The account creation process begins by obtaining, completing, and submitting the 1260-12 form. Completion of this form initiates the account creation process. To retrieve this form, navigate to the following website: Web.blm.gov/E-planning. It is important to note that this site is accessible only while on the BLM network. Once there, select the community of practice link on the left side of the webpage. This link opens the community of practice share-point, a site set up for all E-planning users. From here, select the shared document link from the menu located in the upper left-hand side of the page. On the shared document webpage, you will see a folder entitled forms. Click this folder and it will open a new webpage in which you see a Microsoft Word document entitled Form 1260-12. Instead of clicking directly on the link to this form, click the drop-down menu to the right, and from the context menu select send to and download a copy. A dialogue window appears asking you to either open or save the document. We recommend saving the document to your desktop. Read the instructions and complete the required portions of this form. Once the form is completed, fax the completed form to the Division of Resource Services at the National Operations Center, Attention E-planning. After the Division of Resource services receives your form, it takes approximately 10 business days to create your account. Once created, your E-planning point of contact in your office will be notified via E-mail that your account is set up and ready for you to test. To successfully test your E-planning account, you are required to log in to the E-planning system.