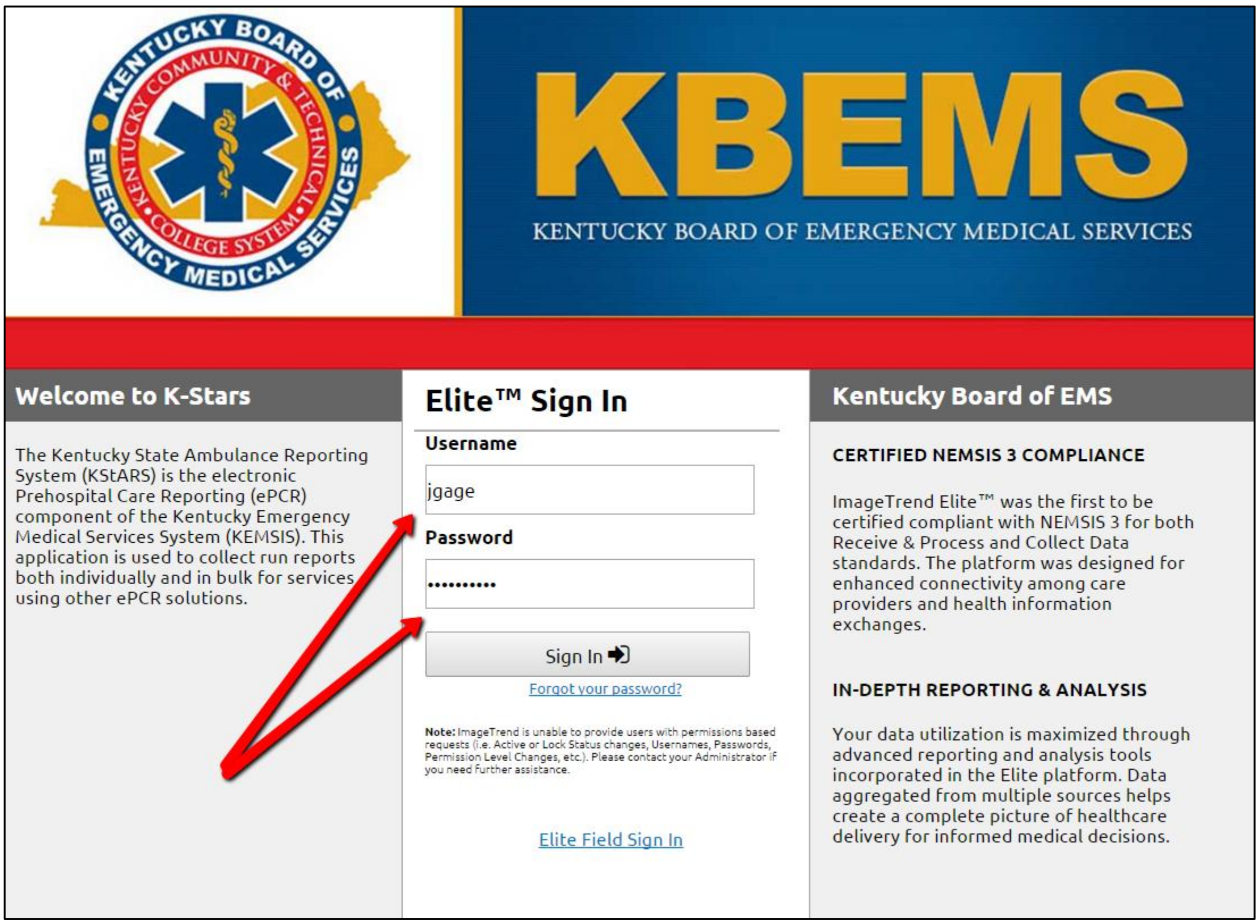
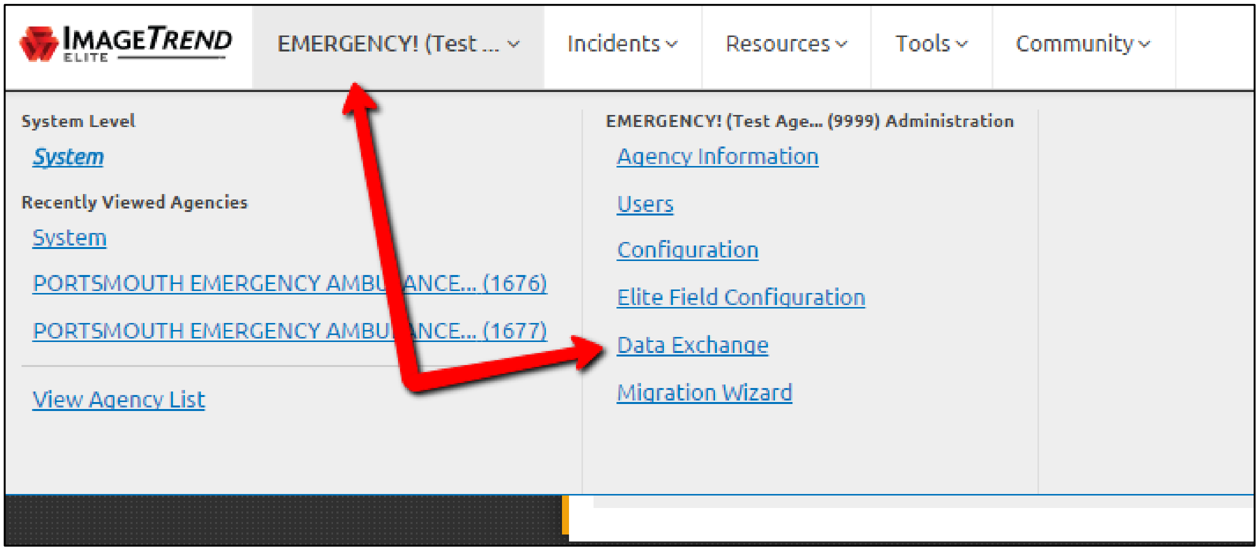
Kentucky Board of Emergency Medical Services

Kentucky State Ambulance Reporting System
Instructional Document: Manual Upload of NEMSIS Version 3 File
March 1, 2016

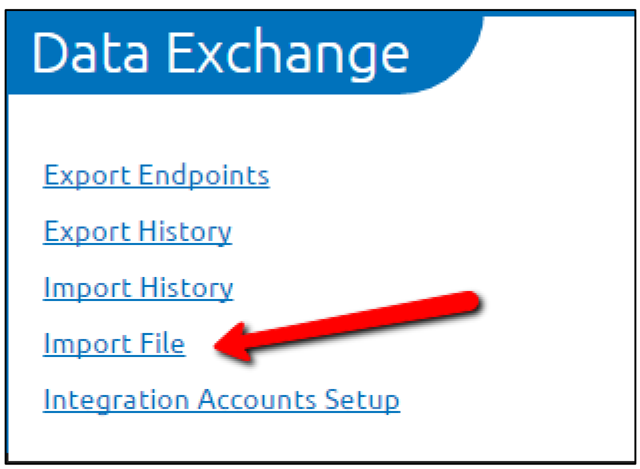
1. Open the KStARS website using your Internet browser (Chrome or Firefox preferred) and enter http://kemsis.kbems.kctcs.edu/elite and enter your KEMSIS username and password. If you have forgotten your password, use the link below the Sign In button to self-initiate a password reset.



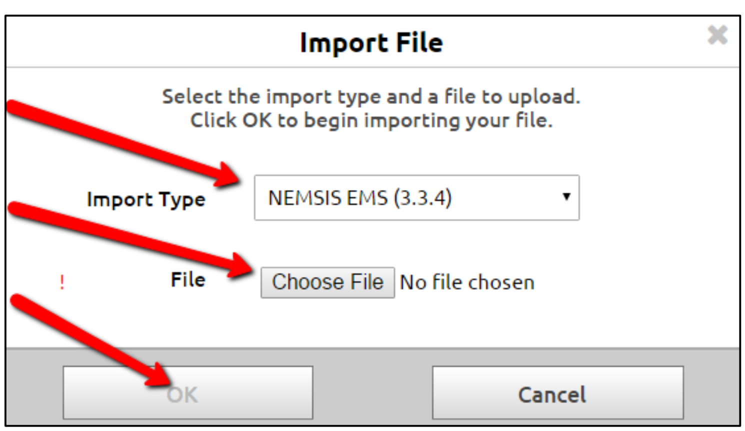
2. After logging in, click the Agency menu then Data Exchange.



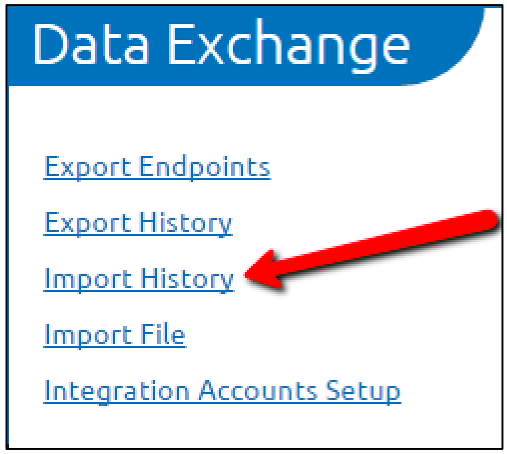
3. From Data Exchange, click Import File.



4. On the Import File prompt, select the Import Type (Either NEMSIS EMS 3.3.4 or NEMSIS EMS 3.4.0) and click Choose File to navigate to the file location on your computer. Once these two items are satisfied, the OK button will become enabled.



5. Monitor the progress of your import by navigating back to the Agency Menu and Data Exchange (Step 2 in this document) then clicking Import History.



6. Click the Details Button for the corresponding import file. You may need to adjust the Date Range settings to account for imports older than one week.