



## **State Firemen's and Fire Marshals' Association of Texas**

Phone: (512) 454-3473 • Fax: (512) 453-1876  
4450 Frontier Trail • Austin, Texas 78745

11-27-2007

### **Attention Department Chiefs and Training Coordinators!**

Good News! - We have just completed a large project here at the SFFMA to greatly improve the SFFMA Online certification/training system.

#### **IMPORTANT:**

With the new SFFMA Online system come some changes in the way you will login. Every member of your department has an SFFMA ID# and this is the key to using the system.

The User ID is your SFFMA Member ID number (located on your SFFMA annual membership card). The default password will be the first initial of your first name and the first initial of your last name, both lower case, plus the last four digits of your SSN. See example below.

**Member ID = 11111, Name = John Doe, SSN ###-##-2594. Therefore: User ID = 11111 Password = jd2594**

*\*\*\* Please note that when you login for the first time you will be required to change/enter a new password for security reasons. Follow the directions on the screen.*

There are **three** types of security levels in the new SFFMA Online. **Coordinators:** have access to the entire system. **Chief's:** have the same privileges as Coordinators with the exception of training records management. **Individuals:** Any member can login and review their own home contact information and update it, as well as print their own training progress report.

The new system is aware of the Chief or Coordinator on record and sets security privileges mentioned above accordingly. For that reason, it is more critical than ever for your department to **notify the SFFMA office of any Chief or Coordinator changes when they happen.**

***If you have ANY problems or questions regarding the new SFFMA Online, please don't hesitate to contact the SFFMA office at 800-580-7336***

In addition to the above changes we are launching a brand new redesigned online store very soon. Each Department will be issued a new "Department" User ID and Password for the all new SFFMA Online store. Only the person given permission by the department to use this special login can order books and merchandise on the departments behalf. This special login allows Net 30 billing, Tax exemption, and discount pricing. We will send a letter to every chief with this login in the coming days.

We thank all of our members for bearing with us as we made these changes! All of this effort is in the interest of improving efficiency and service to our membership and to all who utilize the website.

Donnie Pickard, President; Shawn Snider, 1st VP; Kent Watts, 2nd VP; Bryan Rickert, 3<sup>rd</sup> VP; Rex Klesel, 4<sup>th</sup> VP;  
Richard Van Winkle, Secretary; Bob Doolittle, Sr., Asst. Secretary;  
Ben Kennedy, Chaplain; Kyle Stephens, Immediate Past President; William Ludlow, Mascot