

Ohio Department of Public Safety

Division of Homeland Security



Emergency Partner Credentialing System (EPCS)

User Guide

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Mission

The Emergency Partner Credentialing System (EPCS) was created to give Ohio Homeland Security's OP3 Private Partners the opportunity to aid their communities in the wake of an emergency or disaster. This database will allow OP3 Private Partners to credential personnel for emergencies giving them access through law enforcement checkpoints.

Requirements

- Internet Connection
- Valid **AGENCY** Email Address. Email addresses that end in Gmail, AOL, yahoo, or otherwise will **not** be accepted.
- CIMS OP3 Local Admin Account

New Users

The application process begins at the CIMS homepage, which can be found [here](#). The applicant should apply with the intent of sharing information and building partnerships with state and local entities focusing on reporting potential acts of terrorism, suspicious activity or violent crimes

CIMS applications are submitted to CIMS Administration, which are representatives of Ohio Homeland Security's Strategic Analysis and Information Center (SAIC). Upon receiving an application, CIMS Administration will ensure that the email of the applicant is verified, and that the applicant's supervisor approves the need for a CIMS account. Once the approval is given, the application is processed and the applicant will receive a CIMS automated email with the initial password and login instructions.

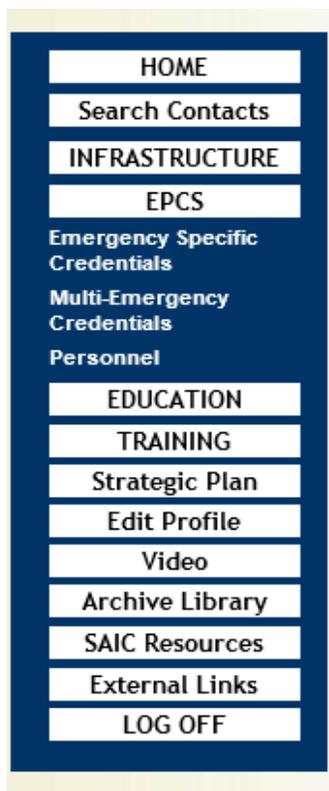
Navigating EPCS

Use the following link to login to the Communication Information & Management System (CIMS):

<https://services.dps.ohio.gov/CIMS/Public/Login.aspx>

Enter your username and password.

The EPCS menu on the left hand side of CIMS will allow you to maneuver through the EPCS platform. There are three menu options that will open when the EPCS option is selected. These menu options should include “Emergency Specific Credentials”, “Multi-Emergency Credentials”, and “Personnel”.



Emergency-Specific Credentials

Displays all current active emergencies. The credentials button next to each emergency allows the OP3 Local Administrator the ability to assign a credential to any of the personnel they have added. The credentials that are activated from this page expire one week from the date of activation. You may also search for past emergencies in the search box at the bottom of the page.

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Multi-Emergency Credentials

Displays all personnel from the OP3 Local Admin's business that have been nominated for a Multi-Emergency Credential, as well as the approval status of each nomination. Once a personnel has been nominated, the credential must be approved by the Ohio homeland Security Director, the Ohio Department of Public Safety Director, and CIMS Administration; in that order, before the OP3 Local Admin can verify the nomination. Once a nomination has been approved and the credential is activated, the credential will expire in six months. You can also search for past/inactive Multi-Emergency Credentials in the search box at the bottom of the page.

Personnel

This page allows OP3 Local Admin to add and edit personnel from their organization. The activation status (whether or not a person is able to be credentialed), is also displayed on this page. OP3 Local Admin can also search for personnel that they have added by using the search box found at the bottom of the page.

There is an "Export to Excel" option at the bottom of each page that allows you to export personnel and emergency information for your specific use.

Adding Personnel:

Select **Personnel** from the menu on the left hand side of the screen (*see figures below*).

- Click on the “Add Personnel” button located at the top of the page.
 - Fill in all required fields
 - If you utilize rental or fleet vehicles you may select that option and refrain from designating a particular vehicle. However, if you know what vehicle they will have, please fill in the fields.
- Select the “Save Personnel” button at the bottom of the page.
 - Confirm that you wish to save by selecting “OK” in the first pop up and “Close” in the second window that follows.
- You will then be automatically directed back to the “Personnel” homepage.
- From there you can add additional personnel or edit information on the already existing personnel.

Figure 1: Personnel Homepage

The screenshot shows the 'PERSONNEL HOMEPAGE' with the following elements:

- Instructions: 'To Add an individual, select the "Add Personnel" button.' and 'To Edit/Deactivate an individual, click on the pencil icon next to their name.'
- 'Add Personnel' button (labeled A).
- 'Existing Personnel' table with columns: Company, First Name, Middle Initial, Last Name, Status, Edit (labeled B).
- 'Total Personnel : (2)'
- 'Search For Personnel' section (labeled C) with fields for Company Name, First Name, Last Name, and Status (Active, Inactive, All), and Search/Clear buttons.
- 'Export To Excel' button (labeled D).
- 'Back to Emergency Homepage' button.

- A) **Status Column** – This column displays whether a personnel is considered Active or Inactive. *Only Active personnel can be assigned credentials.*
- B) **Edit Column** – This column allows users to edit the personnel’s information and update their status to Inactive. In order to change a personnel’s status to Inactive you must deactivate them (*see figure 2*).
- C) **Search For Personnel** – This search box allows users to search for specific personnel in their company by either name or activation status.
- D) **Export to Excel** – This feature allows the user to export personnel data into excel format.

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Figure 2: Edit Personnel

Personnel Information	
* are required fields.	
First Name:*	Benjamin
Middle Initial:	(1 character only)
Last Name:*	Ball
Job Title:	Global Security Ops Center associate
State ID/DL Number:*	RJ12345
Issue State:*	Ohio
Phone: *	(614) 580-7177 (XXX)-XXX-XXXX
Phone Carrier: *	Verizon Wireless
Email:*	ben_ball@abercrombie.com

Check if using a Rental or Fleet Vehicle: **A** ←

Vehicle Information	
Make:	Ford
Model:	Escape
Year:	2004 (YYYY)
License Plate Number:	FYT5462
Issue State:	Ohio

B [Deactivate This Personnel](#)

Status	
Status:	Active
Has Active Credentials?:	No
Added By:	BenjaminN Ball
Added Date:	12/9/2015
Modified By:	BenjaminN Ball
Modified Date:	12/9/2015

[Save Personnel](#)

- A) Is Rental Or Fleet Vehicle** – You can select this option if your company utilizes the use of Rental or Fleet cars and you’re unsure of what vehicle they will be taking.
- B) Deactivate This Personnel** – This link will update a personnel’s status to Inactive on both this page and in the “Status” column on the Personnel Homepage. This link is the only way to prevent personnel from receiving credentials; personnel cannot be deleted from the system.

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Instructions for OP3 Partner Organization Administrators

Assigning Emergency Specific Credentials:

Select **Emergency Specific Credentials** from the menu on the left hand side of the screen (*see figures below*).

- You will find a list of pre-designated emergencies. Each emergency will have information that includes the location, the emergency type, and a basic description of the emergency. *These are populated by The Ohio Department of Public Safety.*
- Select the “*Credentials*” button for the disaster/emergency you wish to send personnel.
- Select the “*Assign Credential*” button that appears in the center of the screen.
 - This will take you to a new page where you can select personnel to credential. This drop down menu will only display those who are active personnel without assigned credentials for that specific disaster.
- Once you select a personnel from that list, the personnel’s information will auto populate.
 - After you have confirmed that the information is correct, select “*Assign Credential*” at the top of the screen. Confirm that you wish to save by selecting “*OK*” in the first pop up and “*Close*” in the second window that follows.
- You will then be directed back to the “*Assign Credential*” page for the emergency you had initially chosen to send personnel.
 - From there you can either assign more credentials or select the “*Click for Emergency Specific Homepage*” button to select another emergency.

Figure 3: Emergency Homepage

EMERGENCY SPECIFIC HOMEPAGE

Click on the 'Credentials' button to distribute credentials for the selected emergency.

Location ▲	Disaster Type	Description	Status	Issue B
Batavia (TEST)	Flooding	Major flooding in residential areas. (TEST)	Active	Credentials
Columbus (TEST)	Winter Weather	Columbus has received 14 inches of snow and has been issued a Level 3 snow emergency (TEST)	Active	Credentials
Greater Columbus Area (TEST)	Winter Weather	10" of snow in Greater Columbus Area - High St. closed due to Snow (TEST)	Active	Credentials
Middletown (TEST)	Flooding	The Great Miami River has flooded due to heavy rain, blocking State Route 73 East and West Bound. (TEST)	Active	Credentials
Norwood (TEST)	Power Failure	A car accident has left the entire city (20,000 pop.) without power. (TEST)	Active	Credentials

1 2

Total Emergencies: (9)

Search for Emergency

Location Month Year

Disaster Type Date

Status Active Inactive

- A) Status Column** – Similar to the Personnel Homepage, the Emergency Homepage includes a “Status” column that shows whether or not the emergency is currently active. The activation status is determined by CIMS Administration. Your organization personnel can only be given credentials to active emergencies.
- B) Issue Column** – This column houses the “Credentials” button, which allows users to assign credentials to their personnel.
- C) Search for Emergency** – This search function allows users to search for specific emergencies, filtered by location, emergency type, date, activation status, or any combination of the above.
- D) Export to Excel** – This feature allows the user to export emergency data into excel format.

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Figure 4: Assign Emergency-Specific Credential

ASSIGN EMERGENCY SPECIFIC CREDENTIAL

Emergency Information

Location	Batavia (TEST)
Disaster Type	Flooding
Description	Major flooding in residential areas. (TEST)

Select the personnel and click on the 'Assign Credential' button to send the credential.
 If personnel or vehicle information has changed, click 'Edit Personnel'.

Company Name:

Personnel with no active credentials: **A**

Personnel Information

First Name:	Benjamin
Middle Initial:	
Last Name:	Ball
Position:	Global Security Ops Center associate
State ID/DL Number:	RJ12345
Issued State:	Ohio
Phone:	(614) 580-7177
Email:	ben_ball@abercrombie.com

Is Rental or Fleet Vehicle?

Vehicle Information

Make:	Ford
Model:	F Escape
Year:	
License Number:	FYT5462
License State:	Ohio

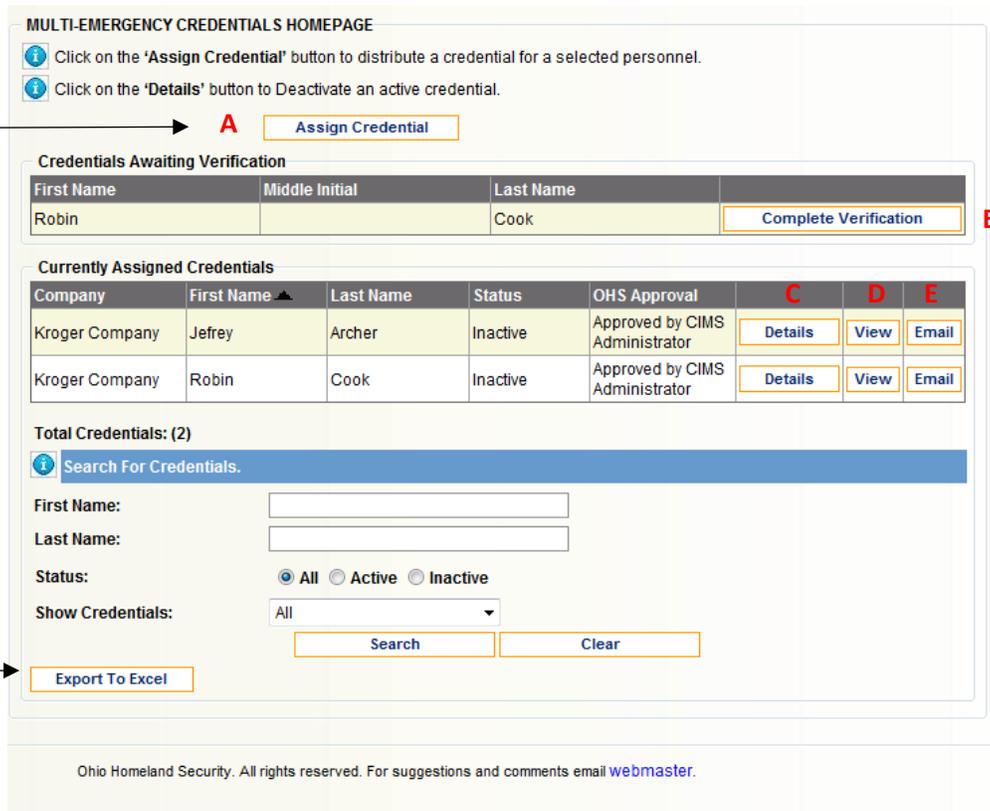
B

- A) Personnel with no active credentials** – This drop down menu will allow users to choose which personnel from their organization that they would like to assign a credential. The credential will be active only for the emergency specified at the top of the page and will expire ONE WEEK from the initial activation date.
- B) Edit Personnel** – This button takes you back to the page where you can edit personnel information, should you see a mistake in the information that auto populates when a personnel is selected from the drop down menu.

Assigning Multi-Emergency Credentials

- Click “*Multi-Emergency Credentials*” in the menu.
- Select “*Assign Credential.*” Select your personnel in the drop down menu. If at this time you would like to update any information regarding the personnel, you may select “*Edit Personnel.*”
- Enter your justification for requiring access to a Multi-Emergency Credential. Since these are issued on a limited basis, please be descriptive in submitting a valid justification.
- Select “*Assign Credential*” – this will send the request to the CIMS Administrator who will see it through the approval or rejection process. You can monitor the progress in the “*OHS Approval*” column on the Multi-Emergency homepage.
- Once it has gone through the approval process with The Ohio Department of Public Safety, you will see a new field in the Multi-Emergency Homepage; “*Credentials Awaiting Verification.*” You must select “*Complete Verification.*”
- Once you have verified the personnel they will display as currently assigned. You must select “*Email*” next to their name to send them the credential. It will come from CIMS@dps.ohio.gov.
 - Or you may select “*View*” to save it and send it as an email attachment to the personnel directly.

Figure 5: Multi-Emergency Credential Homepage



- A) Assign Credential** – This link takes you to the screen to select which personnel you would like to send for Multi-Emergency approval.
- B) Complete Verification** – This link will only be available after the personnel has been approved. It is the final step to creating the Multi-Emergency credential.
- C) Details** – This link will allow you to deactivate the credential if the personnel no longer requires it and the expiration date has yet to occur.
- D) View** – This link allows you to view the credential. You can also save the credential at this point and email to your personnel directly.
- E) Email** – This link MUST be selected after you select “*Complete Verification*” for the credential to be emailed to the personnel. **Export to Excel** – This feature allows the user to export multi-emergency data into excel format.

Deactivating Personnel:

Select **Personnel** from the menu on the left hand side of the screen.

- Click the pencil in the “*Edit*” column,  next to the desired personnel.
- At bottom of the screen where it says “*Status*” select the “*Deactivate This Personnel*” option.
- Confirm that you wish to save by selecting “*OK*” in the first pop up and “*Close*” in the second window that follows.

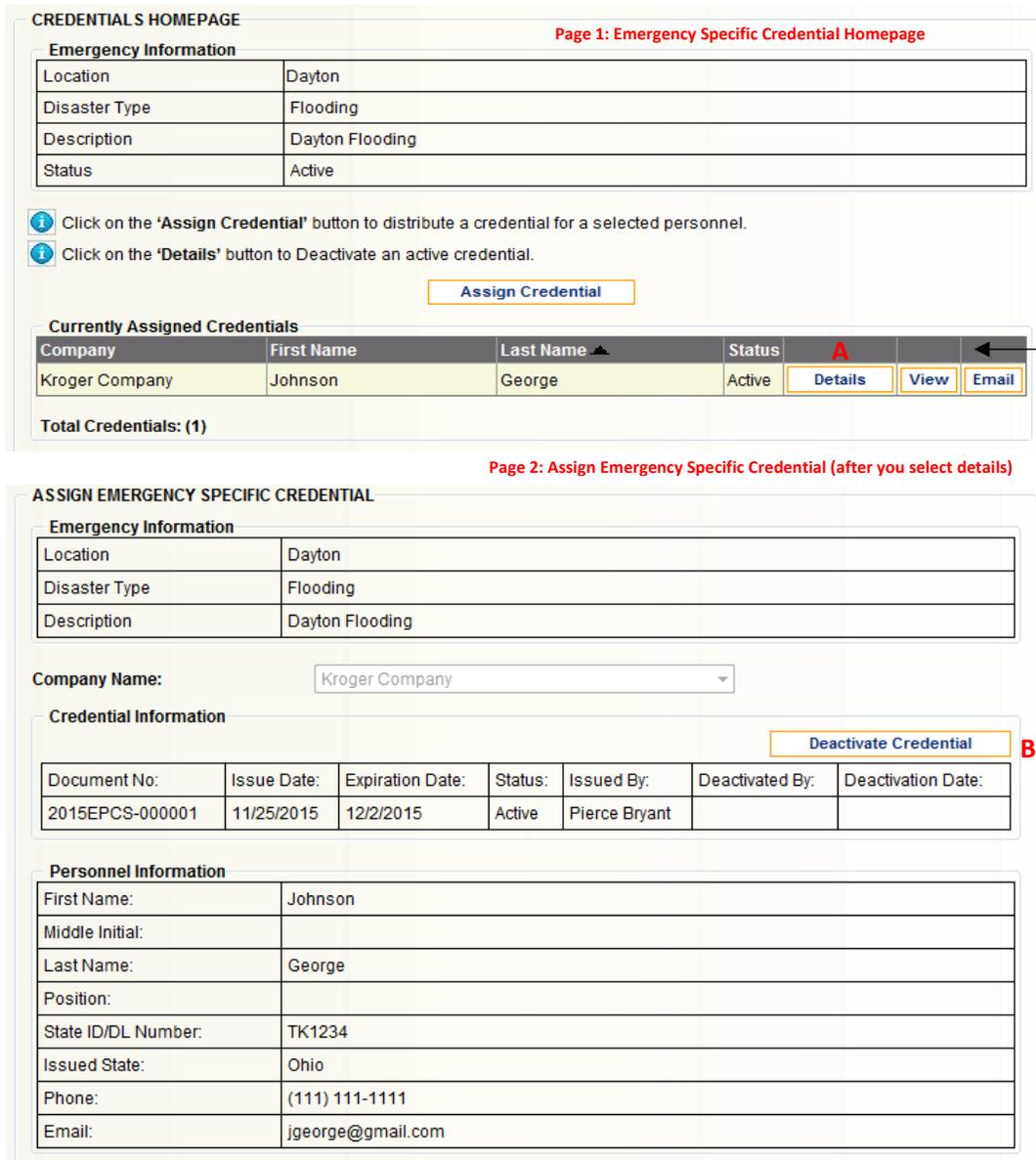
**See Figure 2 Editing Personnel.*

Deactivating Emergency Specific Credential:

Select **Emergency Specific Credentials** from the menu on the left hand side of the screen.

- Select “*Detail*” next to the desired personnel.
- In the “*Credential Information*” box select the “*Deactivate Credential*” option.
- Confirm that you wish to save by selecting “*OK*” in the first pop up and “*Close*” in the second window that follows.

Figure 6: Deactivating an Emergency Specific Credential



- A) Details** – This link will take you to page 2 in order to complete the Emergency Specific Credential deactivation.
- B) Deactivate Credential** – This link will deactivate the credential for the selected personnel. Once the personnel’s credential is deactivated for this emergency specific event, they cannot be reassigned to this emergency.

Deactivating Multi-Emergency Credentials:

Select **Multi-Emergency Credentials** from the menu on the left hand side of the screen.

- Select “*Details*” next to the desired personnel.
- In the “*Credential Information*” box select the “*Deactivate Credential*” option.
- Confirm that you wish to save by selecting “*OK*” in the first pop up, and “*Close*” in the second window that follows.

Figure 7: Deactivating a Multi-Emergency Credential

MULTI-EMERGENCY CREDENTIALS HOMEPAGE

Click on the 'Assign Credential' button to distribute a credential for a selected personnel.
 Click on the 'Details' button to Deactivate an active credential.

[Assign Credential](#)

Credentials Awaiting Verification

First Name	Middle Initial	Last Name	
Robin		Cook	Complete Verification

Currently Assigned Credentials

Company	First Name	Last Name	Status	OHS Approval	A		
Kroger Company	Jefrey	Archer	Inactive	Approved by CIMS Administrator	Details	View	Email
Kroger Company	Robin	Cook	Inactive	Approved by CIMS Administrator	Details	View	Email

Total Credentials: (2)

[Search For Credentials.](#)

First Name:
 Last Name:
 Status: All Active Inactive
 Show Credentials: All
[Search](#) [Clear](#)

[Export To Excel](#)

ASSIGN MULTI-EMERGENCY CREDENTIAL

Company Name:

Credential Information

Document No:	Issue Date:	Expiration Date:	Status:	Issued By:	Deactivated By:	Deactivation Date:
2015EPCS-000005	11/25/2015	5/27/2016	Active	Pierce Bryant		

[Deactivate Credential](#)

Personnel Information

First Name:	Robin
Middle Initial:	
Last Name:	Cook
Position:	
State ID/DL Number:	TN1222
Issued State:	35
Phone:	(111) 111-1111
Email:	rcook@gmail.com

Is Rental Or Fleet Vehicle?

Vehicle Information

Make:	Fordq
Model:	Fiesta
Year:	2010
License Number:	MKKK
License State:	Ohio

A) Details – This link will take you to page 2 in order to complete the Multi-Emergency Credential deactivation.

B) Deactivate Credential – This link will deactivate the credential for the selected personnel.

Important Notes

- Once someone is assigned a credential for an emergency specific disaster, they cannot be re-credentialed for the same disaster until the originally assigned credential expires.
- Only “Active” personnel can be assigned credentials.
- If someone is assigned a Multi-Emergency Credential, they cannot be assigned an Emergency Specific Credential on top of it.
- **Please contact the CIMS Administration with any questions you have at 1-844-647-2467 or by email at CIMS@dps.ohio.gov.**