FEDERATION OF CHIROPRACTIC LICENSING BOARDS

Federation of Chiropractic Licensing Boards
OFFICIAL ACTIONS DATABASE
Internet Version

CIN-BAD Subscriber Application for Administrator & Regular User Accounts

HINTS: User names are often formed by combining your first initial with your last name (gwashington for George Washington). Be more creative for common last names like Smith – AJ Smith. Names and passwords are not case sensitive - AJSmith is the same as ajsmith. PLEASE PRINT:

1) First name:_____ Last name:_____
Preferred name or nickname:_____
E-mail address:_____
If this user has no personal e-mail address, account information will be sent to the agency's contact administrator.
Requested user name: __ __ __ __ __ __ __ __ __ __
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:_____
E-mail address:_____
If this user has no personal e-mail address, account information will be sent to the agency's contact administrator.
Requested user name: __ __ __ __ __ __ __ __ __ __
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:_____
E-mail address:_____
If this user has no personal e-mail address, account information will be sent to the agency's contact administrator.
Requested user name: __ __ __ __ __ __ __ __ __ __
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: (____)_____

Please return this form to the FCLB

HELPFUL TIPS

Each individual user of the **Official Actions 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 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).
- can view usage information about all users from your agency. This includes reports that have been generated on given dates.
- can create an invoice to add additional money to your metered usage account.

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.

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