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CIS – Personal State ID Registration
Procedures for creating a new ID and password

Please follow the instructions below to establish a CIS account with your own personal State ID. This ID is required to access CIS and use any of the EMS Data System Applications.

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.
5. Click the Search button to proceed with the search.
6. The User ID that is listed is your State ID.
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. First, select the Profile link.
3. Next, select the Register to use CIS link.
4. 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.
5. 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.
6. Make sure that you select the Save button to ensure that your form is submitted.
7. 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.
8. 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 as your user ID. Make sure to all letters are upper-case, followed by only numbers.
3. Enter your password you created with your State ID under 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.