier (ORI), as issued by the FBI, is attached to your LEO profile, you will see the SIG Access Request screen. In the text field that is displayed, it is mandatory for you to enter your supervisor's name, supervisor's phone number and your agency's ORI. After entering the mandatory information, click the Submit button to forward your request to the sub-SIG moderator. Upon review by the moderator, you will receive an email containing further instructions for accessing the N-DEX system.

-OR-

If an active NCIC Originating Agency Identifier (ORI) as issued by the FBI is not attached to your LEO profile, you must contact the LEO Helpdesk at 888.334.4536 to have the ORI attached. Afterward, you may then request membership to the N-DEX System (see Steps 7 and 8 above). ■