

TO UPLOAD IMAGES/CERTIFICATES ONTO ESERVICES FOR VALIDATION

Sign in to www.capnhq.gov (if you have never signed in, you need to activate it)
On the left column click on MY OPERATIONS QUALIFICATIONS
On the left under “Emergency Services” (and under “SQTR”) click on ENTRY/VIEW WORKSHEETS
At the top click on VIEW/UPLOAD DOCUMENTS
Select the appropriate task you are uploading for (i.e. to upload a GTM3 SQTR, click on GTM3)
Click BROWSE and find the document
Click UPLOAD ES FILES (once uploaded, it will appear at bottom, and if you upload wrong file just click remove and do it again)
Once finished everything, click the X on the upload dialogue box and proceed to the next set of instructions

TO UPLOAD TASK COMPLETIONS ONTO ESERVICES FOR VALIDATION

Sign in to www.capnhq.gov (if you have never signed in, you need to activate it)
On the left column click on MY OPERATIONS QUALIFICATIONS
On the left under “Emergency Services” (and under “SQTR”) click on ENTRY/VIEW WORKSHEETS
You can also PRINT BLANK WORKSHEETS to bring to events for sign-offs
Under ACHIEVEMENT select the ES rating you want to enter information on (i.e. if you want to put your IS-100 certification in, click on IS-100)
Fill in all pertinent information for tasks completed ONLY (everything coincides with your SQTR)
***Make sure you put in the DATE the task was completed, EVALUATOR’S CAPID, and MISSION NUMBER it was completed under (Note: sometimes you will be signed off on a task that does not have a mission number, this is perfectly fine)
Once you have finished filling in everything, do not forget to click on SUBMIT then OKAY or YES