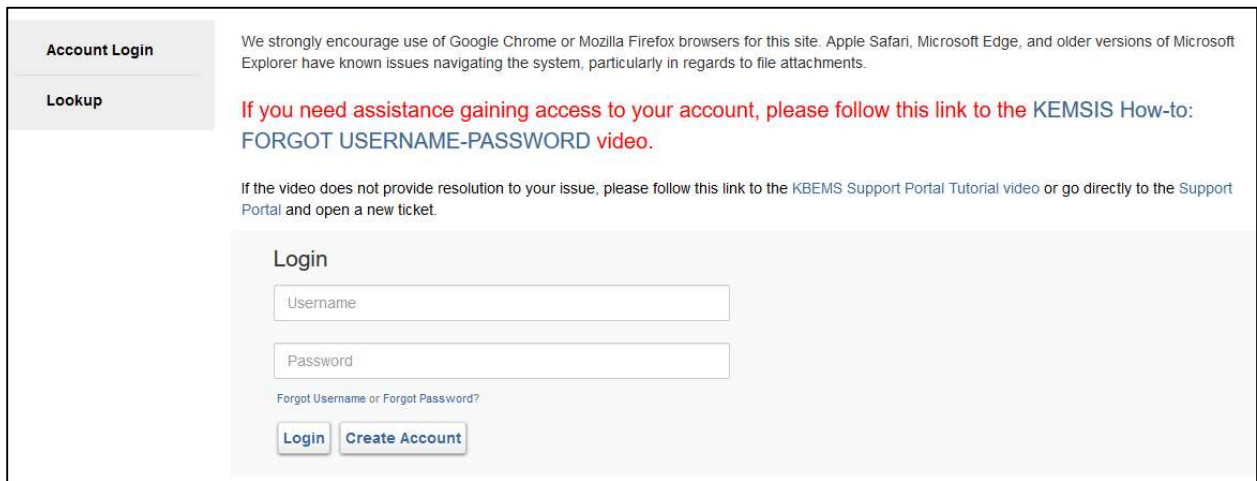


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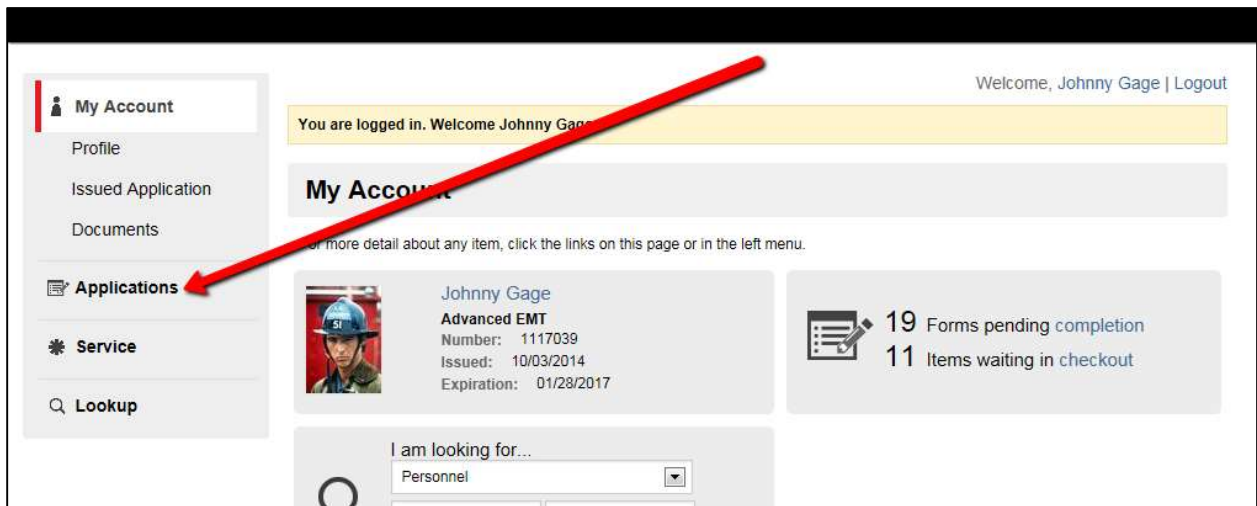
1. Open your Google Chrome browser and navigate to <http://www.kyems.com> or use any saved bookmarks/favorites. Look for and click the gold KEMSIS hexagon located on the middle of the page.



2. At the KEMSIS login page, enter your Username and Password into the corresponding boxes and click the 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 Application 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 My Applications, otherwise proceed to Step 5.

The screenshot shows a user interface with a sidebar on the left containing 'My Account', 'Applications' (with sub-items 'Continue 19', 'Checkout 11', and 'Transaction'), 'Service', and 'Lookup'. The main content area is titled 'Available Applications' and includes a welcome message 'Welcome, Johnny Gage | Logout'. Below this, there is a list of applications. The first application is for 'Gage Jr., Johnny Roderick (1117039)' with an issue date of 10/03/2014 and an expiration date of 01/28/2017. A red arrow points to the 'View My Applications' button for this application. The second application is for 'EMERGENCY! (Test Agency) (9999)' with a location of Carson, California 90745 and an expiration date of 12/17/2016. A 'View Service Applications' button is also visible.

- On the list of available applications, locate the 2021 Provider Renewal and click the red Apply Now button. It may take a few moments for the page to load.

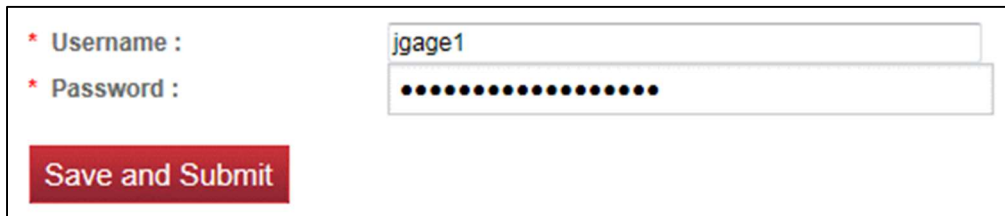
The screenshot shows a page titled 'Applications' with a sub-header '2021 Provider Renewal'. The text describes the application for Kentucky certified and/or licensed providers of any level (EMR, EMT, AEMT, Paramedic) expiring 12/31/2021. It mentions fees and a name change application. A red 'Apply Now' button is located on the right side. Below the button, it says '193 days until application period closes'. The word 'Action' is visible in the top right corner of the page.

- Inside the application, your provider level(s) will be prepopulated based on your current certifications and/or licenses and endorsements. You'll also be prompted to complete any missing demographic information. Please note your city, county, and state are populated by the postal code lookup.

<p>Primary Certification or License Level</p> <p><input type="radio"/> EMR</p> <p><input type="radio"/> EMT</p> <p><input type="radio"/> Advanced EMT</p> <p><input checked="" type="radio"/> Paramedic</p> <p>EMS Educator Certification Level</p> <p><input type="radio"/> EMS Educator Level I</p> <p><input type="radio"/> EMS Educator Level II</p> <p><input checked="" type="radio"/> EMS Educator Level III</p>	<p>EMS Evaluator Certification Level</p> <p><input type="radio"/> EMS Evaluator Level I</p> <p><input type="radio"/> EMS Evaluator Level II</p> <p><input type="radio"/> EMS Evaluator Level III</p> <p>Paramedic Critical Care Certification Level</p> <p><input type="radio"/> Critical Care Paramedic</p>
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7. There are seven questions regarding your background and legal standing that must be answered before the application is submitted. If you have answered “YES” to any of these questions, you must contact us with details on why you answered one or more of the questions with a YES response. The Application will be placed in a Legal Review Pending status upon submission and you will not be able to make payment until our staff has completed a review. After the review, you will be prompted to make payment or contacted for further information.
8. Read the Applicant Declaration section and take note that you must complete continuing education requirements prior to December 31, 2021. You are not required to submit any continuing education documentation at the time of renewal.
9. Enter your KEMSIS username and password followed by clicking the red Save and Submit button.



A screenshot of a web form for logging in. It contains two input fields: one for 'Username' with the text 'jgage1' and one for 'Password' with a masked password of 15 dots. Below the fields is a red button with the text 'Save and Submit'.

10. At this point, your application has been submitted and you will receive confirmation of this action via email along with a reminder to make payment. **An application is not complete without payment.** If you wish to pay online using a credit or debit card, continue to Step 11, otherwise mail your payment with KEMSIS number noted on the memo line to:

KBEMS - Finance
2464 Fortune Dr., Suite 195
Lexington, KY 40509

Once we have received your mailed payment, a confirmation of the payment will be sent via email. 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

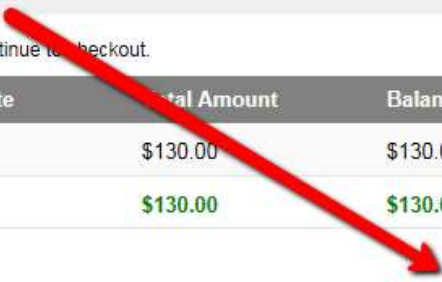
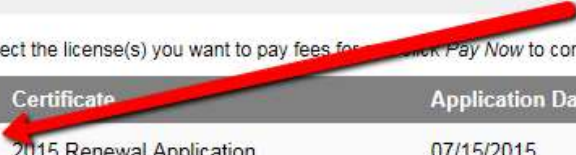
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11. Your renewal application will appear in the Checkout section of KEMSIS. There may be more than one application here – make sure any applications you intend to pay are checked. Click the red Pay now button.

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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12. 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.

The screenshot shows a payment form with three main sections: Account, Billing, and Shipping. A red arrow originates from the 'Submit Transaction' button at the bottom and points to the 'Totals' row in the 'Certificate' table.

Account	Certificate	Amount
<p>* Payment Method: Credit Card</p> <p>* Credit Card Type: Visa</p> <p>* Card Number: 123456789012 <small>Enter credit card number without dashes.</small></p> <p>Expiration Date: July 2015</p> <p>* Security Indicator: 123</p>	<p>2015 Renewal Application</p> <p>Totals:</p>	<p>\$130.00</p> <p>\$130.00</p>

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 - 256 - 3572

Email:
jgage@gmail.com

Shipping

Same As Billing

* Shipping Address:
118 James Ct.
Suite 50

* City:
Lexington

* State:
Kentucky

* Postal Code:
40505

Submit Transaction

13. Upon successful payment, you will receive three emails. The first is a receipt for the card transaction. The second is a payment acknowledgement. The third contains your updated provider card as a PDF document. 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