Welcome to Consultant Professional Information System

Welcome to the MSD Consultant Professional Information System. MSD employees utilize this system to locate and track consultants that supply services to MSD. MSD employees display the consultant records for evaluation purposes and do not have access to make changes to your company's registration.

To remain active in the CPIS database, you must update your record annually.

Get started by registering your company by completing six screens.

Next Topic:
Company Registration

Company Registration

If this is your first time to CPIS, click **Click here for Company Registration.** to create a new account.

1. Company Name - Type your complete company name.
2. User ID - Create a user account. You will use this login to maintain your company registration in the future.
3. Password - Create a password.
4. Re-enter Password - Type the password again to confirm.
5. Email Address - Type the email address of the company representative maintaining your company registration.
6. Click **Submit**.
7. The following message displays:

   You have successfully registered to CPIS system. An email has been sent as an acknowledgement, to the email address provided in the registration process. Please login into the application using your User ID and Password to update your company information.
8. Click the **Login link** to login and complete your company registration.

Next Topic:

Firm Information

Firm Information (Screen 1 of 6)

The Firm Information screen displays. Complete the following fields:

1. Firm Name - Type your complete company name.
2. Address, City, State, Zip - Type your mailing address.
3. Date Prepared - Type today's date with slashes.
4. Year present firm established - Type the year your business began.
5. Submittal for - Indicate whether this registration is for the parent company or branch location.
6. Name of Parent Company - If this registration is for the parent company, type Same as above. Otherwise, type the parent company's name.
7. Type of Ownership - Select one of the four options.
8. Name - Type the name of the principle contact.
9. Title - Type the title of the principle contact.
10. Phone # - Type the company telephone number.
11. Fax # - Type the company fax number.
12. Email Address - Type the email address for the principle contact.
13. Click **Submit** to enter the employee information.

Next Topic:
Employees

Employees (Screen 2 of 6)

This screen tracks the number of employees in each discipline of service provided by your company.

1. Primary Function - Click the drop-down to choose a job description from the list.

   NOTE: If the primary function does not exist, click the link at the bottom of the page to email a request to MSD to add the primary function to the list.
2. Count - Type the number of employees that have the same primary function.
3. Click Submit.
4. The primary function and number displays in the table.
5. Click **Edit** to change the number employees for that discipline or **Delete** to remove the discipline.
6. Repeat steps 1 - 3 for the remaining disciplines / employees.
7. **You must complete the Closing Signature screen to complete the process.**

Next Topic:
Projects

Projects (Screen 3 of 6)

List all the projects that your company has worked on for the past three years.

1. Project Type - Click the drop-down to choose the type of project.
2. Project Name - Type the name of the project.
3. Address / Location - Type the location of the project.
4. Description - Type a description of the services your company performed on the project.
5. Client - Type the name of the client.
6. Contact Person - Type the name of the contact person at the client site that you worked with on the project.
7. Address - Type the address of the client site.
8. Fee - Type the total amount of consulting fees billed for this project.
9. Construction Cost - (If applicable) Type the total amount of constructions costs for this project.
10. Click Submit.
11. The primary function and number displays in the table.
12. Click **Edit** to change the number employees for that discipline or **Delete** to remove the discipline.

Next Topic:
Rate Schedule

Rate Schedule (Screen 4 of 6)

List the rate schedule by discipline.

1. Position Classification - Click the drop-down to choose the type of project.
2. Base Rate - Type the name of the project.
3. Applied Overhead in $ - Type the location of the project.
4. Profit Margin $ - Type a description of the services your company performed on the project.
5. Calculated Rate - Type the name of the client.
6. Click Submit.
7. The rates display in the table.
8. Click Edit to change the number employees for that discipline or Delete to remove the discipline.

Next Topic:
Other Billable Expenses

Other Billable Expenses (Screen 5 of 6)

List the other billable expenses charged by your company.

1. Other Billable Expenses - Click the drop-down to choose the type of project.
2. Rate - Type the name of the project.
3. Click Submit.
4. The rates display in the table.
5. Click **Edit** to change the number employees for that discipline or **Delete** to remove the discipline.

Next Topic:
Closing Signature

Closing Signature (Screen 6 of 6)

List the other billable expenses charged by your company.

1. Source of Applied Overhead - Click the drop-down to choose the type of project.
2. Submitted By - Type the name of the person completing the registration.
3. For - Type the name company.
4. Date Submitted - Type today's date.
5. Click Submit.

Next Topic:
Welcome to CPIS