

NMServes Registration Walk-through for New Mexico Adopt-A-Pod Volunteers

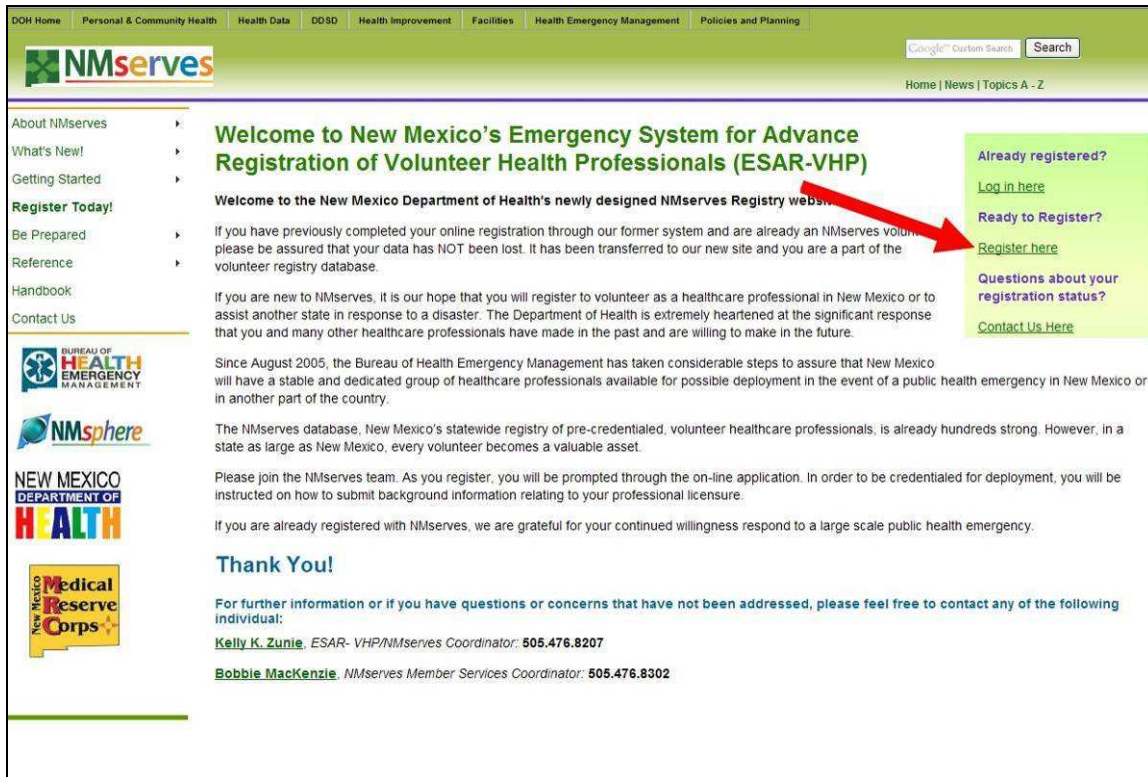
Short Version

(see the Long Version of this document for a more complete description of the registration process)

1. Type “www.nmserves.org” into your address bar

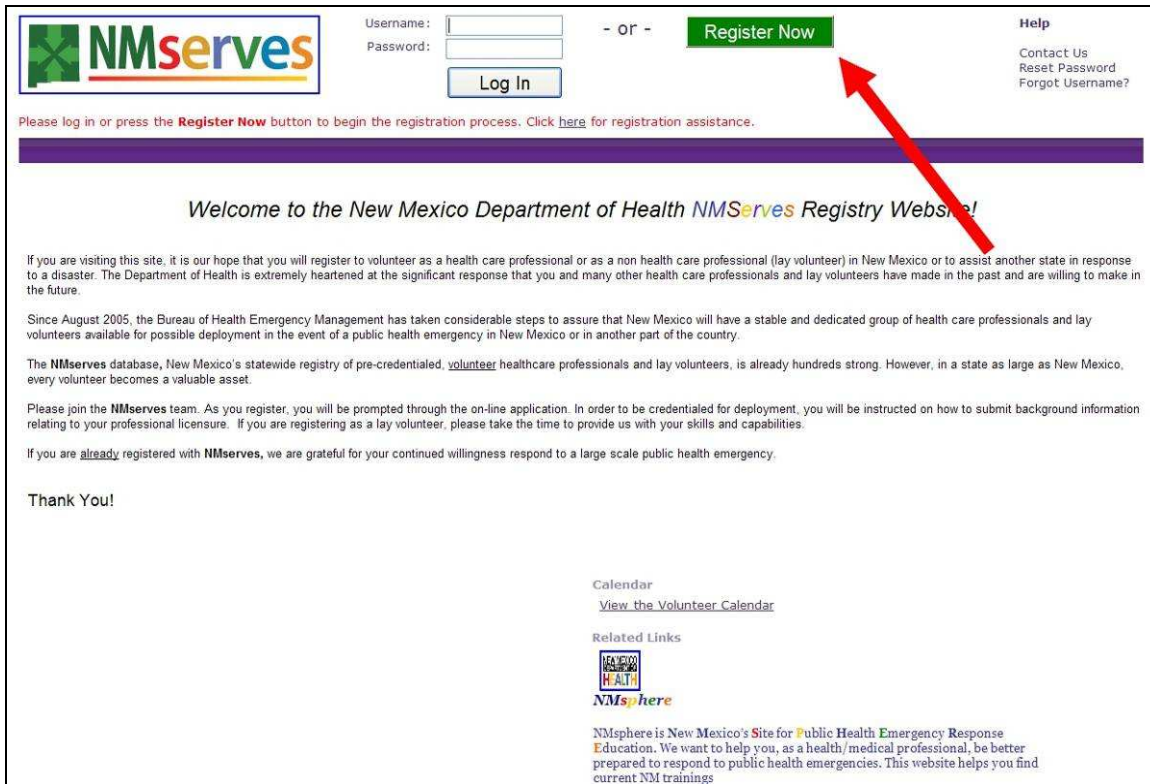


2. Click “Register here”

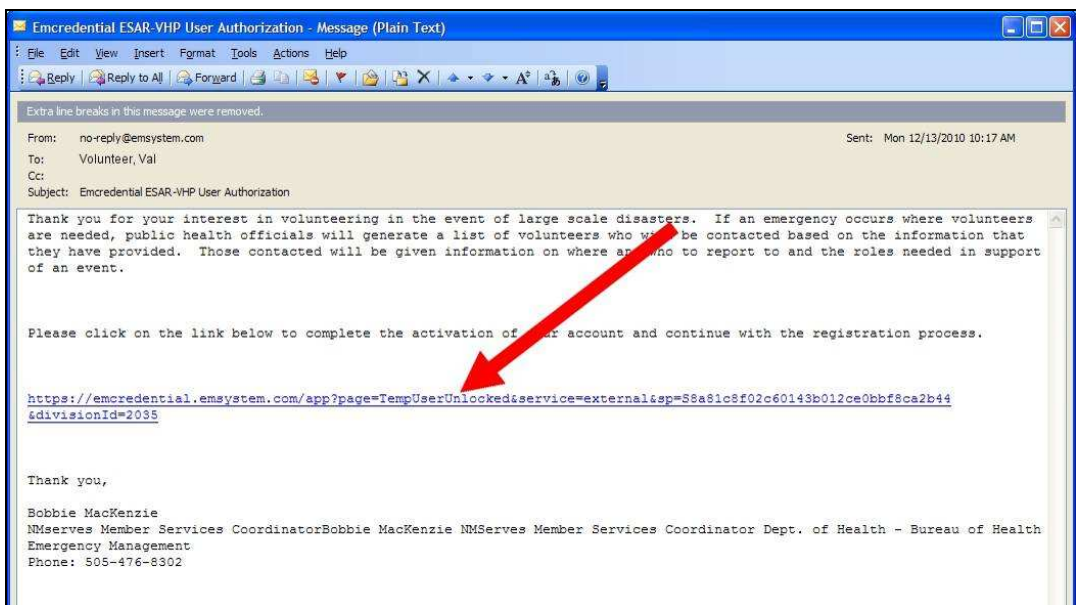


3. Fill out the initial registration form

- When you are sent to the page shown below, click “Register Now” and fill out the form.



- NMServes will now send you an email. You may have to wait a few minutes for the email to get to your email box. Open up your email box. Find the email titled “Emcredential ESAR-VHP User Authorization”. If it’s not in your Inbox, check your Junk or Spam email folder. Click on the link in the email to open the NMServes website in your web browser



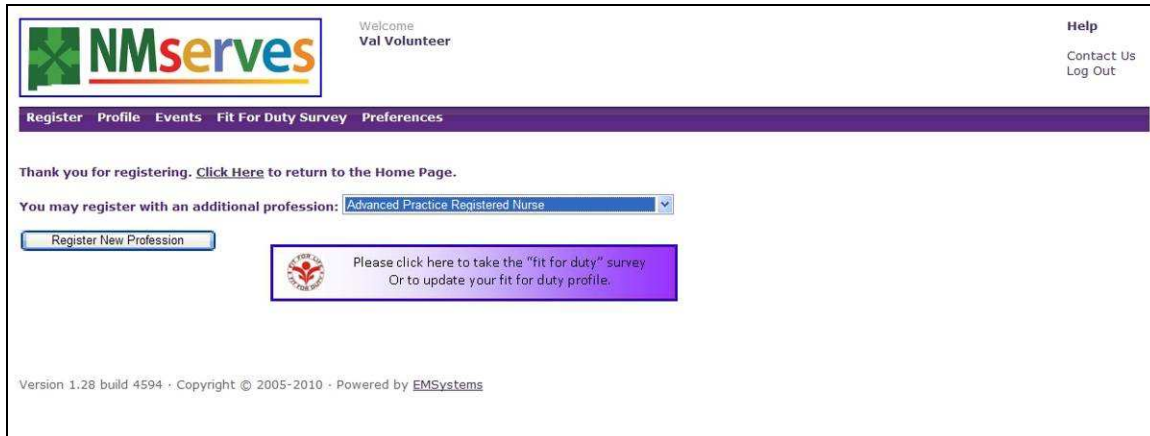
- When the link opens in your web browser enter your username and password and click “Log In”. Fill out the form paying special attention to the information in Steps 7, 8, & 9.

- In the “Profession” box on the “Credentials and Licenses” page, people who are not health care professionals should select “Lay and Non-Healthcare Volunteer”.

- In the “Please enter your special skills...” on the “Background Information” page enter “POD”. Complete the rest of the form and click “Next”

- In the “Incident Type Preference” box on the “Acknowledgement Page” enter your county name plus “POD”. For example, volunteers from San Miguel County would enter “San Miguel County POD”.

10. You will see the page below when your application is complete. You may be contacted by NMservices staff for additional information. You will be notified once your application has been completely processed.



The screenshot shows the NMservices website interface. At the top left is the NMservices logo. To its right, the text reads "Welcome Val Volunteer". On the top right, there are links for "Help", "Contact Us", and "Log Out". A purple navigation bar contains the following menu items: "Register", "Profile", "Events", "Fit For Duty Survey", and "Preferences". Below the navigation bar, a message says "Thank you for registering. [Click Here](#) to return to the Home Page." Underneath, there is a dropdown menu for "You may register with an additional profession:" with "Advanced Practice Registered Nurse" selected. A button labeled "Register New Profession" is located to the left of a purple box. The purple box contains the text "Please click here to take the 'fit for duty' survey Or to update your fit for duty profile." and a small circular logo with "FIT FOR DUTY" text. At the bottom left, the footer text reads "Version 1.28 build 4594 · Copyright © 2005-2010 · Powered by [EMSystems](#)".