

CIS – State and ID search and registration Procedures for creating a new ID and password

Please read the following before attempting to access CIS.

1. Search for your State ID (Step 1 in this document) **before** you attempt to create an account.
2. If you find your State ID but do not know your password or your password does not work, please call the EMSPIC at (866) 773-6477 Please do not attempt to create an account, as it will not be credentialed.
3. Please visit <http://www.emspic.org/cis.html> for tutorial information.

Step #1: Searching for your State ID number

1. Go to <https://apps.emspic.org/CIS/Public>
2. Select the **Personnel** link to begin searching for your State ID.
3. Next select the **Personnel Search** link.
4. Enter your last name in the last name field. Enter the last four digits of your Social Security Number in the SSN field.
5. Click the **Search** button to proceed with the search.
6. The **User ID** that is listed is your State ID (This is commonly referred to as your “P” number)
7. The **View** link allows you to see your certification information.
8. If you find your State ID with this process, proceed directly to Step 3.
9. If no User ID or Name is displayed **after** using this search process, proceed to step 2.

Step #2: Creating a State ID number

1. Go to <https://apps.emspic.org/CIS/Public>
2. Make sure that you followed the search procedure detailed in Step 1
3. If you are unable to find yourself by searching, and are certain that you are a credentialed EMS technician, then you should contact your North Carolina Office of Emergency Medical Services Regional Specialist to find out if your correct Social Security Number is listed on the account.
4. Otherwise, you can create an account for yourself in CIS.
5. First, select the **Profile** link.
6. Next, select the **Register to use CIS** link.
7. Fill out all of the information on this page. Note: The fields marked with an asterisk * are required fields – they must be completed to submit the form. Your social security and birthday are also required fields if you wish to register for a course or exam. Note that all drop down menu’s (State, County, Demographics) are also required.
8. **Password** – Remember that your password must include at least one “special character” such as a number, “\$” sign, or “@” symbol that is not a letter. The

password must also be at least six characters in length. These requirements help make passwords more secure in CIS.

9. Make sure that you select the **Save** button to ensure that your form is submitted.
10. If your registration was successful, your **State ID** number will be displayed in the user profile area. If the registration was not successful, any form errors will be displayed for correction and you will not receive a **State ID**.
11. **Do not repeat** the above steps, as it will result in duplicate **State ID** numbers. If you experience any problems with completing any of the steps above, please call the EMSPIC at (866) 773-6477.

Step #3: Logging in to CIS

1. Go to <https://apps.emspic.org/CIS/Go>
2. Enter your **State ID** number or “P” number as your user ID. **Make sure to use an upper-case P, followed by only numbers.**
3. Enter your password.

If you did not have to create your State ID, your password is likely your Social Security Number without dashes or spaces if you have never logged in to CIS before. If this does not work for you, please call the EMSPIC at (866) 773-6477 for assistance.

If you did have to create your State ID under Step 2, your password is the one you chose when you created your profile in Step 2. If this does not work for you, please call the EMSPIC at (866) 773-6477 for assistance.

4. Please read the **EMS Confidentiality Agreement** and sign it with your password.
5. Review the information in your profile. If you need to edit the information select the **Edit** button on the bottom-right side of the page. Be sure to select **Save** after you have completed editing the information.