

Federation of Chiropractic Licensing Boards CIN-BAD DATABASE



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of Chiropractic
Licensing Boards

HELPFUL TIPS

Each individual user of the **CIN-BAD Database** should have a personal **USER ACCOUNT**.

A User Account can be created on-line by anyone from your agency who has an "administrator" level account, or you may use this form to have the FCLB create those accounts for you.

There are two levels:

Administrator Level

--can create new accounts for other people from your agency (at both administrator and regular level), deactivate existing users on the account, and view usage information about all users from your agency. This includes reports that have been generated on given dates.

Regular Level

--can view only their own usage information.

Everyone can be at the administrator level, or you may choose just one or several people. There is no additional charge for this service. You decide who needs to know usage information. You can also upgrade a regular user to administrator level later.

CIN-BAD Subscriber Application for Administrator & Regular User Accounts

HINTS: Usernames are often formed by combining your first initial with your last name. You may want to be more creative for common names like Smith. Names and passwords are case sensitive.

1) First Name: _____ LastName: _____
Preferred name or nickname: _____
Email address: _____
If this user has no personal e-mail address, account information will be sent to the agency's contact administrator.

Requested username: _____
Limit 10 characters - no spaces

Password: _____
Limit 10 characters - no spaces

Check one: Administrator Level Regular Level

2) First Name: _____ Last Name: _____
Preferred name or nickname: _____
Email address: _____
If this user has no personal e-mail address, account information will be sent to the agency's contact administrator.

Requested username: _____
Limit 10 characters - no spaces

Password: _____
Limit 10 characters - no spaces

Check one: Administrator Level Regular Level

3) First Name: _____ Last Name: _____
Preferred name or nickname: _____
Email address: _____
If this user has no personal e-mail address, account information will be sent to the agency's contact administrator.

Requested username: _____
Limit 10 characters - no spaces

Password: _____
Limit 10 characters - no spaces

Check one: Administrator Level Regular Level

Need more accounts? Please feel free to copy this form!

Agency Name: _____

Supervisor or Administrator Signature _____

Phone: _____

Fax: _____

Email: _____

Please return this form to the FCLB via email, mail or fax:

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