



## Register a New Candidate

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Individuals must be registered as candidates before NIMS online theory tests may be accessed. Registration is required only once per person.

1. Go to [www.nims-skills.org](http://www.nims-skills.org) and click **Log in / Register** in the top-right corner.
2. Click the **create an account** button.
3. Using the drop-list menu, select the **candidate** role, then click **proceed**.
4. Complete all fields, then click **next**.
5. Complete all fields, then click **next**.
  - a. **Organization Name** – The name of your affiliated school or company
  - b. **Sponsor Name** – The name of your instructor, trainer, or supervisor
  - c. **Student ID** – Skip if not applicable.
  - d. **Job Title** – Skip if not applicable. High school/college students may enter *student*.
6. All fields are required on this page; however, **prefer not to say** may be selected for each field. Complete all fields on this page, then click **next**.
7. Complete all fields, then click **next**.
  - a. For *how are you connected with NIMS*, high school/college students select *educational institution*.
8. Click *I'm not a Robot*, then **submit**.
9. A **registration confirmation** will be emailed to the candidate and at this time, the candidate may log into the NIMS website. (**see the following note**)

**NOTE:** The candidate still needs to pay the \$40 registration fee before any tests may be accessed.

To pay the fee, the candidate should:

- a. Go to [www.nims-skills.org](http://www.nims-skills.org) and click **Log in / Register**.
- b. Enter his or her username and password, then click **login**.
- c. On the welcome screen, select the **Testing Center** option.
- d. The next page will provide a payment screen. At this time, the candidate will enter credit card information or select the *use account code* option if a code has previously been arranged.  
  
Once payment info is entered, click **submit payment**.
- e. Review the order for accuracy, then click **pay registration fee**.

The fee is now paid. A receipt will automatically be emailed to the candidate. To print a receipt, click the *printer friendly version* button.

Click **done** to purchase tests or log out.