



CA-TF4

Uploading Files to  
the Database





# Topics we will cover

- Logging into the Database
- Uploading your PDF to the Database
- Requirements for your certificate to be approved
- Reterieving certificates from ESF9 website



# LOGGING INTO THE DATABASE

1. Open the web-based database, as known as My EMOS  
<https://catf4.myemos.com>
2. Fill in the Login fields

# Signing In



## CATF4

User name

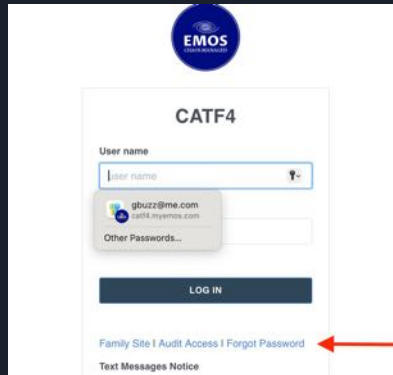
Password

LOG IN

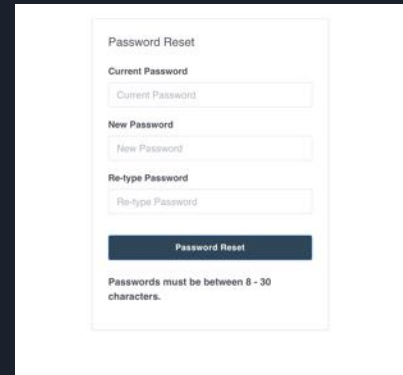
[Family Site](#) | [Audit Access](#) | [Forgot Password](#)

# Member Login

- Your Email Address is: your primary email in your CA-TF4 record. Hint – It is the address you received the email from CA-TF4 Member Database
- Click on: Forgot Password
- You will be sent a temporary password with a text message
- Enter temporary password and new password



The screenshot shows the CATF4 login interface. At the top is the EMOS logo. Below it, the text 'CATF4' is displayed. The 'User name' section has a text input field containing 'gbuzz@me.com' and a dropdown menu showing 'Other Passwords...'. Below the input field is a blue 'LOG IN' button. At the bottom, there are links for 'Family Site | Audit Access | Forgot Password' and 'Text Messages Notice'. A red arrow points to the 'Forgot Password' link.



The screenshot shows the 'Password Reset' form. It includes three input fields: 'Current Password', 'New Password', and 'Re-type Password'. Below these fields is a blue 'Password Reset' button. At the bottom, a note states: 'Passwords must be between 8 - 30 characters.'

# Click “Requirements” to see a list of all of your classes



Home Positions Training Requirements Documents ▾ Classes

## Then click “All Requirements”

Portal Sites ▾ My Lists ▾ Requirements ▾ Training ▾ Event/Roster Shared Files Cache ▾ Account ▾ Logout

General Requirements

Position Requirements

All Requirements

Submissions Pending Approval

Missing Cert File(s)

title

obtained

expired












status

FIND













CLEAR

TITLE (CLICK TO EXPAND)	OBTAINED DATE	EXPIRED DATE	CERTIFICATION	DOCUMENTATION	STATUS
*MISC FILE UPLOAD*					
01 Critical Incident Stress Awareness (CISD)	04/30/2020			N/A	Current

# Sections are listed by TITLE

ALL TRACKED REQUIREMENTS					
<input type="text" value="title"/>	<input type="text" value="obtained"/>	<input type="text" value="expired"/>	<input type="text" value="status"/>	<input type="button" value="FIND"/>	<input type="button" value="CLEAR"/>
TITLE (CLICK TO EXPAND)	OBTAINED DATE	EXPIRED DATE	CERTIFICATION	DOCUMENTATION	STATUS
<b>*MISC FILE UPLOAD*</b> Use only when requirement is not in list:	-	-		-	-
01 Critical Incident Stress Awareness (CISD)	04/30/2020		 	N/A	Current
02 IS-100	05/04/2007		 	N/A	Current
03 IS-200	05/04/2007		 	N/A	Current
04 IS 700	07/13/2006		 	N/A	Current
05 IS 800	07/13/2006		 	N/A	Current

# Click the upload icon.

 Portal Sites ▾ My Lists ▾ Requirements ▾ Training ▾ Event/Roster Shared Files Cache ▾ Account ▾ Logout					
ALL TRACKED REQUIREMENTS					
<input type="text" value="title"/>	<input type="text" value="obtained"/>	<input type="text" value="expired"/>	<input type="text" value="status"/>	<input type="button" value="FIND"/>	<input type="button" value="CLEAR"/>
TITLE (CLICK TO EXPAND)	OBTAINED DATE	EXPIRED DATE	CERTIFICATION	DOCUMENTATION	STATUS
<b>*MISC FILE UPLOAD*</b> Use only when requirement is not in list	-	-		-	-
01 Critical Incident Stress Awareness (CISD)	04/30/2020		 	N/A	Current
02 IS-100	05/04/2007		 	N/A	Current
03 IS-200	05/04/2007		 	N/A	Current
04 IS 700	07/13/2006		 	N/A	Current
05 IS 800	07/13/2006		 	N/A	Current





# Click the calendar icon to add the date you “Completed” your certificate

## FILE UPLOAD

**TITLE: Covid-19 Vaccination Card**

NOTE: Submit backup documentation in separate uploads, if needed.

Completed Training Date

mm/dd/yyyy



MM/DD/YYYY



PDF is preferred. Accepted type(s): pdf

NOTE: File size must be 5 MB or less. Make sure the file is scanned right side up or it may be rejected.

Choose file

Browse

Submit

All files submitted are subject to a review.



# Then click “Browse”.

## FILE UPLOAD

TITLE: Covid-19 Vaccination Card

NOTE: Submit backup documentation in separate uploads, if needed.

Completed Training Date

mm/dd/yyyy



MM/DD/YYYY

PDF is preferred. Accepted type(s): pdf

NOTE: File size must be 5 MB or less. Make sure the file is scanned right side up or it may be rejected.

Choose file

Or “Drag and Drop”

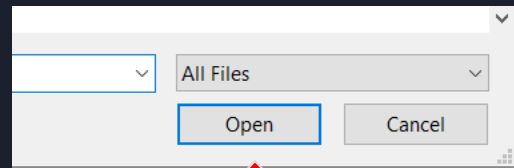
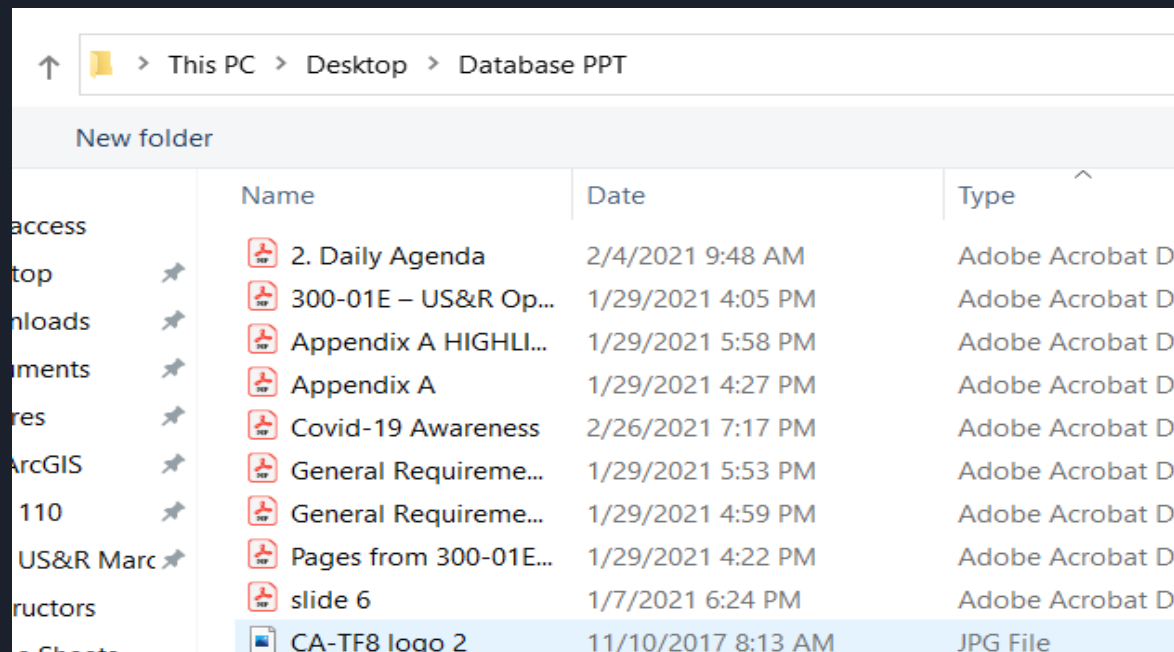


Browse

Submit

All files submitted are subject to a review.

# Select the correct file, then click open





Confirm the correct date and file, then click  
“Submit”

\*date is the “certificate date” not submitted date

## CERTIFICATION FILE UPLOAD

**TITLE:** Covid-19 Awareness for Deployments

NOTE: Submit backup documentation in separate uploads, if needed.

Training Date / Cert Obtained

03/04/2021



MM/DD/YYYY

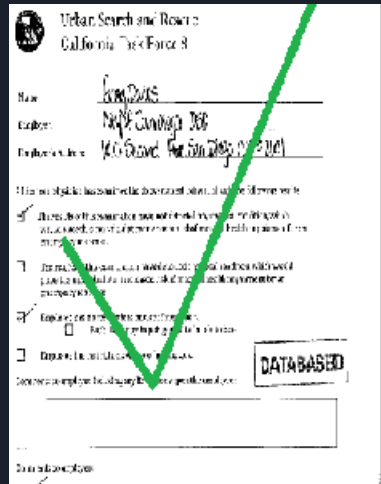
### CERTIFICATION

Covid-19 Awareness.pdf

Submit

# REQUIREMENTS FOR APPROVAL.

1. PDF format
2. Right side up (Orientation is such that the reader doesn't have to turn their head to the side to read it.)
3. Correct Date
4. Correct Class



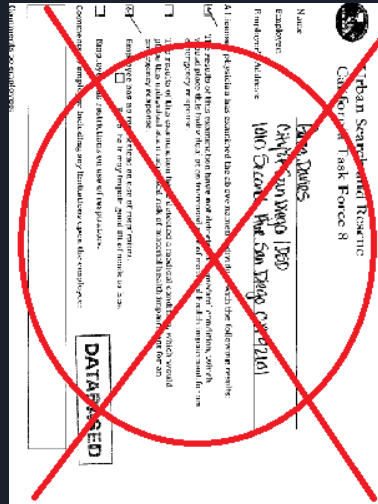
Urban Search and Rescue  
California Task Force 8

Name: Greg, David  
Employee: City of San Diego 1360  
Employer's Address: 1010 Second Ave San Diego CA 92101

☒ The employee has completed the above named educational course with the following results:  
☒ The results of this examination have not detected any medical condition, which would place the employee at an increased risk of personal health impairment for an emergency response.  
☐ The results of this examination have detected a medical condition, which would place the employee at an increased risk of personal health impairment for an emergency response.  
☐ Employee has no relevant medical condition.  
☐ Employee has a medical condition, which would place the employee at an increased risk of personal health impairment for an emergency response.

Complete an employee including any limitations upon the employee's:

**DATABASED**



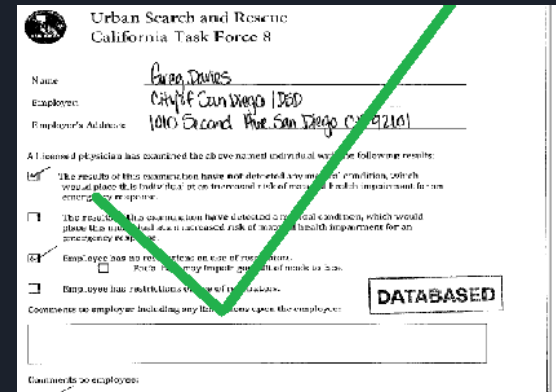
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☐ Employee has no relevant medical condition.  
☐ Employee has a medical condition, which would place the employee at an increased risk of personal health impairment for an emergency response.

Complete an employee including any limitations upon the employee's:

**DATABASED**



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California Task Force 8

Name: Greg, David  
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☐ The results of this examination have detected a medical condition, which would place the employee at an increased risk of personal health impairment for an emergency response.  
☐ Employee has no relevant medical condition.  
☐ Employee has a medical condition, which would place the employee at an increased risk of personal health impairment for an emergency response.

Complete an employee including any limitations upon the employee's:

**DATABASED**

## Find your completed class on the ESF #9 Training Portal [FEMA](#) [ESF #9 Training Portal](#)

Go to “My Courses” and scroll down to find “Completed Online Courses.”

Completed Online Courses							
COURSE #	COURSE NAME	COMPLETION DATE	TYPE	PASSED	CERTIFICATE	ACTION	
URO21A	Rope Rescue Awareness	2/12/2017	Online	Y	View	Review Course	
URO21A	Rope Rescue Awareness	5/16/2018	Online	Y	View	Review Course	
COTF1-101-CISA	Critical Incident Stress Awareness	11/16/2019	Online	Y	View	Review Course	
9G5410	Enhanced Operations in the Contaminated Environment - Computer-Based Training	3/21/2017	Online	Y	View	Review Course	
9P6130	Planning Team Training - Computer-Based Training	5/5/2018	Online	Y	View	Review Course	



# Click on the “View” link to open your certificate

CATF1GPSOPS	GPS OPERATIONAL	5/28/2018	Online	Y	<a href="#">View</a>	<a href="#">Review Course</a>
HeloOps101	USAR Air Operations Online	4/6/2019	Online	Y	<a href="#">View</a>	<a href="#">Review Course</a>
9P5530	Hazardous Materials Specialist - Computer-Based Training	9/19/2017	Online	Y	<a href="#">View</a>	<a href="#">Review Course</a>
NJTF025K	Considerations For Companion & Service Animals	5/25/2018	Online	Y	<a href="#">View</a>	<a href="#">Review Course</a>
Bulletin #3	Training Bulletin: Making Raker Cuts	4/6/2019	Online	Y	<a href="#">View</a>	<a href="#">Review Course</a>
COTF1-101-CISA	Critical Incident Stress Awareness	11/16/2019	Online	Y	<a href="#">View</a>	<a href="#">Review Course</a>

# Click the “Download” button.

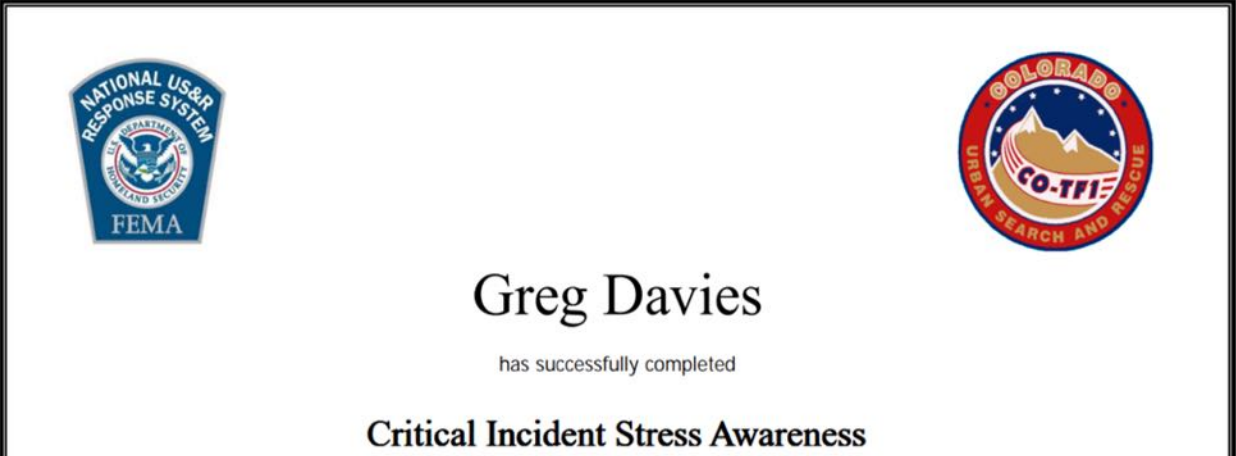
FEMA ESF #9 Training Portal x Certificate (1).pdf x +

File | C:/Users/lgsd9/Downloads/Certificate%20(1).pdf

Apps My Drive - Google... Yahoo mail Workforce TeleStaff... Inbox - cal8certs@... responsesystem Other bookmarks

Certificate (1).pdf 1 / 1

Download



The certificate is a white rectangular document with a black border. It features two logos at the top: the FEMA National US&R Response System logo on the left and the Colorado CO-TFI Urban Search and Rescue logo on the right. The center of the certificate contains the name 'Greg Davies' in a large serif font, followed by 'has successfully completed' in a smaller sans-serif font, and 'Critical Incident Stress Awareness' in a bold sans-serif font at the bottom.

NATIONAL US&R  
RESPONSE SYSTEM  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
FEMA

COLORADO  
CO-TFI  
URBAN SEARCH AND RESCUE

Greg Davies

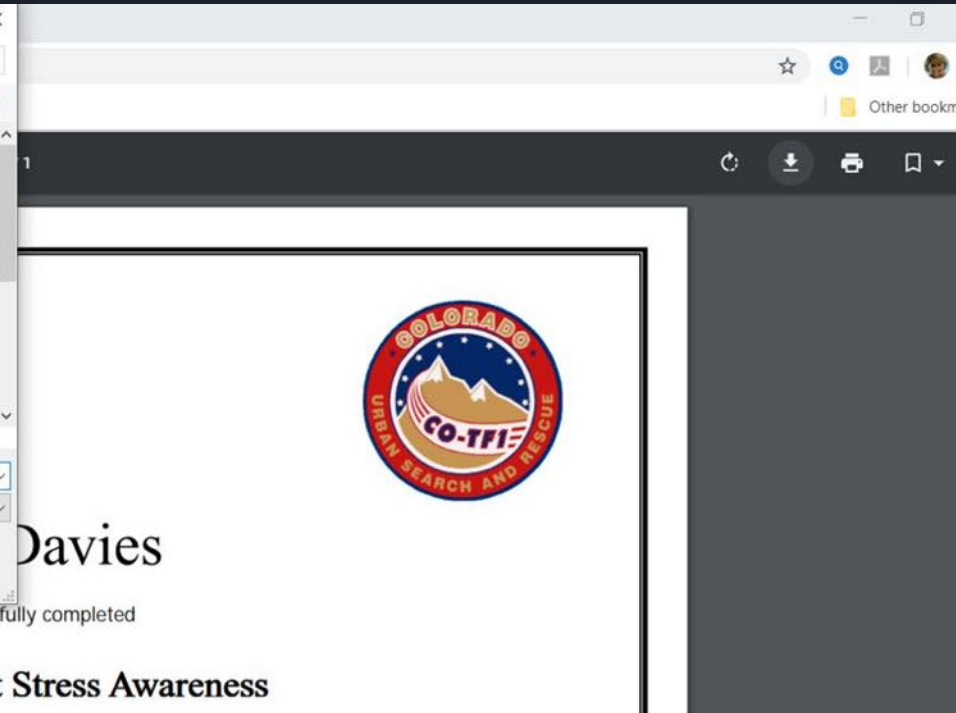
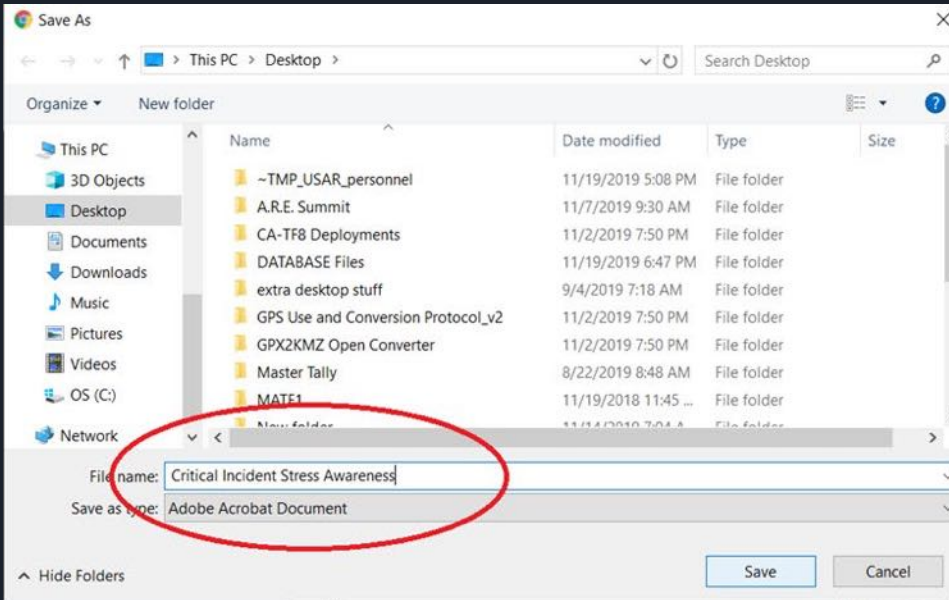
has successfully completed

Critical Incident Stress Awareness



# Rename and save it as a PDF to your computer

\*Name it as it appears on the cert, i.e., Critical Incident Stress Awareness





THANK YOU

