



## Securing N-DEx Access

1. Obtain a LEEP membership. Applications can be found via the LEEP website at [www.leo.gov](http://www.leo.gov).
2. Login to LEEP.
3. Locate the N-DEx icon on the bottom right of the LEEP homepage in the "Spotlight" section and click the "Request N-DEx Access" link.
4. Click the Federal, State or Tribal link corresponding to your agency.
5. Locate your sub-SIG (listed alphabetically) and click "Request Access."
6. Click the "I Meet the Criteria" link.

· In the text field, it is **mandatory** to enter:

- ✓ Supervisor's name
- ✓ Supervisor's phone number
- ✓ Agency's ORI

If you receive a message stating you do not meet the criteria for N-DEx access, please call LEEP Technical Support at [888.334.4536](tel:888.334.4536) and provide your NCIC Originating Agency Identifier (ORI). You may then return to request access to N-DEx.

7. Click "Submit" to forward your request to the sub-SIG moderator.

The moderator will review your request. When your request access is approved, an email will be sent to your LEEP account alerting you that your N-DEx account is now accessible.

