

TERMS SMAT 500 Affiliation Instructions

If you **do not** have a TERMS Account

I. Go to TERMS.ncem.org

A. *Click create account now*

1. Fill in name and last 4 digits of your social security number.
2. Complete personal profile click save.
3. Once save is clicked you will see a box appear. It will read *Volunteer and Incident Response Team Participation*- click the **Response Profile** button.
4. The **Response Profile** page will appear
5. Please click the **Team Participation** button
 - In the *Request for Team Membership* box click the **Join a Team** button
 - Select **ESF8 – Public Health and Medical Services**
 - Select **State Medical Assistance (SMAT) Team II Program**
 - Check the **Triad Healthcare Preparedness Coalition (THPC)** box
 - Press the **Request Membership** button
6. A green confirmation box will appear confirming your request. Once affiliation is requested, your profile will be pending.

B. Your profile will be sent to SMAT 500 staff for review and confirmation. You will receive an email once you have been approved for the SMAT 500 roster.

TERMS SMAT 500 Affiliation Instructions

If you **have** a TERMS Account

II. Go to TERMS.ncem.org

A. *Log In*

B. *On the left hand column, under Response, please click the **Response Participation** button.*

1. Your **Response Profile** page will appear
2. Please click the **Team Participation** button
 - In the *Request for Team Membership* box, click the **Join a Team** button
 - Select **ESF8 – Public Health and Medical Services**
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 - Check the **Triad Healthcare Preparedness Coalition (THPC)** box
 - Press the **Request Membership** button
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C. *Your profile will be sent to SMAT 500 staff for review and confirmation. You will receive an email once you have been approved for the SMAT 500 roster.*