

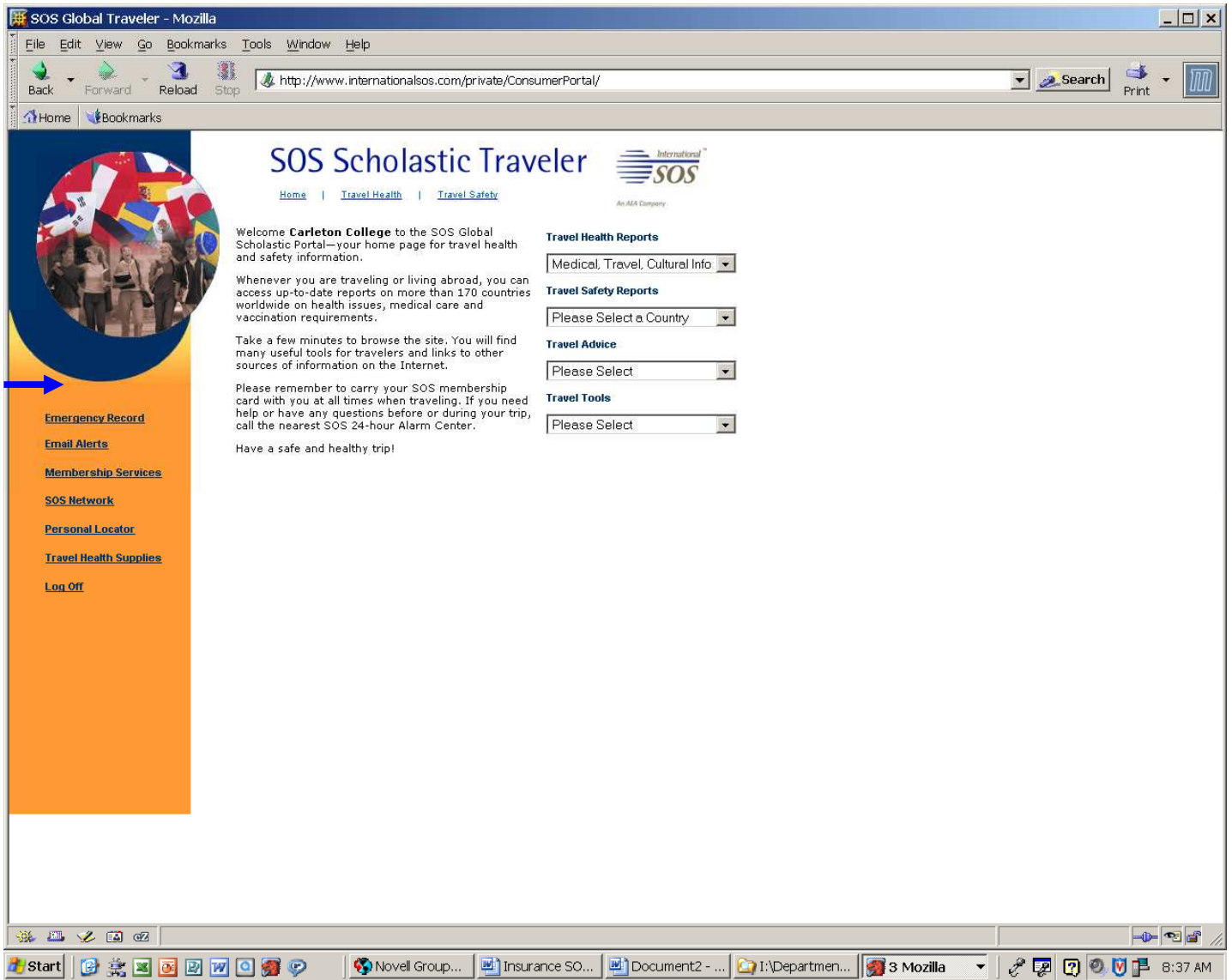
How to login and complete your SOS emergency record

1. Go to http://www.internationalsos.com/members_home/login/login.cfm

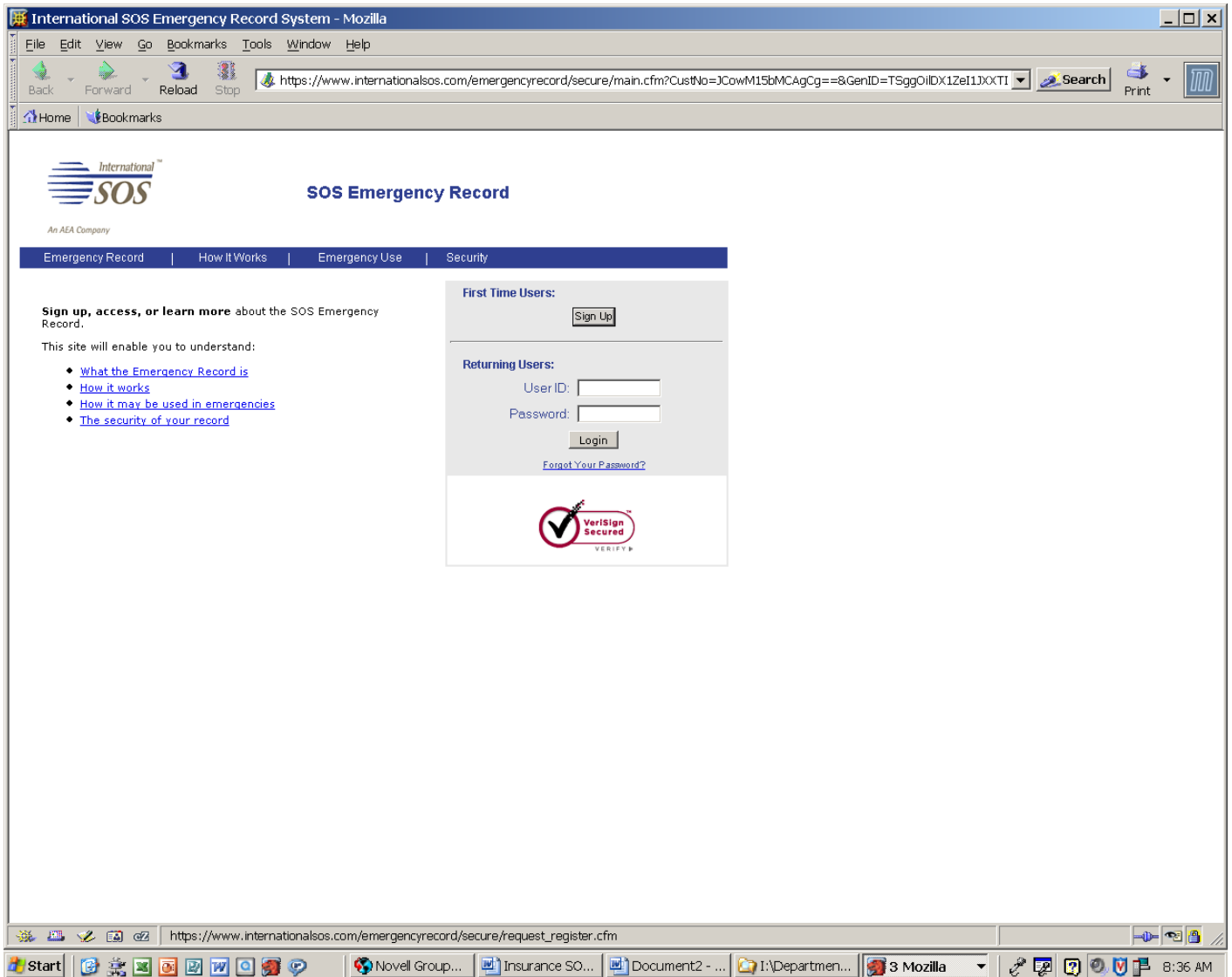
The screenshot shows a Mozilla browser window displaying the International SOS website. The address bar shows the URL http://www.internationalsos.com/members_home/login/login.cfm. The page features the International SOS logo and the tagline "The World's Largest Medical Assistance Company". A navigation menu on the left includes "Our Company", "Worldwide Network", "Members Login", "Career Info", "Our Regional Sites", "Buy Membership", and "SOS Online Products". The main content area contains a login form with a "Member Number" input field and a "Login" button. A red arrow points to the input field with the text "Your Member Number". Below the form is a link for "Forgot your member number?". A warning message states "Cookies must be enabled". A disclaimer box contains the text: "This web site is not a substitute or replacement for medical or personal safety advice, which we encourage you to obtain from a medical professional or other relevant specialist. Please Read our [Terms and Conditions of Use](#) Carefully Before Using this Site." At the bottom, there is a footer with the text: "Please Review Our [Terms and Conditions of use](#). All pages of the INTERNATIONAL SOS Web site are: © 2002, International SOS Assistance, Inc. All rights reserved." A language selection bar at the bottom includes links for Home, Contact Us, Site Map, Privacy Statement, Español, Français, Deutsch, 日本語サイト, 한국어, and 中国. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying 8:54 AM.

2. Enter the member number (as indicated in the picture). It's a group number for Carleton.

3. Once in, you'll see a paragraph beginning with "Welcome **Carleton College** to the SOS Global Scholastic Portal—your home page for travel health and safety information."



4. On the left, click on Emergency Record



5. If this is your first time (and for most it is) click on Sign Up in the First Time Users box.

6. If you have already done this, then simply enter your User ID and Password.

The userid and password you use is up to you, just be sure to remember them (write them down).

When you're finished clicking on "sign in" you'll get the next screen.

7. Enter the required data and click on “Submit”

The screenshot shows a Mozilla browser window titled "International SOS Emergency Record Registration - Mozilla". The address bar contains the URL: https://www.internationalsos.com/emergencyrecord/secure/request_register.cfm. The page content includes the International SOS logo and the heading "SOS Emergency Record Account Registration". The registration form consists of the following fields:

- First Name: *
- Middle Name: *
- Last Name: *
- Email Address: *
- Username: *
- Password: * (Case sensitive, 80-character with at least one numeric character)
- Confirm Password: *

Below the form is a "Permission" section with a checkbox and the following text: "Information enclosed in my Emergency Record may be used for the sole purpose of providing me with medical care and related services when circumstances require it. International SOS staff and persons and/or organizations who are providing, coordinating or monitoring my care in conjunction with International SOS are the only people authorized to use my information." A "Submit" button is located below the permission text. A note at the bottom states: "* represents a Required Field". The browser's taskbar shows the Start button and several open applications, including "Novell Group...", "Insurance SO...", "Document2 - ...", and "1:\Department...". The system clock shows 8:36 AM.

8. Click on Continue to your Emergency Record

The screenshot shows the same Mozilla browser window after the registration process. The address bar now contains the URL: https://www.internationalsos.com/emergencyrecord/secure/request_register.cfm?&s_plash=true. The page content includes the International SOS logo and the heading "SOS Emergency Record Account Registration". The main message is "Thank you for Registering" followed by a blue link: [Continue to your emergency record.](#) The browser's taskbar shows the Start button and several open applications, including "Novell Group...", "Insurance SO...", "Document2 - ...", and "1:\Department...". The system clock shows 8:39 AM.

The screen will look like this - but it will Welcome you, show the date on which you created the record, and the data you provided above will be shown.

International SOS
An AEA Company

Welcome

Date Created -

Please update your information using the Navigation Menu on the left side of this page.

Administration

- [Home](#)
- [Print or Email Summary](#)
- [Change Password](#)
- [Delete this Record](#)
- [Logoff](#)

Emergency Record

- [Personal Information](#)
- [Emergency Contacts](#)
- [Physicians](#)
- [Health Insurance](#)
- [Medical History](#)
- [Surgical History](#)
- [Current Medications](#)
- [Allergies](#)
- [Physical Devices](#)
- [Glasses & Contact Lenses](#)

Vaccination Mgmt

- [Travel Profile Wizard](#)
- [Vaccination Wizard](#)
- [Vaccination Summary](#)

My Documents

- [Attach a File or Photo](#)

General Information

Name: _____ Employer: _____
Home _____ Occupation: _____
Phone: _____ Title: _____
E-mail: _____ Location: _____
Work E-mail: _____

Home | [Contact Us](#) | [Privacy Statement](#) | [Logoff](#)

9. Click on the items on the left and enter the appropriate information.

10. When you're all finished, click on Logoff on the left. You'll get this screen, with your name at top. Click on the "[Click here](#)" to confirm your request to log off.

The screenshot shows the International SOS web portal interface. At the top left is the logo for International SOS, with the tagline "An AEA Company". To the right of the logo, the text "your name here" is displayed above a dark blue horizontal bar labeled "Logoff System". Below this bar, the main heading reads "Log off the Record". In the center of the page, there is a red text link: "[Click Here](#) to confirm your request to log off." On the left side of the page, there is a vertical navigation menu with several sections: "Administration" (containing links for Home, Print or Email, Summary, Change Password, and Delete this Record), "Logoff", "Emergency Record" (containing links for Personal Information, Emergency Contacts, Physicians, Health Insurance, Medical History, Surgical History, Current Medications, Allergies, Physical Devices, Glasses & Contact, and Lenses), "Vaccination Mgmt" (containing links for Travel Profile Wizard, Vaccination Wizard, and Vaccination Summary), and "My Documents" (containing a link for Attach a File or Photo).

11. You'll then get this screen with the subtle change of "You have been logged off."

The screenshot shows the International SOS user interface. At the top left is the logo for International SOS, with the tagline "An AEA Company". To the right of the logo, the text "your name here" is displayed above a blue bar labeled "Logoff System". The main content area displays the message "You have been logged Off." followed by a red link: "Click Here to return to Home Page." On the left side, there is a vertical navigation menu with the following sections and links:

- Administration**
 - Home
 - [Print or Email Summary](#)
 - [Change Password](#)
 - [Delete this Record](#)
- Logoff**
- Emergency Record**
 - [Personal Information](#)
 - [Emergency Contacts](#)
 - [Physicians](#)
 - [Health Insurance](#)
 - [Medical History](#)
 - [Surgical History](#)
 - [Current Medications](#)
 - [Allergies](#)
 - [Physical Devices](#)
 - [Glasses & Contact Lenses](#)
- Vaccination Mgmt**
 - [Travel Profile Wizard](#)
 - [Vaccination Wizard](#)
 - [Vaccination Summary](#)
- My Documents**
 - [Attach a File or Photo](#)

At the bottom of the page, a blue bar contains the following links: Home | Contact Us | Privacy Statement | Logoff

You will receive an email confirming your registration:

We have received your registration for the Emergency Record.

Your username: _____ (Whatever you entered)

Passwords are case-sensitive

Access your Emergency Record at <https://www.internationalsos.com/emergencyrecord/>

Your information is confidential and secure.

*** For your security, passwords for the Emergency Record are never sent via email. ***