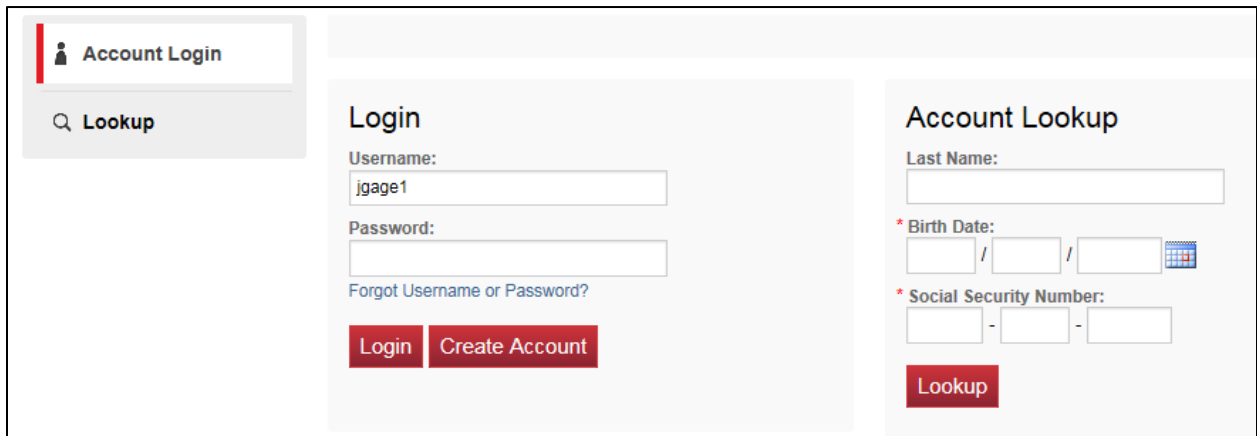


Kentucky Board of Emergency Medical Services
KEMSIS Instructions – 2017 Agency Renewal – Updated 06/21/2017

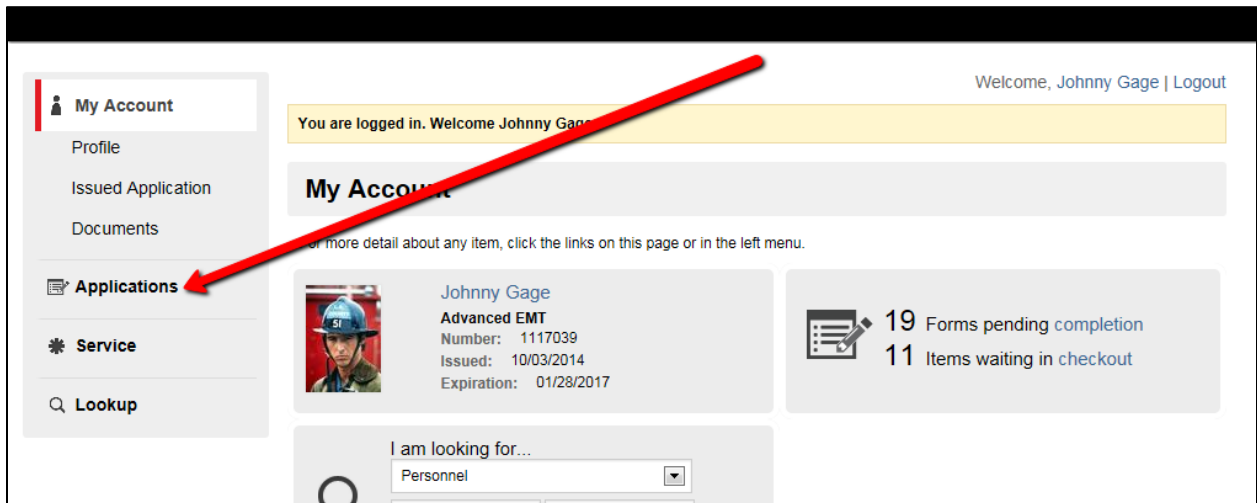
1. Open your Internet browser and navigate to <http://www.kyems.com>. Locate and click the gold KEMSIS hexagon located on the middle of the page.



2. At the KEMSIS login page, enter your Username and Password into the corresponding boxes and click the red Login button. If you are not familiar with your Username and/or Password, use the Forgot Username or Password link on this page.



3. After successfully logging into KEMSIS, select the Applications tab on the left hand navigation.






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- You may be prompted to select applications for yourself or a service. In this case, select View Services Applications for the corresponding agency. (*Note: Pay close attention to the list of agencies as you may have multiple available.*)

Available Applications

Click "View My Applications" to view your personnel applications, or click one of the "View Service Applications" buttons to view the service licenses you can apply to for that service.

	Gage Jr., Johnny Roderick (1117039) Advanced EMT Issue Date: 06/24/2016 Expiration Date: 12/31/2018	View My Applications
	EMERGENCY! (Test Agency) (#9999) 2049 East 223rd Street, LEXINGTON, California 40505 Nurse -- Issued: 07/28/2016 -- Expires: 12/31/2017	View Services Applications
	EMERGENCY! TEI (TEST TEI) (#9998) 300 North Main St, VERSAILLES, Kentucky 40383 -- Expires: 03/31/2019	View Services Applications

- On the list of available applications, locate the 2017 Class VI ALS First Response Agency Renewal, the 2017 Air Agency Renewal, or 2017 Ground Agency Renewal then click the red Apply Now button. It may take a few moments for the page to load. (*Note: You should only have the corresponding renewal application for your agency type.*)

2017 Ground Agency Renewal This application is used by ground agencies to renew the service license through 12/31/2018.	Apply Now
2017 Class VI ALS First Response Agency Renewal This application is used by Class VI ground agencies to renew the service license through 12/31/2018.	Apply Now
2017 Air Agency Renewal This application is used by air agencies to renew the service license through 12/31/2018.	Apply Now

194 days until application period closes

194 days until application period closes

194 days until application period closes

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6. The renewal form asks a series of questions about your organization and most of this information is current with information from our licensing database. Any item marked with a red asterisk (*) are required.

**Kentucky Board of Emergency Medical Services
2017 Ground Agency Renewal
(For Agency Licenses Expiring 12/31/2017)**

This application is for the 2017 Ground Agency Renewal only. Detailed instructions for completing this application may be found at this [LINK](#).

Agency Information

* Agency Name:

Agency Number:

* Organization Type:
 ▼

7. The city, county, and state items are populated by the postal code. If you need to change any of this information, please enter a postal code then click the Lookup button and make a selection from the results in the popup window.

* Physical Address Postal Code:

Click lookup button to select city for this postal code

Physical Address City:

* Physical Address County:

* Physical Address State:
 ▼

8. Review the application declaration and enter your KEMSIS username and password followed by clicking the red Save and Submit button.

* Username :

* Password :

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9. At this point your application has been submitted. **An application is not complete without payment.** If you wish to pay online using a credit or debit card, continue to Step 13, otherwise mail your payment with agency number noted on the memo line to:

KBEMS
118 James Ct., Suite 50
Lexington, KY 40505

Once we have received your mailed payment, an email confirmation of the payment will be sent. A separate email containing a PDF copy of your provider card will be sent at the same time. The physical card will be mailed in the order applications are processed and may take several weeks.

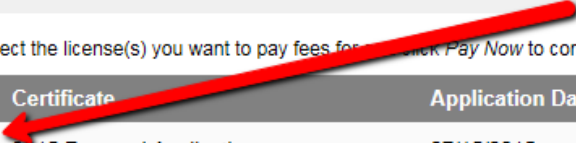
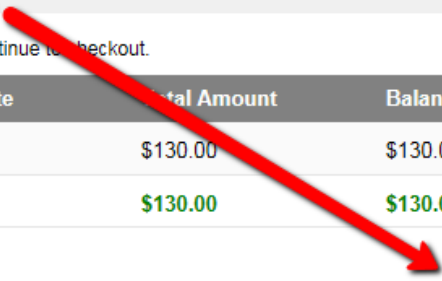
THIS IS THE END OF THE INSTRUCTIONAL DOCUMENT UNLESS YOU ARE MAKING ONLINE PAYMENT

10. Your renewal application will appear in the Checkout section of KEMSIS. There may be more than one application here – make sure any applications you intend to pay are checked. Click the red Pay now button.

Checkout

Select the license(s) you want to pay fees for. Click Pay Now to continue to checkout.

<input checked="" type="checkbox"/>	Certificate	Application Date	Total Amount	Balance Due
<input checked="" type="checkbox"/>	2015 Renewal Application	07/15/2015	\$130.00	\$130.00
Totals:			\$130.00	\$130.00

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11. Complete the Payment Detail page and click the red Submit Transaction button. Do not click the Submit Transaction button more than once; it may take up to three minutes for your payment to process.

Account	
* Payment Method:	Credit Card
* Credit Card Type:	Visa
* Card Number:	123456789012
Enter credit card number without dashes.	
Expiration Date:	July 2015
* Security Indicator:	123
Billing	
* Purchaser's Full Name:	John Gage
Purchaser's full name as it appears on card.	
* Billing Address:	118 James Ct.
	Suite 50
* City:	Lexington
* State:	Kentucky
* Postal Code:	40505
Phone:	859 - 258 - 3572
Email:	jgage@gmail.com
Shipping	
<input checked="" type="checkbox"/> Same As Billing	
* Shipping Address:	118 James Ct.
	Suite 50
* City:	Lexington
* State:	Kentucky
* Postal Code:	40505
Submit Transaction	

Certificate	Amount
2015 Renewal Application	\$130.00
Totals:	\$130.00

12. Upon successful payment, you will receive confirmation. Separate email confirmation will occur upon completion of the renewal process followed by a mailed certificate copy.

THIS IS THE END OF THE INSTRUCTIONAL DOCUMENT