



Your Partner in PUBLIC SAFETY

August 16, 2017

Greetings,

I am pleased to inform you that effective today the online Certification and Continuing Education feature is operational.

To view your IMSA Certifications and Continuing Education Record log in to your [IMSA Online Profile](#) and click the 'Certification Record' tab.

The screenshot displays the IMSA website interface. At the top, there is a navigation bar with links for 'HOME', 'SHOP', and 'JOIN NOW'. Below this, the user profile for John Q. Smith is shown, including his ID (10851), membership type (Life), and expiration date (12/31/2017). A 'Renew Now' button is present. The 'Certification Record' tab is highlighted in the navigation menu. The 'My addresses' section shows a home address: 123 Main St., Anytown, USA 11111, with preferred status for mailing, billing, and shipping. The 'My details' and 'My profile' sections are also visible.

- Your user name is your IMSA ID number which you can find by clicking the “IMSA Online Profile” link above and following these steps:
- Go to top of page and click on **Find My IMSA ID**
- Enter the email and zip code that were used to set-up your membership profile. If the email and zip code that you enter do not match what IMSA has in the system, contact ddonson@imsasafety.org or call (321) 392-0500. (**DO NOT CREATE A NEW ACCOUNT - If you are a member in our system, it will not recognize you as a member if you create a second account with a different IMSA ID#.**)

A quick link for “MY IMSA Profile” has also been added to the IMSA website home page.

As with any new system there is a possibility that minor problems could occur. Please take time to review your records. If you believe there is an error please let us know.

We are very excited to have this important feature operational and hope you enjoy its benefits. There are many more certification features coming and they will be available as their configuration is completed and tested.

If you have any questions or need any assistance please let me know.

Jeff

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