## Instructions – EXISTING CSPA Skydivers

## **Renewing your ratings**

- 1. Visit https://cspa.imiscloud.com/Public-EN
- 2. Click "Renew" OR "Sign in". You must have already completed the instruction document on how to access your profile. If this is your first time logging in, please return to the <u>website</u>.
- 3. 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.





4. Click on "Ratings" and select the edit pencil under "Revalidation"



5. Once in edit mode, select the file you want to upload. Once uploaded, verify that the dot is green. This confirms the file was uploaded correctly. Then click the box next to "Notify CSPA office". Click "Save".



6. Ensure your file is uploaded and the box is checked "yes", like below.

## Revalidation | Renouvellement

Document

ACPS

Notify CSPA office |

Aviser le bureau

★ Download file
Yes

- 7. If you have issues with uploading, please send your form to office@cspa.ca
- Renewals will be processed within 72 business hours. If your ratings have not been renewed after this time, please email <u>office@cspa.ca</u>. If your form was incorrectly completed (missing initials, incorrect ratings etc.) then it will be returned to you and will not be processed.

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