


**Updating from CIMS 2.0 to 3.0
or Applying for CIMS Tier II Card**

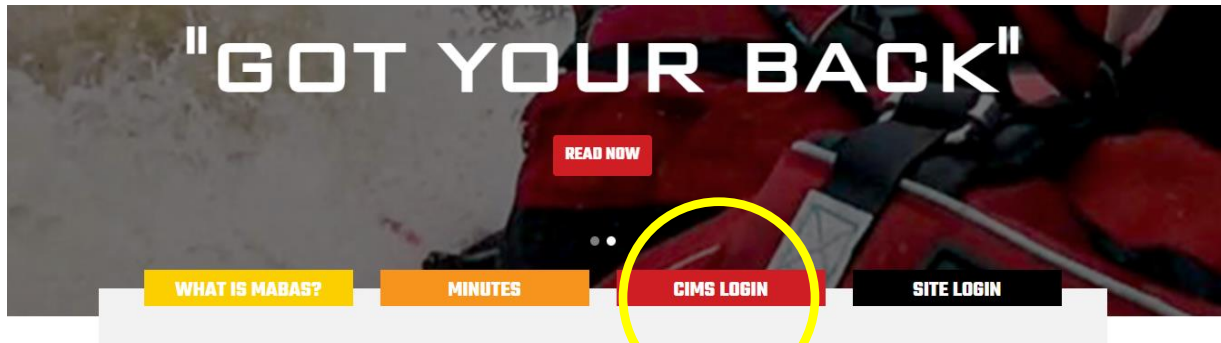
Revised March 15, 2023

The following is a step by step process for updating or applying for your MABAS CIMS 3.0 account:


https://cims.mabas-il.org

Step 1. Go to <https://cims.mabas-il.org>

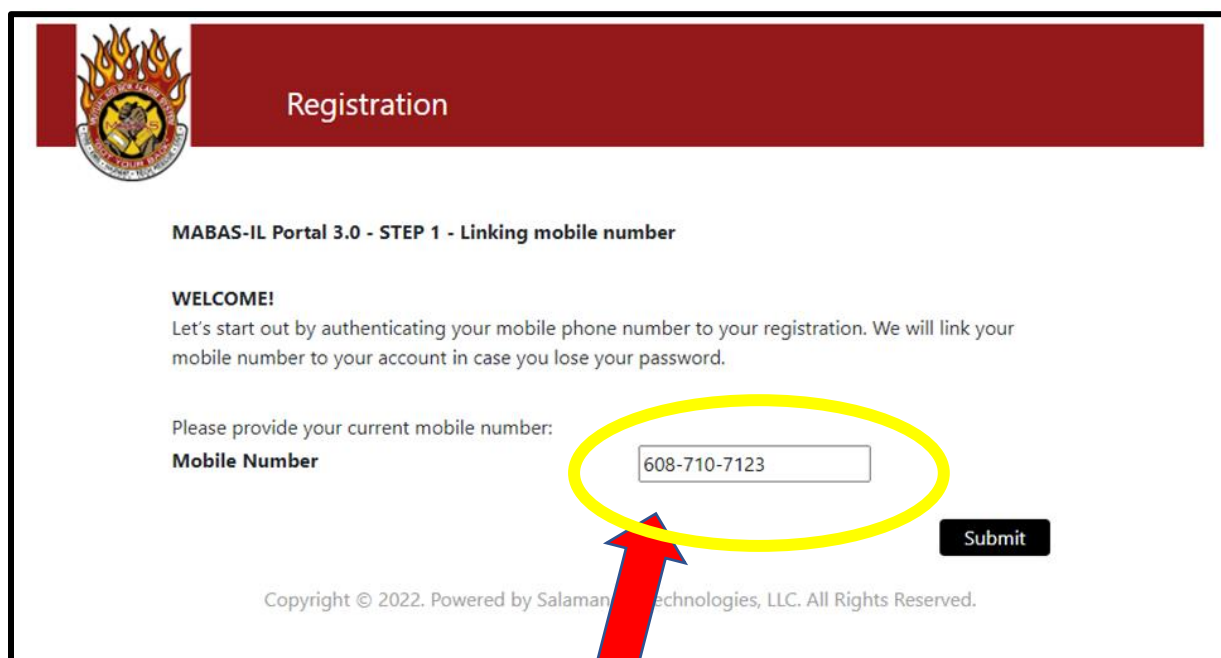
OR, go to the MABAS Illinois website!



Then,



Step 2. CLICK HERE to register - NOTE: If you get a different screen please delete browsing history



The image shows a web registration page for the MABAS-IL Portal 3.0. At the top left is a logo featuring a fire hydrant and the words "FIRE", "POLICE", and "SQUAD". To the right of the logo is a dark red header bar with the word "Registration" in white. Below the header, the page title "MABAS-IL Portal 3.0 - STEP 1 - Linking mobile number" is displayed. A "WELCOME!" message follows, explaining that the user's mobile phone number will be linked to their registration for password recovery. A prompt asks the user to provide their current mobile number. Below this, the label "Mobile Number" is positioned to the left of a text input field. The input field contains the number "608-710-7123" and is highlighted with a yellow oval. A red arrow points from the bottom of the page towards the input field. To the right of the input field is a black "Submit" button. At the bottom of the page, a copyright notice reads: "Copyright © 2022. Powered by Salamander Technologies, LLC. All Rights Reserved."

Registration

MABAS-IL Portal 3.0 - STEP 1 - Linking mobile number

WELCOME!
Let's start out by authenticating your mobile phone number to your registration. We will link your mobile number to your account in case you lose your password.

Please provide your current mobile number:

Mobile Number

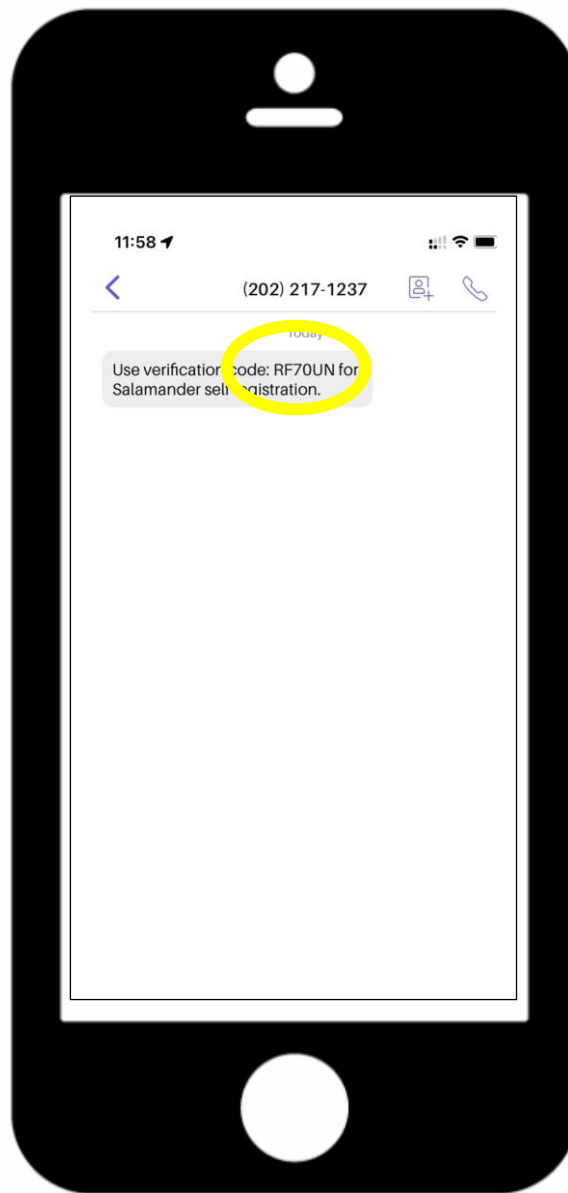
608-710-7123

Submit

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Step 3. Type your cell phone number in box

NOTE: You will receive a code on your cell phone, which is **CASE SENSITIVE!!!**



You will receive a message similar to this one.

The verification code will be needed to continue with updating or registering.



Registration

MABAS-IL Portal 3.0 - STEP 2 - Verify Code and Create Credentials

Now we will verify your code and build your credential to login to your registration / portal.

Please enter the verification code provided, an email address, and a password. Your password should be something that is complex and hard for someone to guess. Remember, this login is a gateway to your identity, so security is a high priority.

A text has been sent to your mobile phone number. Please provide the six (6) digit verification code in the box below.

Verification Code

RF70UN

Please make sure you follow the following minimal requirements for your password:

- Minimal length of 8 characters
- At least one capital letter
- At least one number
- At least one special character (ex. !@#\$%^&*)

Email

MABAS@MABAS-IL.ORG

Password

.....

Repeat Password

.....

The passwords do not match

Start Over

Submit

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STEP 4. Put verification code in box labeled "Verification Code"



Registration

MABAS-IL Portal 3.0 - STEP 2 - Verify Code and Create Credentials

Now we will verify your code and build your credential to login to your registration / portal.

Please enter the verification code provided, an email address, and a password. Your password should be something that is complex and hard for someone to guess. Remember, this login is a gateway to your identity, so security is a high priority.

A text has been sent to your mobile phone number. Please provide the six (6) digit verification code in the box below.

Verification Code

RF70UN

Please make sure you follow the following minimal requirements for your password:

- Minimal length of 8 characters
- At least one capital letter
- At least one number
- At least one special character (ex. !@#\$\$%^&*)

Email

MABAS@MABAS-IL.ORG

Password

Repeat Password

The passwords do not match

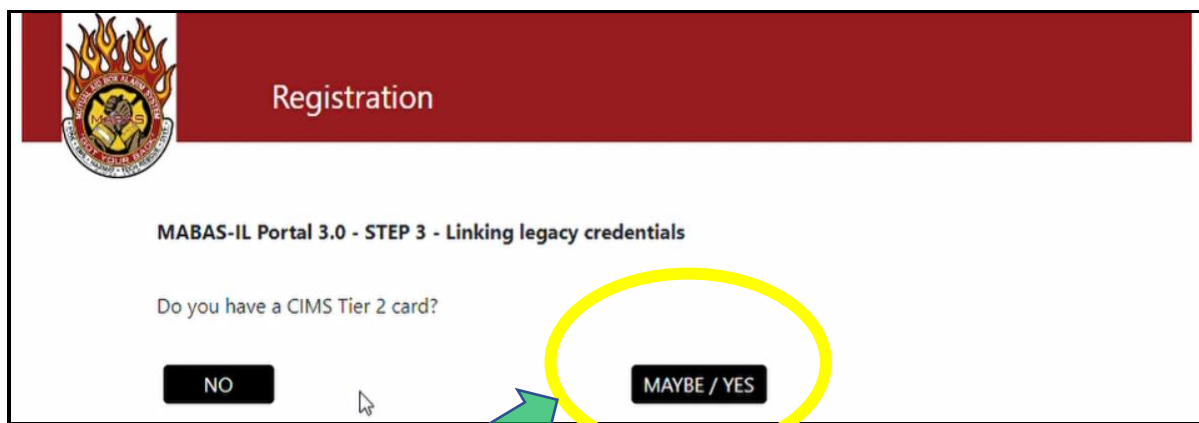
Start Over

Submit

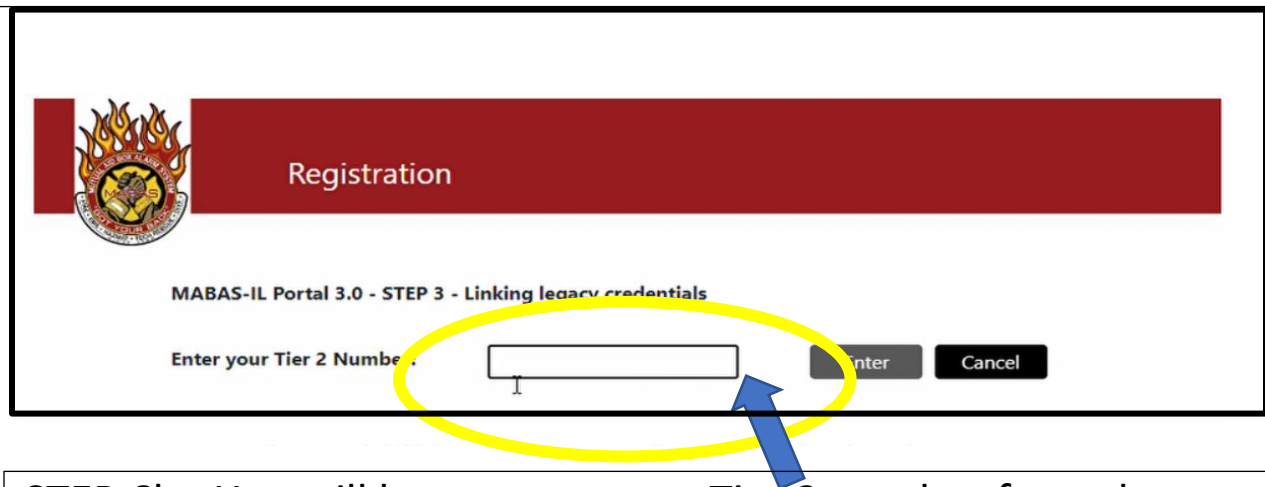
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STEP 5. Put your email address in email box. Create a password following password rules. **DO NOT USE # in password** CLICK. Submit

If you are registering for first time go to step:7



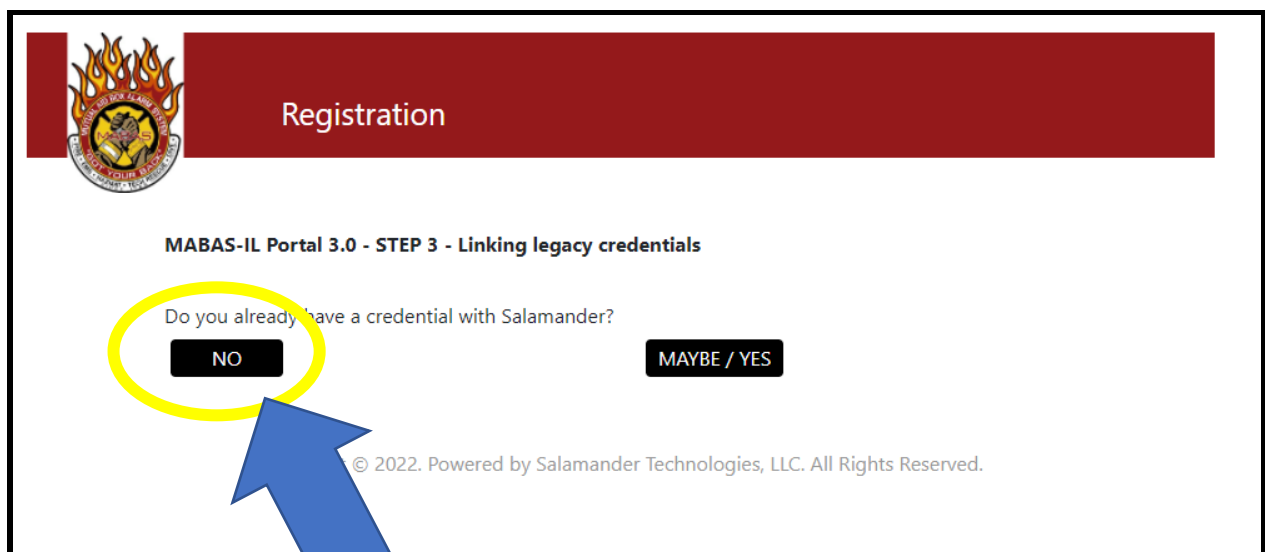
STEP 6a. **IMPORTANT** if you are upgrading from CIMS 2.0 click 'MAYBE/YES'



STEP 6b. You will have to get your Tier 2 number from the following:

- Fire Chief if they have a Salamander Live account
- MABAS Branch Chief
- MABAS Tim Littlefield littlefield@mabas-il.org
- MABAS Mark Sikorski sikorski@mabas-il.org
- MABAS Kim Szlak szlak@mabas-il.org

Continue at STEP: 8 to Upgrade CIMS 2.0 to CIMS 3.0



The screenshot shows the 'Registration' header with a fire department logo. Below it, the title is 'MABAS-IL Portal 3.0 - STEP 3 - Linking legacy credentials'. A question asks 'Do you already have a credential with Salamander?'. There are two buttons: 'NO' and 'MAYBE / YES'. The 'NO' button is circled in yellow, and a blue arrow points to it. At the bottom, there is a copyright notice: '© 2022. Powered by Salamander Technologies, LLC. All Rights Reserved.'

Registration

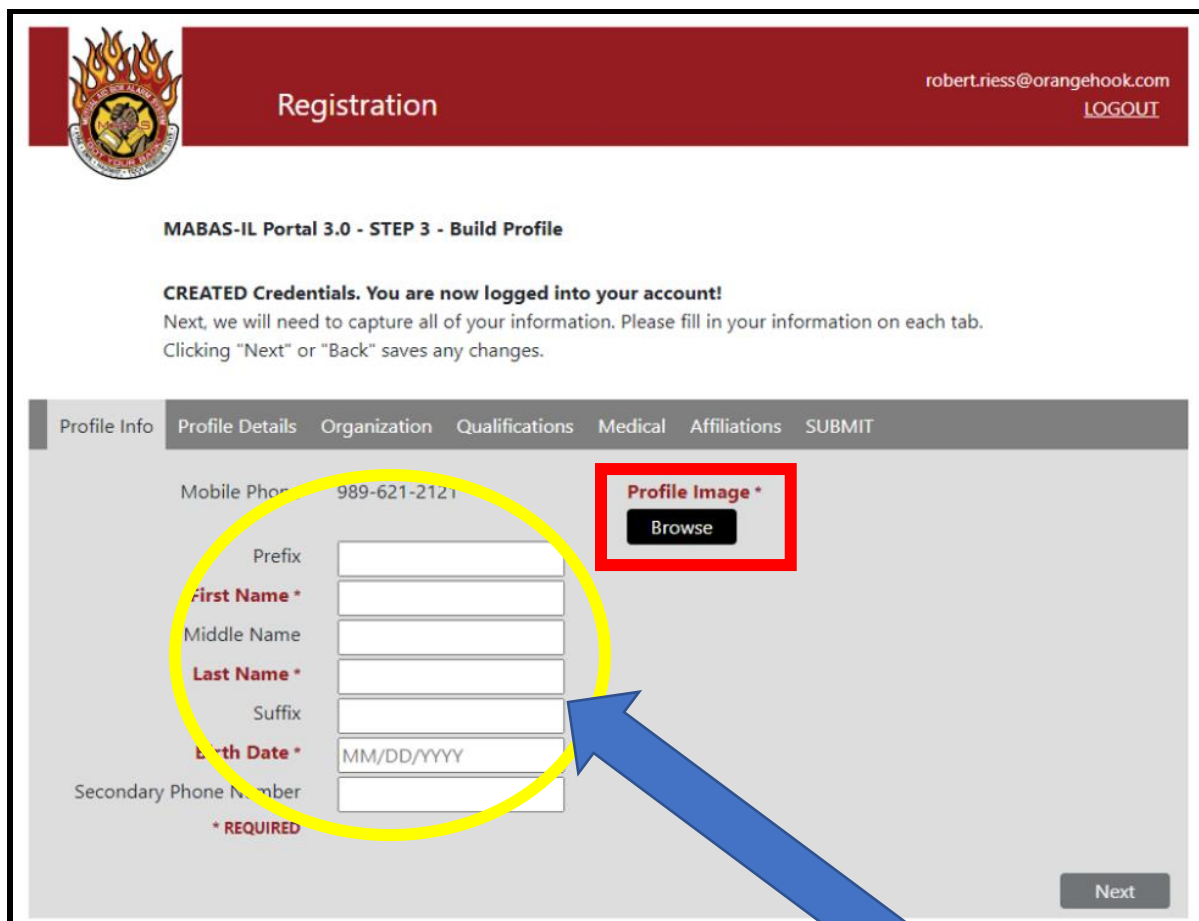
MABAS-IL Portal 3.0 - STEP 3 - Linking legacy credentials

Do you already have a credential with Salamander?

NO MAYBE / YES

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STEP 7. To apply for Tier II card for ***FIRST TIME*** click NO



The screenshot shows the 'Registration' header with a fire department logo and a user email 'robert.riess@orangehook.com' with a 'LOGOUT' link. Below it, the title is 'MABAS-IL Portal 3.0 - STEP 3 - Build Profile'. A message says 'CREATED Credentials. You are now logged into your account!' and provides instructions. A tabbed interface shows 'Profile Info' as the active tab. The form includes fields for 'Mobile Phone' (989-621-2121), 'Prefix', 'First Name *', 'Middle Name', 'Last Name *', 'Suffix', 'Birth Date *' (MM/DD/YYYY), and 'Secondary Phone Number'. A red box highlights the 'Profile Image *' section with a 'Browse' button. A yellow circle highlights the name fields, and a blue arrow points to it. A 'Next' button is at the bottom right.

Registration

robert.riess@orangehook.com
LOGOUT

MABAS-IL Portal 3.0 - STEP 3 - Build Profile

CREATED Credentials. You are now logged into your account!
Next, we will need to capture all of your information. Please fill in your information on each tab.
Clicking "Next" or "Back" saves any changes.

Profile Info Profile Details Organization Qualifications Medical Affiliations SUBMIT

Mobile Phone 989-621-2121

Prefix

First Name *

Middle Name

Last Name *

Suffix

Birth Date * MM/DD/YYYY

Secondary Phone Number

* REQUIRED

Profile Image *
Browse

Next

STEP 8 Complete Profile Info. Fields that have * are Required, then click **Browse** to add your photo.

Profile Info Profile Details Organization Qualifications Medical Affiliations SUBMIT

Mobile Phone 224-223-5816

Prefix

First Name * John

Middle Name

Last Name * Little


Suffix

Birth Date * 04/01/1970

Secondary Phone Number

*** REQUIRED**

Click and drag anywhere on the image to begin cropping. Click "Save Cropped Image" when crop complete.



Profile Image *

Profile Image *



Browse

Save Cropped Image

Next

Registration

Hello, Tim
LOGOUT

MABAS-IL Portal 3.0 - STEP 3 - Build Profile

CREATED Credentials. You are now logged into your account!
Next, we will need to capture all of your information. Please fill in your information on each tab.
Clicking "Next" or "Back" saves any changes.

Profile Info Profile Details Organization Qualifications Medical Affiliations SUBMIT

Mobile Phone 989-621-2121

Prefix

First Name * Tim

Middle Name

Last Name * Littlefield


Suffix

Birth Date * 04/12/1967

Secondary Phone Number

*** REQUIRED**

Profile Image *



Delete

Next

STEP 9. Use the 'crop box' to define your photo, hit 'Save Cropped Image', then Next and hit Next again.



Registration

Hello, Tim
[LOGOUT](#)

MABAS-IL Portal 3.0 - STEP 3 - Build Profile

CREATED Credentials. You are now logged into your account!

Next, we will need to capture all of your information. Please fill in your information on each tab.
Clicking "Next" or "Back" saves any changes.

Profile Info	Profile Details	Organization	Qualifications	Medical	Affiliations	SUBMIT
Home Address Line 1	233 W. Heintz Rd	<p>Note Maximum 400 characters</p>				
Home Address Line 2						
Home City	Wheeling					
Home Country	United States					
Home State	Illinois					
Home Postal Code	60090					
Drivers License #	L341-2156-6789					
License Expiration	12/25/2025					
License Country	United States					
License State	Illinois					
		Back Next				

STEP 10. Complete Profile Details. Please use your home address. Driver's License information is at the discretion of your department. Then click Next.



Registration

Hello, Tim
[LOGOUT](#)

MABAS-IL Portal 3.0 - STEP 3 - Build Profile

CREATED Credentials. You are now logged into your account!

Next, we will need to capture all of your information. Please fill in your information on each tab.
Clicking "Next" or "Back" saves any changes.

Profile Info	Profile Details	Organization	Qualifications	Medical	Affiliations	SUBMIT
--------------	-----------------	--------------	----------------	---------	--------------	--------

Primary Organization *
* REQUIRED

Bartlett Fire Protection District (002002)

Standard Hourly Rate

Overtime Hourly Rate

Station

Title


Other ID

Student ID

Back

Next

STEP 11. Complete Organization. This is your **primary department**, your **pay rates**, the **station** that you are assigned to and **Title (Rank)**, Enter proper information, then hit Next.



Registration

Hello, Tim
[LOGOUT](#)

MABAS-IL Portal 3.0 - STEP 3 - Build Profile

CREATED Credentials. You are now logged into your account!
Next, we will need to capture all of your information. Please fill in your information on each tab.
Clicking "Next" or "Back" saves any changes.

Profile InfoProfile DetailsOrganizationQualificationsMedicalAffiliationsSUBMIT

Available Qualifications

NOTE: Click on the file icon below to expand to see qualifications.

Tier-1 Federal / National

Tier-2 State

Tier-3 Regional

Tier-4 Local

Tier-5 Other

Assigned Qualifications

IMPORTANT: To add details, expand the assigned qualifications by clicking the plus. To save a qualification you must add a minimum of one detail item below.

Back

Next

Profile InfoProfile DetailsOrganizationQualificationsMedicalAffiliationsSUBMIT

Available Qualifications

NOTE: Click on the file icon below to expand to see qualifications.

Tier-1 Federal / National

Tier-2 State

Aurora

Illinois Department of Public Health

ILTF-1

NIMS Swiftwater

Office of State Fire Marshal

Tier-3 Regional

Tier-4 Local

Tier-5 Other

Assigned Qualifications

IMPORTANT: To add details, expand the assigned qualifications by clicking the plus. To save a qualification you must add a minimum of one detail item below.

+ Paramedic

+ Airport Firefighter

+ Chief Fire Officer

+ Fire Apparatus Engineer

+ Fire Department Health and Safety Officer

Cancel Edit

Save Changes

STEP 12. Complete Qualifications using drop down menus.

Profile Info	Profile Details	Organization	Qualifications	Medical	Affiliations	SUBMIT
Available Qualifications <small>NOTE: Click on the file icon below to expand to see qualifications.</small>			Assigned Qualifications <small>IMPORTANT: To add details, expand the assigned qualifications by clicking the plus. To save a qualification you must add a minimum of one detail item below.</small>			
<ul style="list-style-type: none"> ■ Tier-1 Federal / National ■ Tier-2 State <ul style="list-style-type: none"> ■ Aurora <ul style="list-style-type: none"> ■ Illinois Department of Public Health <ul style="list-style-type: none"> Advanced Emergency Medical Technician (EMT) Emergency Communications Registered Nurse Emergency Medical Dispatcher Emergency Medical Responder Emergency Medical Technician (EMT) - Basic Emergency Medical Technician (EMT) - Intermediate First Responder (inactive or no longer available after 4/ Lead Instructor Paramedic Pre-Hospital Registered Nurse ■ ILTF-1 ■ NIMS Swiftwater ■ Office of State Fire Marshal ■ Tier-3 Regional ■ Tier-4 Local ■ Tier-5 Other 			<ul style="list-style-type: none"> + Paramedic + Airport Firefighter + Chief Fire Officer + Fire Apparatus Engineer + Fire Department Health and Safety Officer 			
			<div>Cancel Edit</div> <div>Save Changes</div>			

STEP 12. *Cont.* Under 'Tier-2 State', 'Illinois Department of Public Health'

Click on all of the EMS certifications that you hold.

Profile Info
Profile Details
Organization
Qualifications
Medical
Affiliations
SUBMIT

Available Qualifications

NOTE: Click on the file icon below to expand to see qualifications.

- Tier-1 Federal / National
- Tier-2 State
 - Aurora
 - Illinois Department of Public Health
 - ILTF-1
 - NIMS Swiftwater
 - Office of State Fire Marshal
 - Advanced Fire Officer
 - Advanced Fire Prevention Officer
 - Advanced Technician Firefighter
 - Airport Firefighter
 - Arson Investigator
 - Basic Fire Prevention Officer
 - Basic Operations Firefighter
 - Chief Fire Officer
 - Company Fire Officer
 - Fire Apparatus Engineer
 - Fire Department Health and Safety Officer
 - Fire Department Incident Safety Officer
 - Fire Department Safety Officer
 - Fire Inspector I
 - Fire Inspector II
 - Fire Investigator
 - Fire Officer I
 - Fire Officer II
 - Fire Service Executive Support
 - Fire Service Instructor I
 - Fire Service Instructor II
 - Fire Service Instructor III
 - Fire Service Vehicle Operator
 - Hazardous Materials Incident Command
 - Hazardous Materials Operation
 - Hazardous Materials Technician
 - Public Fire and Life Safety Educator I
 - Rescue Specialist – Confined Space
 - Rope Operations
 - Rope Technician
 - Structural Collapse Operations
 - Structural Collapse Technician
 - Training Program Manager
 - Trench Operations
 - Trench Technician
 - Vehicle and Machinery Operations
 - Vehicle and Machinery Technician
 - Water Operations
 - Watercraft Technician
 - Youth Firesetter Intervention Specialist
- Tier-3 Regional
- Tier-4 Local
- Tier-5 Other

Assigned Qualifications

IMPORTANT: To add details, expand the assigned qualifications by clicking the plus. To save a qualification you must add a minimum of one detail item below.

- + Paramedic
- + Airport Firefighter
- + Chief Fire Officer
- + Fire Apparatus Engineer
- + Fire Department Health and Safety Officer

Cancel Edit
Save Changes

STEP 12. *Cont.* Under 'Tier-2 State', 'Office of the State Marshal' Click on all of the Firefighting certifications that you hold.



Registration

Hello, Tim
[LOGOUT](#)

MABAS-IL Portal 3.0 - STEP 3 - Build Profile

CREATED Credentials. You are now logged into your account!

Next, we will need to capture all of your information. Please fill in your information on each tab.

Clicking "Next" or "Back" saves any changes.

Profile Info	Profile Details	Organization	Qualifications	Medical	Affiliations	SUBMIT
Height (feet)	<input type="text"/>			Blood Pressure	<input type="text" value="999/99"/>	
Inches	<input type="text"/>			Resting Pulse	<input type="text"/>	
Weight	<input type="text"/>			Respirations	<input type="text" value="60 or less"/>	
Weight Units	<input type="text" value="Unspecified"/>			Insurance	<input type="text"/>	
Hair Color	<input type="text" value="Unknown"/>			Policy #	<input type="text"/>	
Eye Color	<input type="text" value="Unknown"/>			Physician	<input type="text"/>	
Gender	<input type="text" value="Unknown"/>			Physician Phone	<input type="text"/>	
Blood Type	<input type="text" value="A+"/>			Religion	<input type="text"/>	
Organ Donor	<input type="checkbox"/>					
Medical History	<input type="text" value="Maximum 255 characters"/>					
Allergies	<input type="button" value="Add Allergy"/>					
Medications	<input type="button" value="Add Medication"/>					
Emergency Contacts	<input type="button" value="Add Emergency Contact"/>					
						<input type="button" value="Back"/> <input type="button" value="Next"/>

STEP 13. Use of the Medical component is at the discretion of your home department. Once complete, or to skip, hit Next.



Registration

Hello, Tim

[LOGOUT](#)

MABAS-IL Portal 3.0 - STEP 3 - Build Profile

CREATED Credentials. You are now logged into your account!

Next, we will need to capture all of your information. Please fill in your information on each tab.

Clicking "Next" or "Back" saves any changes.

Profile Info	Profile Details	Organization	Qualifications	Medical	Affiliations	SUBMIT
<p>Team * Staging Test Collection ▼</p> <p>Team Role Member ▼</p> <p><input type="checkbox"/> IL-TF1 Team Member</p> <p>* REQUIRED</p> <p>MABAS Committee AHOST ▼</p> <p>MABAS Committee Role Liaison ▼</p> <p>Executive Board Role President ▼</p> <p>Back Next</p>						

STEP 14. Using the various 'drop down menus' complete your Affiliations credentials. Then hit Next.



Registration

Hello, Tim
[LOGOUT](#)

MABAS-IL Portal 3.0 - STEP 3 - Build Profile

CREATED Credentials. You are now logged into your account!

Next, we will need to capture all of your information. Please fill in your information on each tab.
Clicking "Next" or "Back" saves any changes.

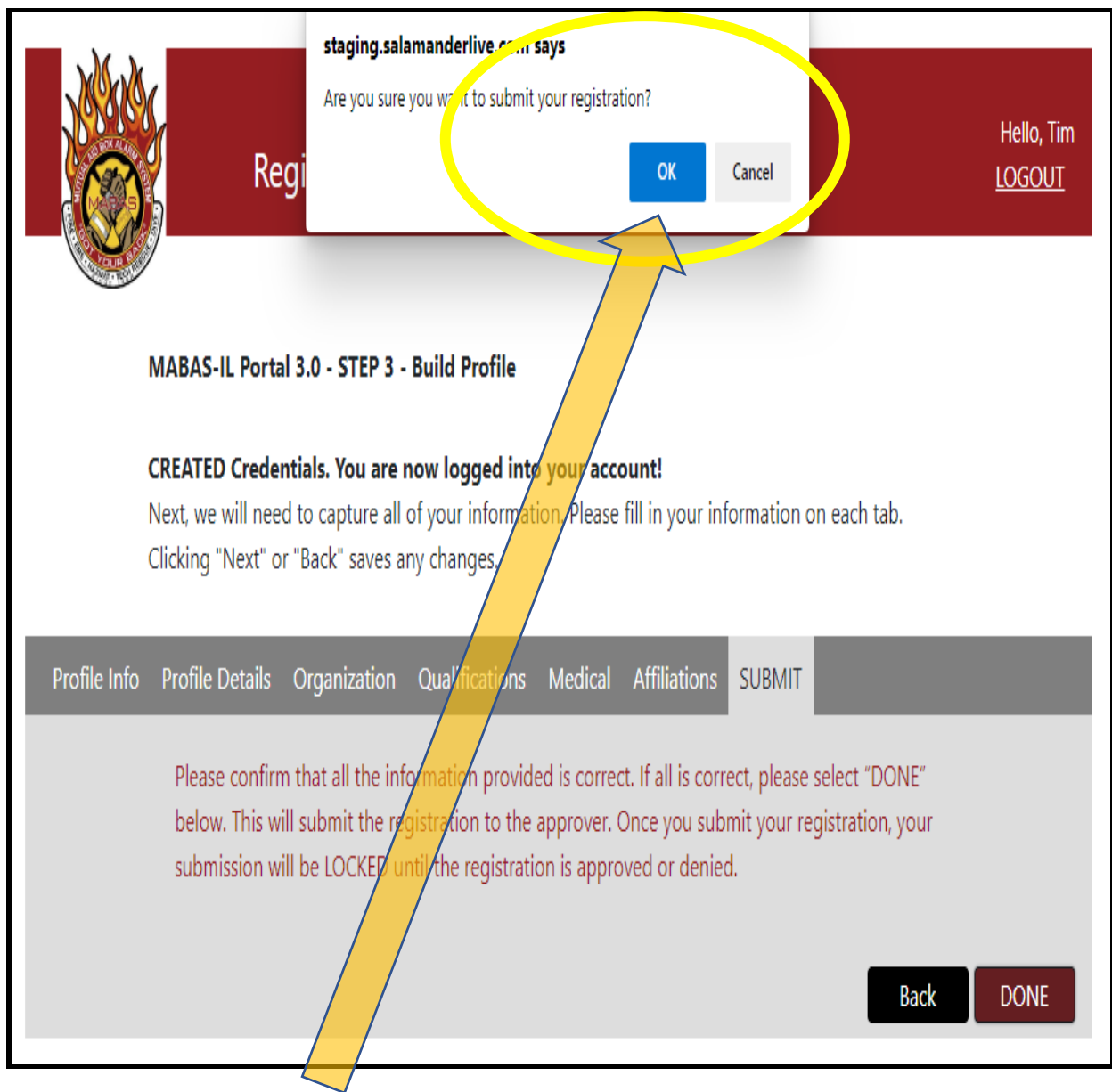
Profile Info Profile Details Organization Qualifications Medical Affiliations **SUBMIT**

Please confirm that all the information provided is correct. If all is correct, please select "DONE" below. This will submit the registration to the approver. Once you submit your registration, your submission will be LOCKED until the registration is approved or denied.

Back

DONE

STEP 15. Select SUBMIT, then click DONE



STEP 16. Hit the OK button

Home Screen

Hello, Tim
[LOGOUT](#)

Manage View Profile

Welcome!

This is your home screen. Here you will be able to access your profile, submit for any additions or changes of your profile, and see the status of your profile submissions.

If your Approval Status is ● (P), then it is pending review. If your Approval Status is ● (A), then your submission was approved. If your Approval Status is ● (D), then your submission was denied. Click on the notes icon to see detailed information provided by the reviewer. If you have questions, you can contact the reviewer by clicking on the email icon.

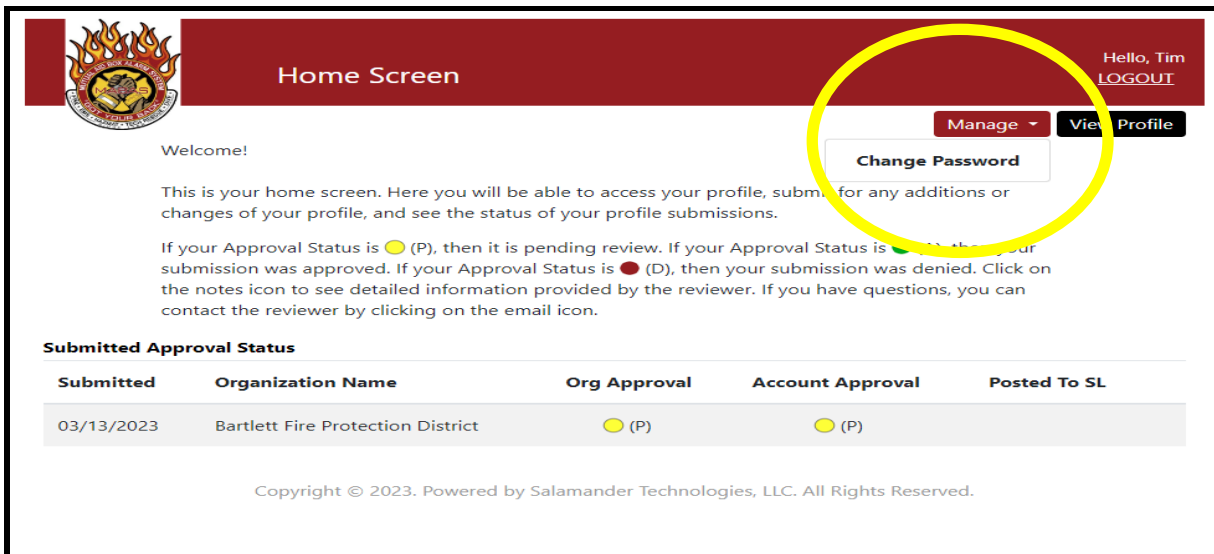
Submitted Approval Status

Submitted	Organization Name	Org Approval	Account Approval	Posted To SL
03/13/2023	Bartlett Fire Protection District	● (P)	● (P)	

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STEP 17. LOGOUT...Once your account is approved by your Chief and MABAS you will receive a Tier II card. If you currently have a Tier II card there is no need for new one.

After your account is approved by your Chief and MABAS you will be able to login and update your profile using your email and password.



Home Screen

Hello, Tim
LOGOUT

Manage ▾ View Profile

Change Password

Welcome!

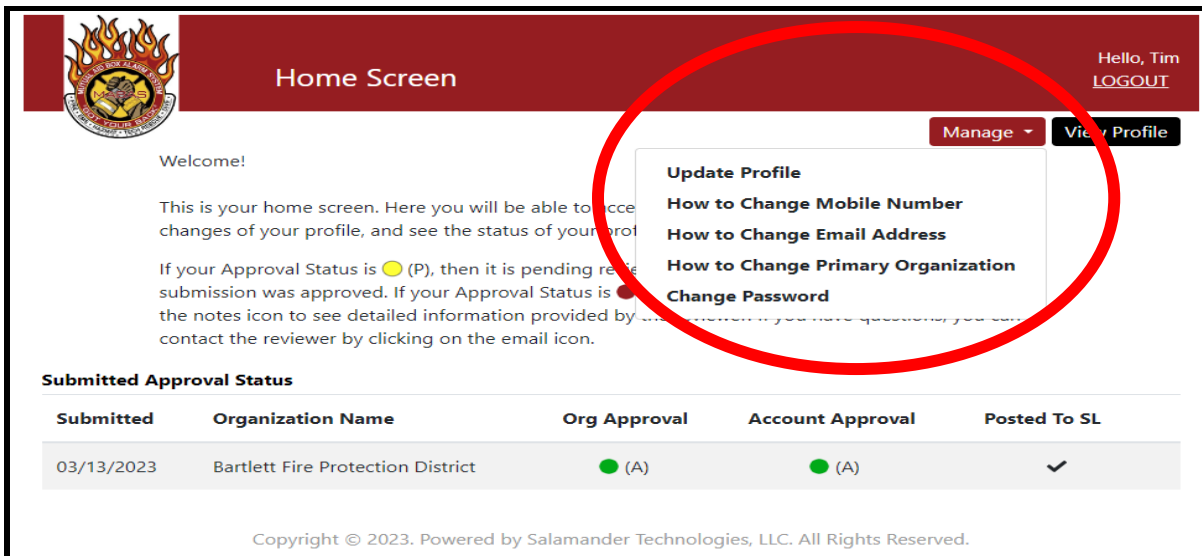
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Submitted Approval Status

Submitted	Organization Name	Org Approval	Account Approval	Posted To SL
03/13/2023	Bartlett Fire Protection District	● (P)	● (P)	

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Home Screen

Hello, Tim
LOGOUT

Manage ▾ View Profile

Update Profile

How to Change Mobile Number

How to Change Email Address

How to Change Primary Organization

Change Password

Welcome!

This is your home screen. Here you will be able to access your profile, submit for any additions or changes of your profile, and see the status of your profile submissions.

If your Approval Status is ● (P), then it is pending review. If your Approval Status is ● (A), then your submission was approved. If your Approval Status is ● (D), then your submission was denied. Click on the notes icon to see detailed information provided by the reviewer. If you have questions, you can contact the reviewer by clicking on the email icon.

Submitted Approval Status

Submitted	Organization Name	Org Approval	Account Approval	Posted To SL
03/13/2023	Bartlett Fire Protection District	● (A)	● (A)	✓

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Step 18. Once approved, to update your information, Login and click on the 'Manage' dropdown button to make any updates!

IMPORTANT: Due to software security settings, be sure to monitor your regular and SPAM email folders for notification emails after working on your profile!

If you have ANY problems, contact Tim Littlefield at littlefield@mabas-il.org, or Mark Sikorski at sikorski@mabas-il.org, or call 847-403-0511, OR, contact Salamander Live at 877-430-5171