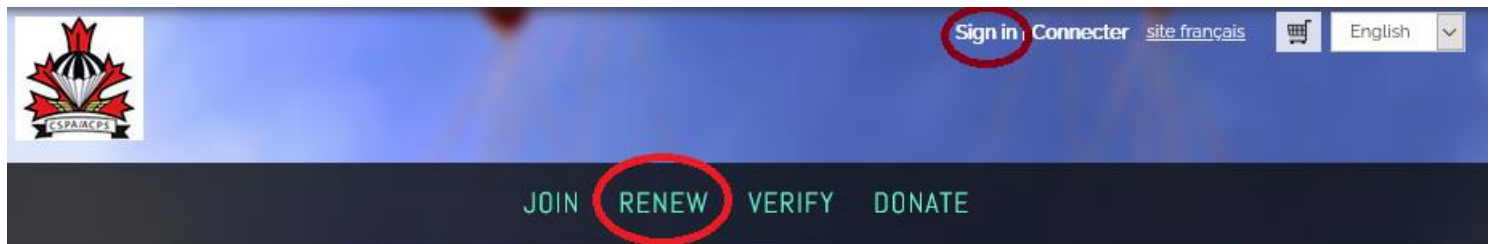


Instructions – EXISTING CSPA Skydivers (current or expired)

Logging into your online profile – FOR THE FIRST TIME

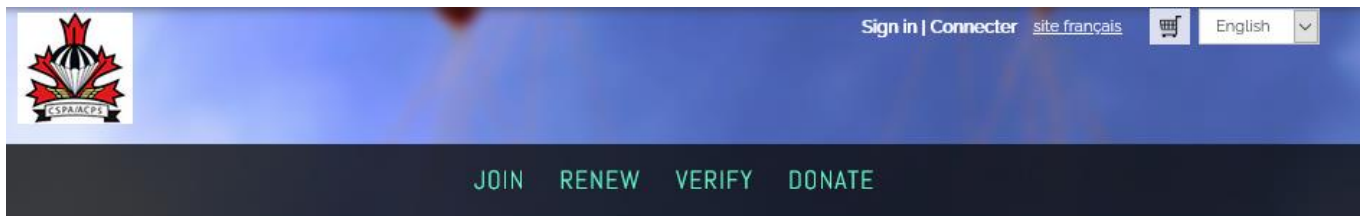
1. Visit <https://cspa.imiscloud.com/Public-EN>
2. Click “Renew” OR “Sign in”
3. Enter your username, which is your email address CSPA has on file.
 - Your username is defaulted to the email address CSPA has on file - the email address to which you normally receive your payment receipts and PDF affiliation cards. If you are unsure of your email address, please contact office@cspa.ca.
4. Click “Forgot password?”
 - NOTE – this process is ONLY for the first time you sign in. If you have already reset your password then you do not need to complete this step. You can proceed to step 7 with the password you created when you first logged in.

A screenshot of the "Sign In" form. The form has two input fields: "Username" with the value "johnny@cspa.ca" and "Password" which is empty. Below the fields is a green arrow-shaped "Sign In" button. At the bottom of the form are three links: "Forgot username?", "Forgot password?" (circled in red), and "Create a new account". A large red oval highlights the "Sign In" button and the "Forgot password?" link.

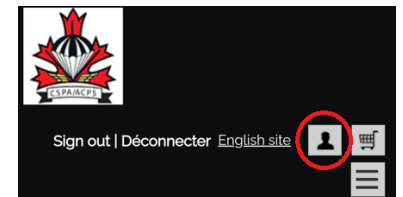
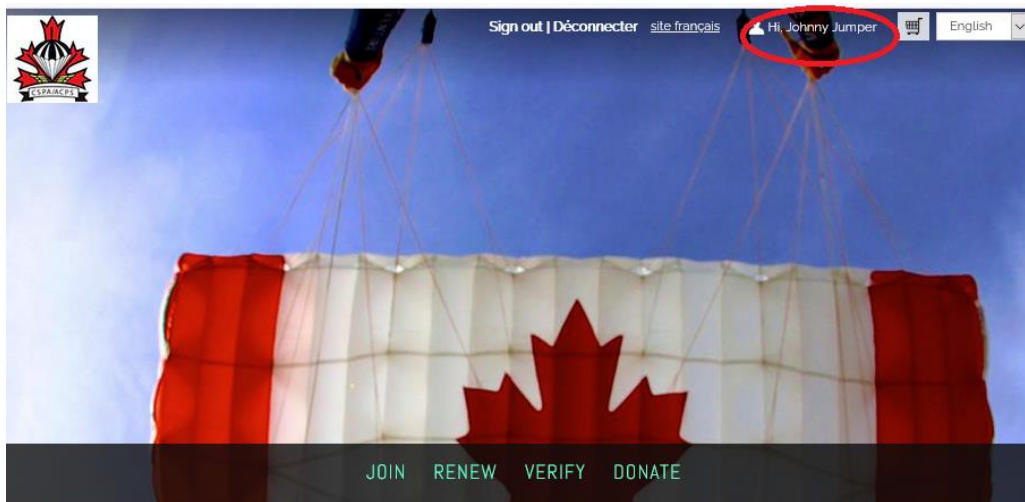
5. Re-enter your username if requested, click “Submit”

A screenshot of a browser window titled "Forgot Password". The page has a black header with the title. Below the header, it says "Password request" in purple. The main text reads: "Enter the username for your user account, then click submit. We will email you a link to a page where you can easily create a new password." There is a red asterisk next to the "Username" label. The input field contains "johnny@cspa.ca". At the bottom are two buttons: a green arrow-shaped "Submit" button and a black arrow-shaped "Cancel" button.

- You will receive an email with instructions to reset your password. If you do not receive an email within 15 minutes:
 - Check your junk/spam folders
 - Contact imis@cspa.ca to verify the email address on file and reset your username and password
- Once your password has been reset, enter your username and new password. Click “Sign In”

A white rectangular form titled "Sign In" is centered on the page. It contains two input fields: "Username" with the text "johnny@cspa.ca" and "Password" with a masked field of blue dots. Below the fields is a green arrow-shaped button labeled "Sign In". At the bottom of the form are two links: "Forgot username? | Forgot password?" and "Create a new account".

- Once your login is successful, click on “Hi [your name]” at the top right hand corner. This will now present you with your profile. Mobile users, click on the silhouette of the head.



9. Take a tour, view your information, your settings, your CoPs, your ratings, etc. If you have any questions on the information displayed in your profile, please contact imis@cspa.ca
- Note – If you don't see your address listed, it's because we are waiting on a technical support team to fix an issue. You can, however, click the pencil icon and your address is displayed. **This is also how you can change your address, your phone number or your email.**

