



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 for a user named John Q. Smith. The user's profile information is shown on the left, including their ID (10851), membership type (Life), and expiration date (12/31/2017). A 'Renew Now' button is visible. Below this, there are options for 'Sending a Check?' and 'View my public profile'. The main content area on the right shows the 'Certification Record' tab selected in the navigation menu. Underneath, there are sections for 'Paid by Company' (unchecked), 'My addresses' (showing a home address with preferred status for mailing, billing, and shipping), and 'My details' and 'My profile' links.

- 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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