

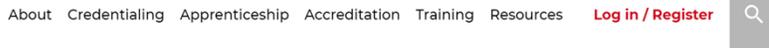


# Register as a New Candidate

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Individuals must be registered as candidates before NIMS online theory tests may be accessed. Registration is required only once per person.

1. Go to [www.nims-skills.org](http://www.nims-skills.org) and click **Log in / Register** in the top-right corner.



2. Click the **Create an Account** button.

## Need an Account?

By creating a free account, you will be able to access our online tools. Learn more about the tools below and register today!

If your organization has never hosted testing before, then you should [register your organization](#) with NIMS to get the process started.

Create An Account

3. Using the drop-list menu, select the **candidate** role, then click **proceed**.
4. Complete all fields on the **Candidate Registration** page, then click **next**.
5. Complete all fields listed below, then click **next**.
  - a. **Organization Name** – The name of your affiliated school or company
  - b. **Student ID** – Skip if not applicable.
  - c. **Job Title** – Skip if not applicable. High school/college students may enter *student*.
6. All fields are required on the page requesting date of birth and more; however, **prefer not to say** may be selected for specific fields. Complete all applicable fields then click **next**.
7. Complete all fields, then click **next**.
  - a. For *how are you connected with NIMS*, high school/college students select *educational institution*.
8. Click *I'm not a Robot*, then **submit**.
9. A **registration confirmation** will be emailed to the candidate and at this time, the candidate may log into the NIMS website. **NOTE:** The candidate still needs to pay

the \$40 registration fee before any tests may be accessed.

To pay the registration fee, the candidate should:

- a. Go to [www.nims-skills.org](http://www.nims-skills.org) and click **Log in / Register**.
- b. Enter his or her username and password, then click **login**.
- c. On the welcome screen, select the **Testing Center** option.

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### Testing Center

Take tests, view and print credentials, view candidates, and manage account codes (based on your enabled user roles). →

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- d. The next page will provide a payment screen. At this time, the candidate will enter credit card information or select the *use account code* option if a code has previously been arranged.

Once payment info is entered, click **submit payment**.

- e. Review the order for accuracy, then click **pay registration fee**.

The fee is now paid. A receipt will automatically be emailed to the candidate. To print a receipt, click the *printer friendly version* button.

Click **back** to view your **Order History** and continue using the website.