



Registering a New Candidate

1. Go to www.nims-skills.org and click **candidate registration** on the left menu bar.
2. Select your organization from the **organization name** drop-down list, then choose the candidate's appropriate sponsor from the **sponsor name** drop-down list.
3. Enter the candidate's **first name** and **last name**.
4. Enter the following...

The candidate's home address	OR	The address of your company or school
The candidate's home phone number	OR	The phone number of your company or school
Skip fax	OR	The fax number of your company or school
The candidate's email address	OR	The email address of the candidate's sponsor or instructor or another staff member

After registration is complete, a candidate may log in at www.nims-skills.org to update his or her home address, phone number, and email address.

5. Enter a preferred **username** for this particular candidate. We suggest using a "firstname.lastname" format, however the username is at your discretion.

→ *Receive an error message? Try creating a different username and take into account the feedback in the error message.*
6. Enter a preferred **password** for this particular candidate and re-enter the same password into the final **confirm password** box. It is recommended that you make a separate note of the username and password that you have just created.
7. Click **submit**.
8. A **registration confirmation** and payment screen will open. To pay the \$40 lifetime registration fee, enter credit card information OR scroll to the bottom of the page to pay using a pre-arranged account code. (What is an account code? [Contact NIMS](#))
9. Click **submit payment**.
10. A **review order** screen will open. Click **pay registration fee**.

11. An **order confirmation** screen will open. If a receipt is needed, we encourage you to print this page.
12. At this time two emails will be sent to the **sponsor** that was selected on the registration form:
 - a. A payment confirmation for the \$40 lifetime registration fee. This may be saved or printed to use as a receipt.
 - b. A confirmation of the username and password that were created and entered into the registration form.
13. This completes the registration for one candidate. Please repeat this process for each student/trainee that plans to take one or more NIMS credentialing tests.
 - a. To register another student/trainee as a candidate
 - i. Click **home** beneath the NIMS logo in the top-left corner.
 - ii. Click **candidate registration** on the left menu bar and return to step one on this instruction sheet.

Experiencing difficulties? Help is on the way!

Email	support@nims-skills.org
Phone	(703) 352-4971
Fax	(703) 352-4991