

CJTEC TMS

v 3.1

CRIMINAL JUSTICE TESTING AND EVALUATION CONSORTIUM

Testing Information Management System (TMS)

Becoming a Participant

Introduction

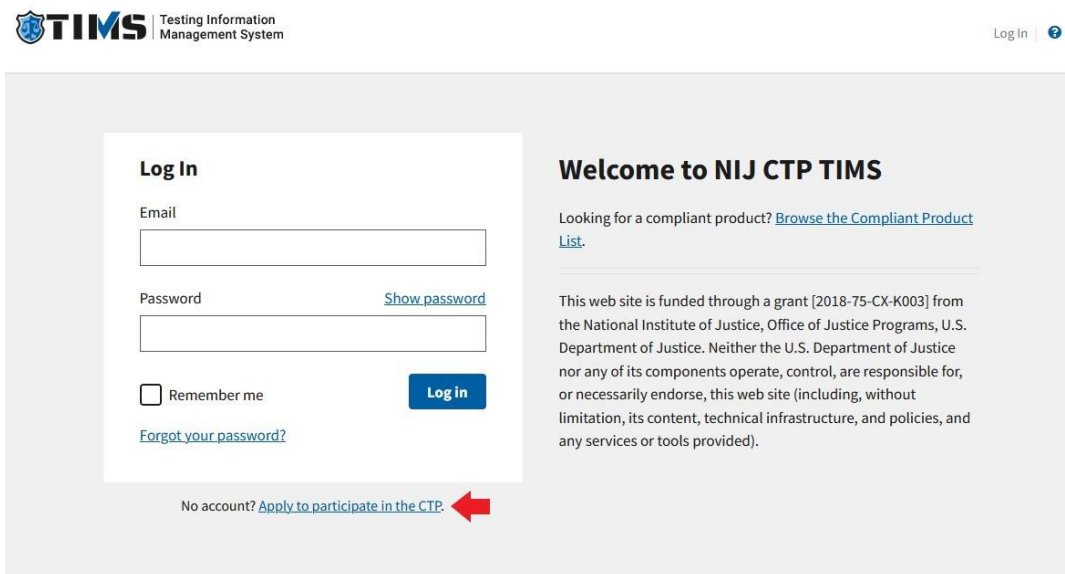
Participants are organizations that have individuals with accounts on the TIMS site for the purpose of submitting product samples to the National Institute of Justice Compliance Testing Program (NIJ CTP) to determine the product's compliance with the applicable NIJ Standard. If this sounds like you, read on to learn how to get your participant account(s).

There are three or four phases to the process of becoming a participant:

1. Application completion
2. Application review and account setup
3. (Signatories Only) Electronic Signature and Applicant Agreement

Step 1: Complete the Compliance Testing Program (CTP) Application Form

1. Navigate to the TIMS home page (<https://nijctp.org>) and click “Apply to participate in the CTP”.



The screenshot shows the TIMS website home page. At the top left is the TIMS logo and the text "Testing Information Management System". At the top right is a "Log In" link with a help icon. The main content area is divided into two columns. The left column contains a "Log In" form with fields for "Email" and "Password", a "Remember me" checkbox, a "Log in" button, and a "Forgot your password?" link. The right column contains a "Welcome to NIJ CTP TIMS" heading, a link to "Browse the Compliant Product List", and a paragraph of text about the website's funding and disclaimer. At the bottom of the page, there is a link "No account? Apply to participate in the CTP." with a red arrow pointing to it.

2. Once on the Application Form page, read all agreement text. Fill in all required fields for your company and the testing programs in which you wish to participate.
3. Review your inputs and submit the form.

Notes

At least one signatory and one authorized representative is **required**.

A **Signatory** is an officer of the company who has the authority to represent it and to bind the company to legal agreements. A signatory can submit models.

An **Authorized Representative** is a person who is not an officer of the company with the authority to bind it into agreements, but who has been granted the authority of the company to contact the NIJ CTP to discuss details of an armor submission. Representatives cannot submit models.

Step 2: Await Further Instructions

1. NIJ CTP staff will receive and review your application.
2. If additional information is needed, you will be notified to revisit the application form and modify that information.
3. Once approved, individual emails are sent to the signatories and authorized representatives you identified to complete the creation of their TIMS website accounts.
4. The link for account setup expires in 24 hours. If someone misses the window, they will need to contact the CTP at bactp@nijctp.org or by phone at 919-485-2717 for a new account setup email.
5. Set up your account by visiting the link in the email, then following the prompts on the screen to set a password and security questions.

Notes

Authorized Representatives cannot continue until the Signatory has completed all Agreements (see Step 3, below).

Step 3: (Signatories Only) Complete the Electronic Signature Agreement

1. Read all agreement text. The agreement contains program-specific requirements for participating in the NIJ CTP; applicants are encouraged to review all linked documents for each program to which they are applying.
2. Download the e-signature file and save it to a convenient location on your computer.

3. Upload the e-signature file you just downloaded for each product type you applied for.
4. Upload the e-signature file once more at the bottom and check the box agreeing to the terms.
5. Click “Sign”. You will be redirected to your TIMS dashboard.

Further Help

Whenever you find yourself needing help using the TIMS website, try clicking the question mark in the upper right corner of the page. Here you will find documentation about common tasks.

You may now want to read the following documents:

- [TIMS System Overview](#)
- [Submitting a Model](#)

If you have reviewed the help documentation and still require assistance with TIMS or the CTP, please contact the NIJ CTP at:

bactp@nijctp.org | 919.485.2717