

TERMS SMAT 500 Affiliation Instructions

If you **do not** have a TERMS Account

I. Go to TERMS.ncem.org

A. *Click create account now*

1. Fill in name and last 4 digits of your social security number.
2. Complete personal profile click save.
3. Once save is clicked you will see a box appear. It will read *Volunteer and Incident Response Team Participation*- click the **Response Profile** button.
4. The **Response Profile** page will appear
5. Please click the **Team Participation** button
 - In the *Request for Team Membership* box click the **Join a Team** button
 - Select **ESF8 – Public Health and Medical Services**
 - Select **State Medical Assistance (SMAT) Team II Program**
 - Check the **Triad Healthcare Preparedness Coalition (THPC)** box
 - Press the **Request Membership** button
6. A green confirmation box will appear confirming your request. Once affiliation is requested, your profile will be pending.

B. *Your profile will be sent to SMAT 500 staff for review and confirmation. You will receive an email once you have been approved for the SMAT 500 roster.*

TERMS SMAT 500 Affiliation Instructions

If you **have** a TERMS Account

II. Go to TERMS.ncem.org

A. *Log In*

B. *On the left hand column, under Response, please click the **Response Participation** button.*

1. Your **Response Profile** page will appear
2. Please click the **Team Participation** button
 - In the *Request for Team Membership* box, click the **Join a Team** button
 - Select **ESF8 – Public Health and Medical Services**
 - Select **State Medical Assistance (SMAT) Team II Program**
 - Check the **Triad Healthcare Preparedness Coalition (THPC)** box
 - Press the **Request Membership** button
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C. *Your profile will be sent to SMAT 500 staff for review and confirmation. You will receive an email once you have been approved for the SMAT 500 roster.*