

# Step by Step Guide to NIMS Implementation

## Step 1: Complete NIMS Access Request Survey

<https://www.smartsurvey.co.uk/s/MAUUNG/>

## Step 2: Complete NIMS eLearning

Each NIMS user will need to complete our NIMS eLearning course. Please click the link <https://stateclaims.nimslearning.ie> and complete the 40 minutes training. You will be issued a certificate of completion.

## Step 3: Identify your IP address

Please identify the external IP address that you will using to access to the system by. This can be confirmed by clicking the following link: <https://whatismyipaddress.com/>

## Step 4: Send to stateclaims@ntma.ie

Send the eLearning certificate of completion and IP address to [stateclaims@ntma.ie](mailto:stateclaims@ntma.ie)