CA-TF4
Uploading Files to the Database

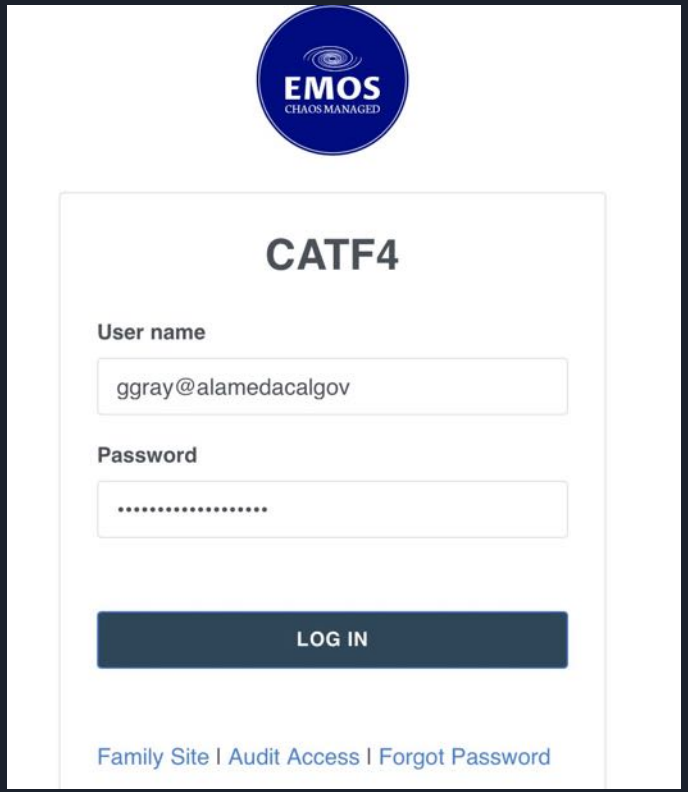
Topics we will cover

- 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

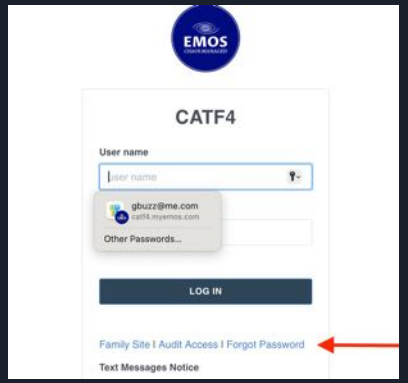
1. Open the web-based database, as known as My EMOS
   https://catf4.myemos.com
2. Fill in the Login fields

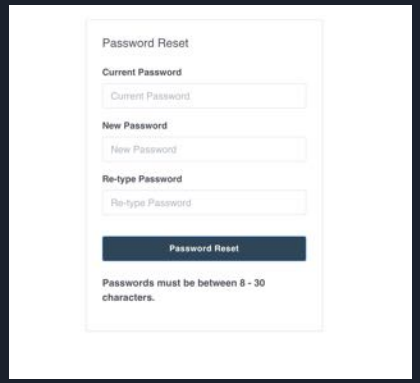
Signing In


EMOS
CHAOS MANAGED
CATF4
User name
ggray@alamedacalgov
Password
LOG IN
Family Site | Audit Access | Forgot Password

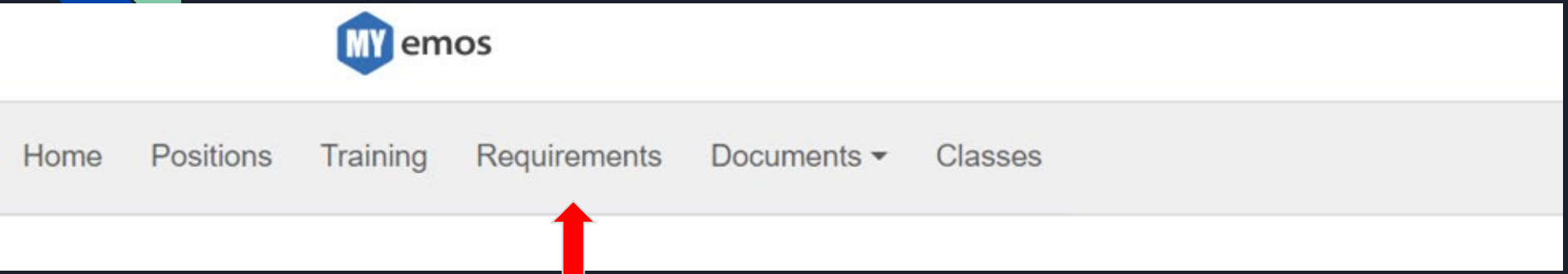
Member Login

- 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 temporay password with a text message
- Enter temporary password and new passord

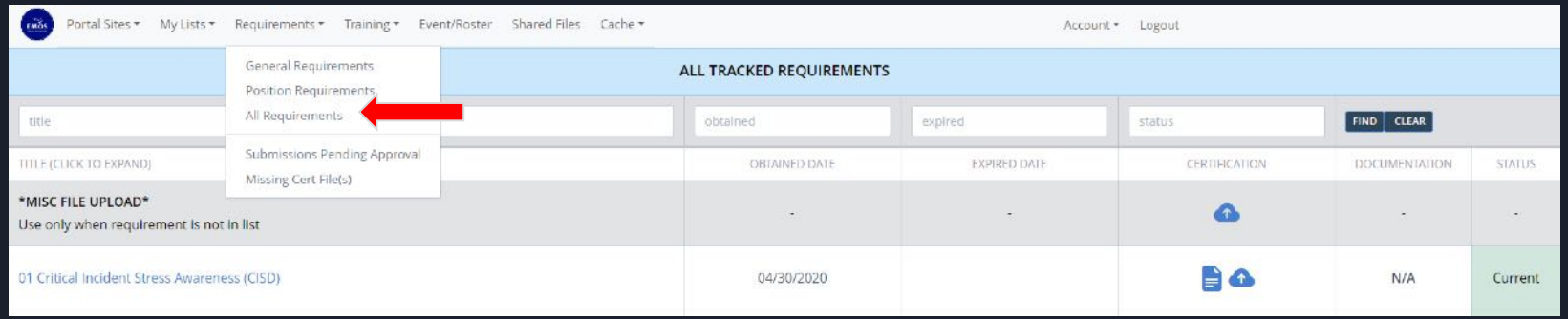




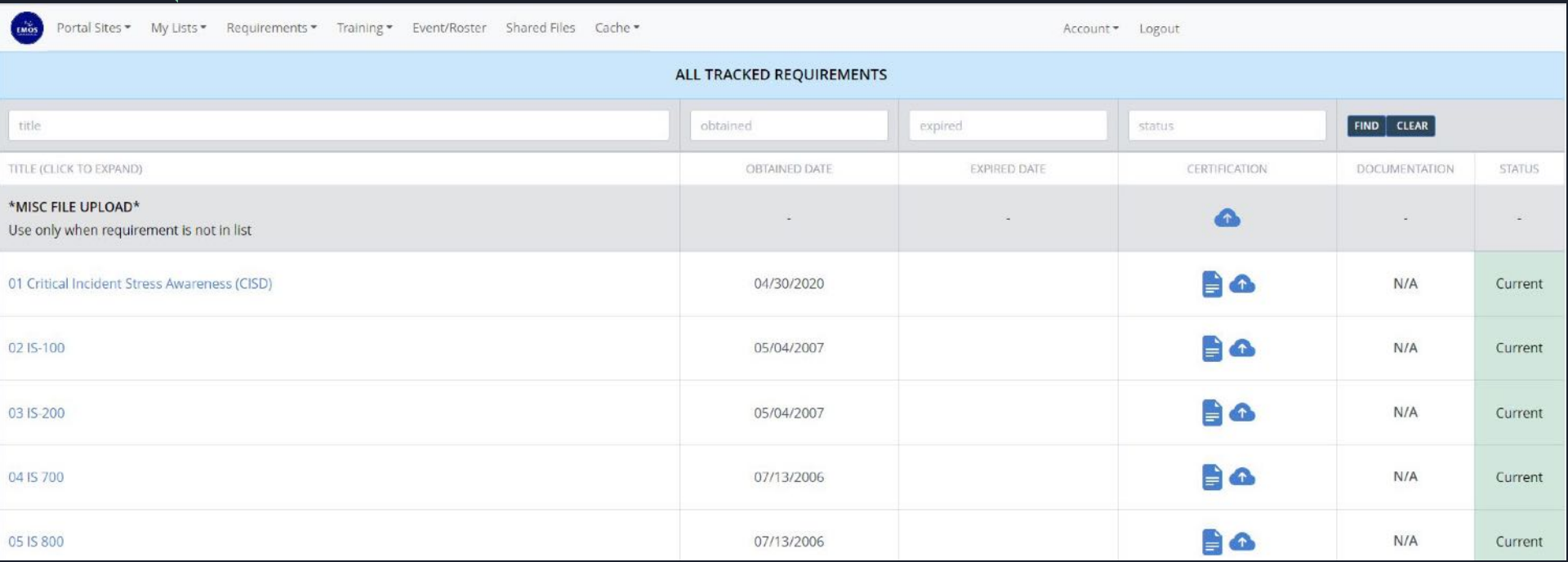
Click “Requirements” to see a list of all of your classes



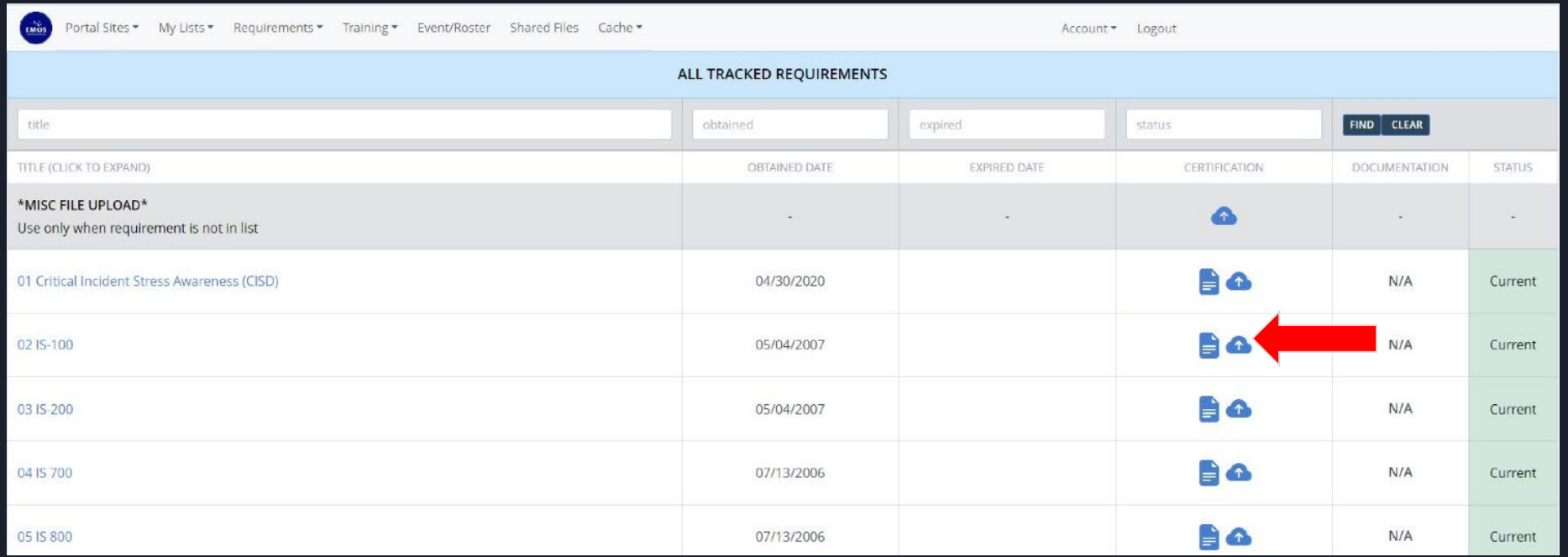
Then click “All Requirments”



Sections are listed by TITLE



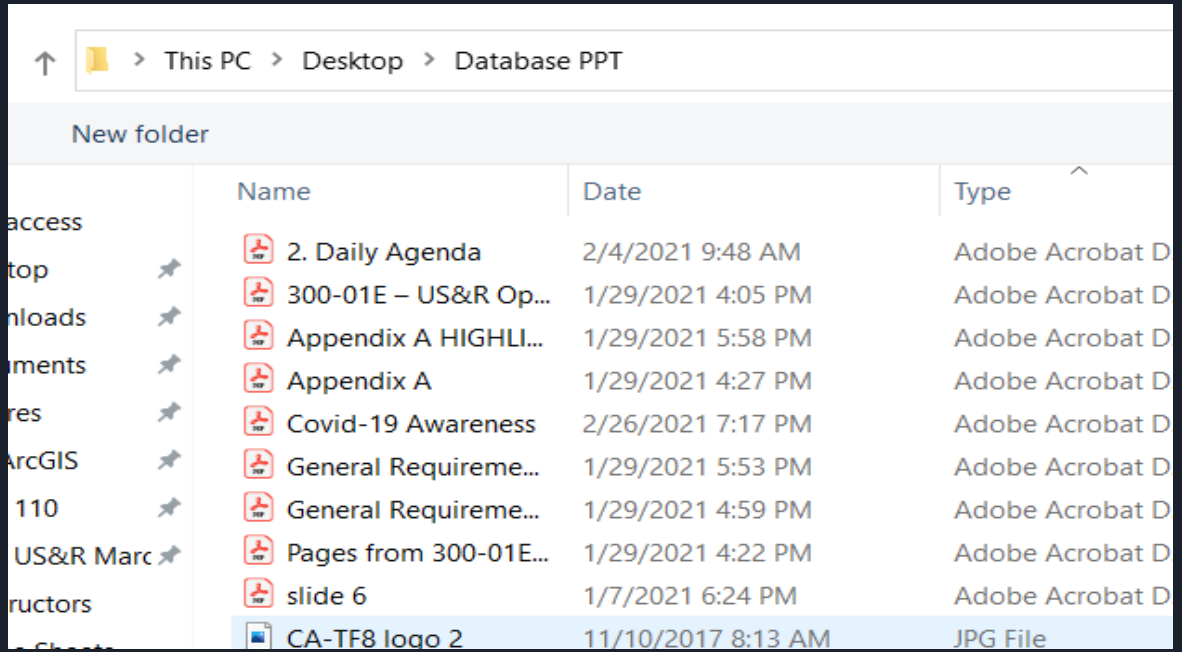
Click the upload icon.

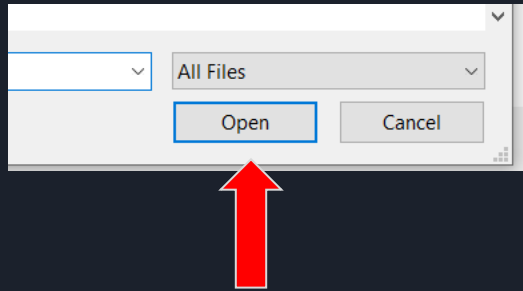


Click the calendar icon to add the date you “Completed” your certificate

Then click “Browse”.

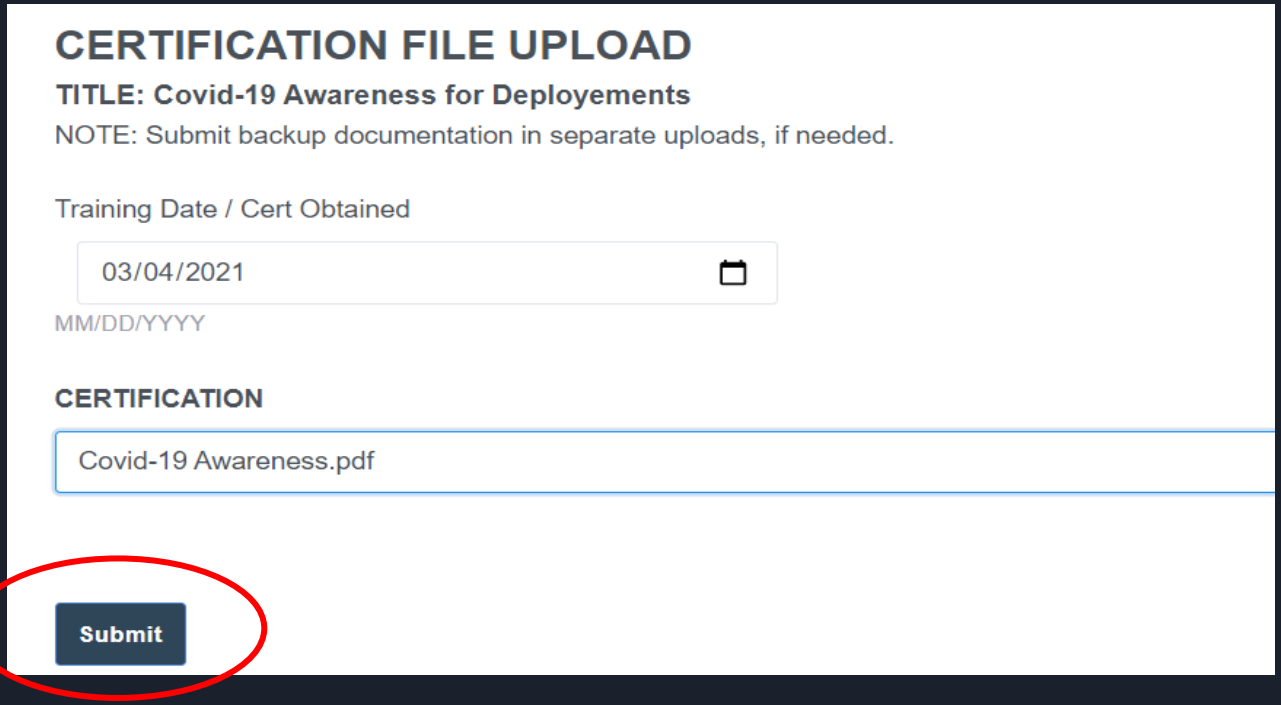
Select the correct file, then click open





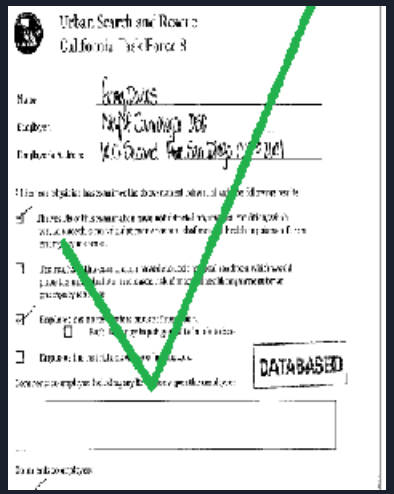
Confirm the correct date and file, then click "Submit"

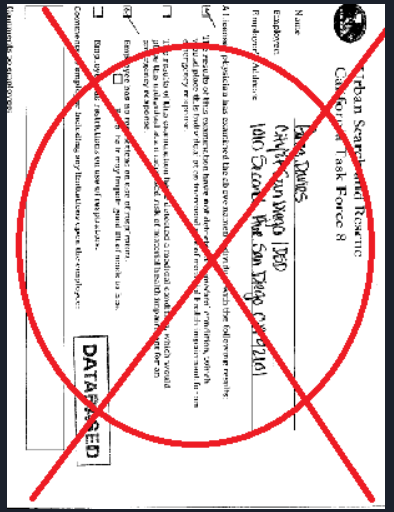
*date is the "certificate date" not submitted date

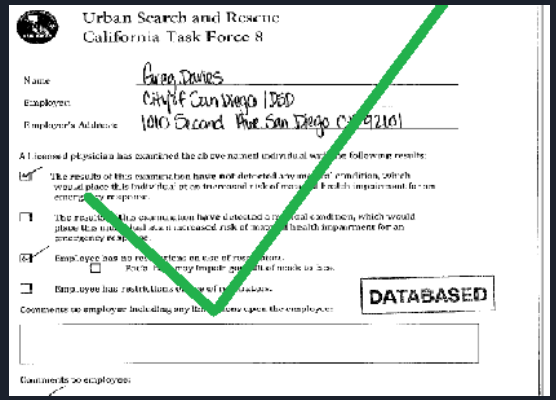


REQUIREMENTS FOR APPROVAL.

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

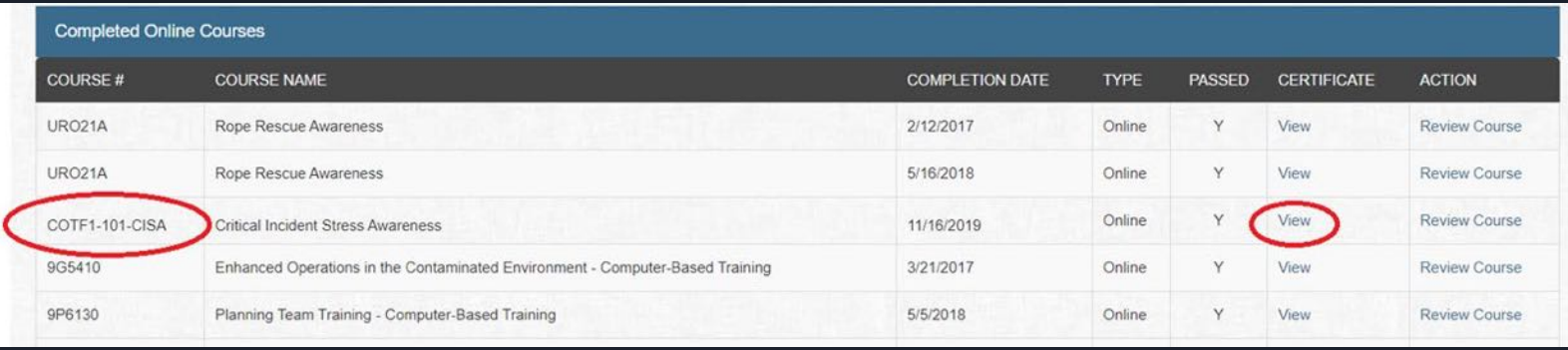






Find your completed class on the ESF #9 Training Portal [FEMA ESF #9 Training Portal]

Go to "**My Courses**" and scroll down to find "Completed Online Courses."



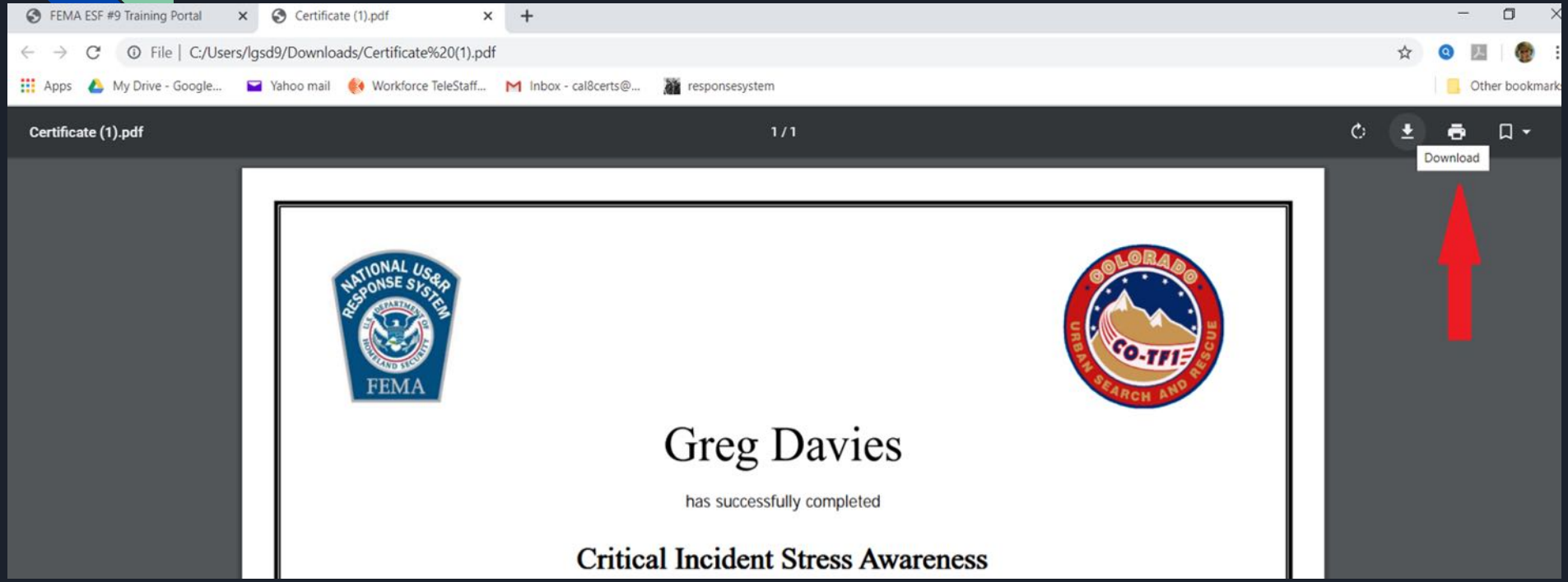
Completed Online Courses

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

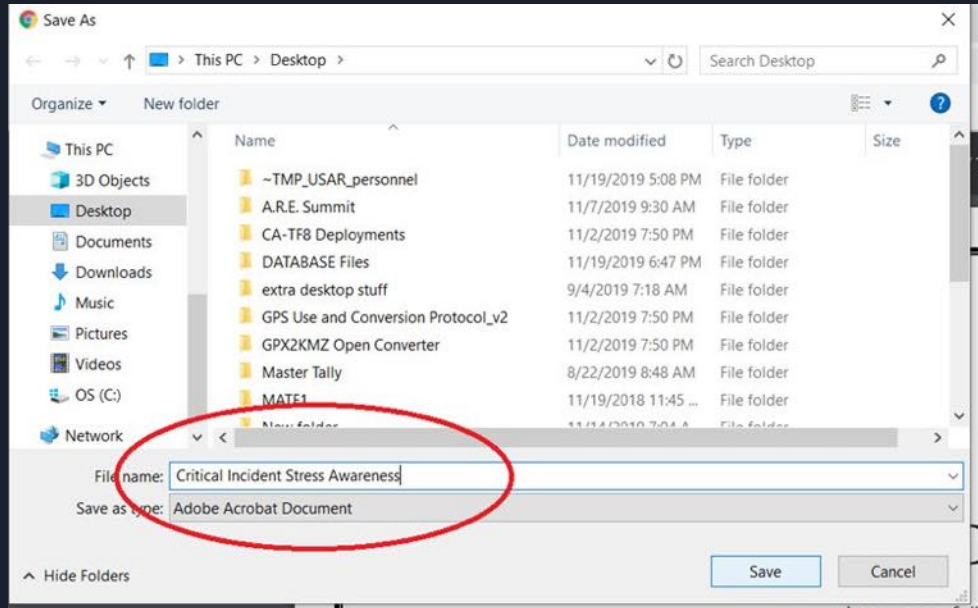
CATF1GPSOPS	GPS OPERATIONAL	5/28/2018	Online	Y	View	Review Course
HeloOps101	USAR Air Operations Online	4/6/2019	Online	Y	View	Review Course
9P5530	Hazardous Materials Specialist - Computer-Based Training	9/19/2017	Online	Y	View	Review Course
NJTF025K	Considerations For Companion & Service Animals	5/25/2018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

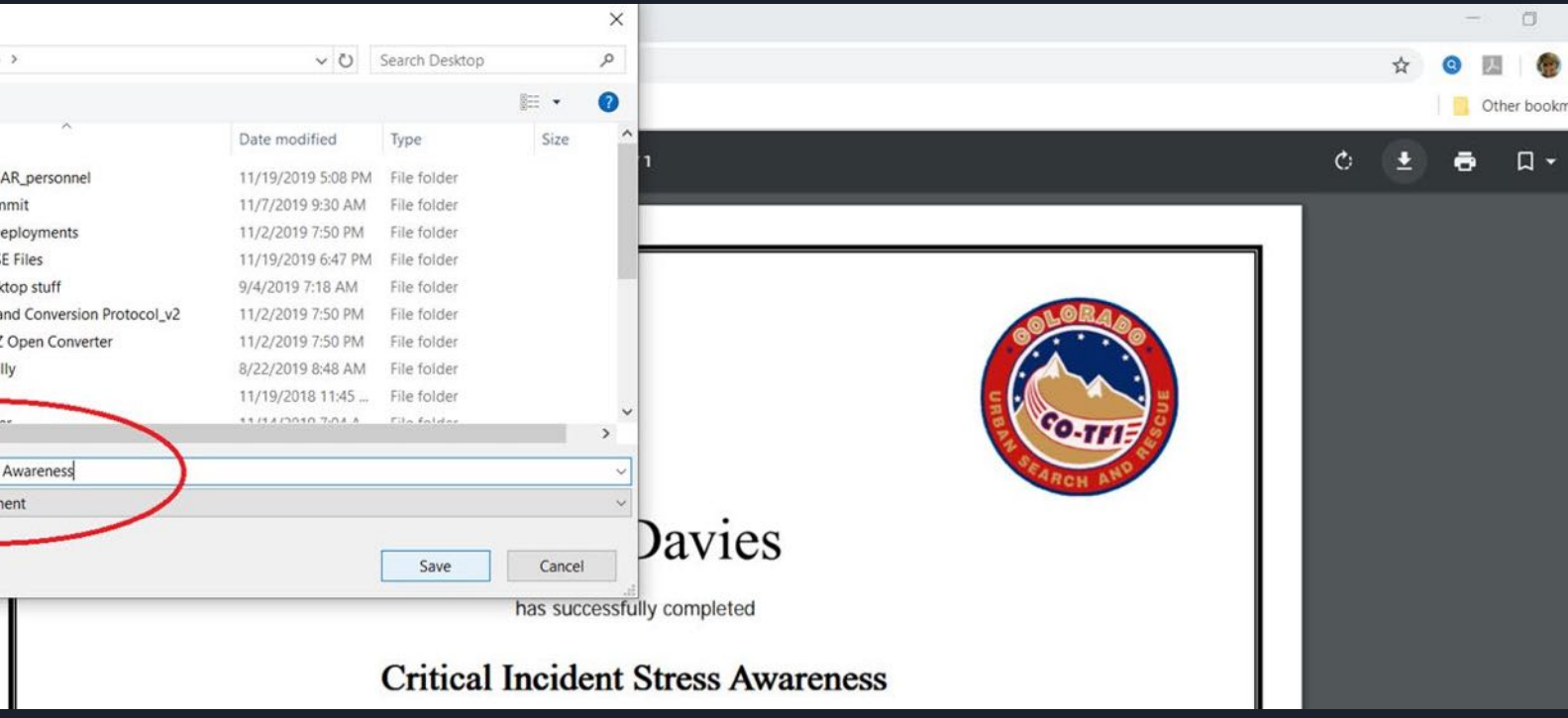
Click the “Download” button.



Rename and save it as a PDF to your computer

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





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US&R
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THANK YOU

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RESPONSE SYSTEM
U.S. DEPARTMENT OF
HOMELAND SECURITY
FEMA