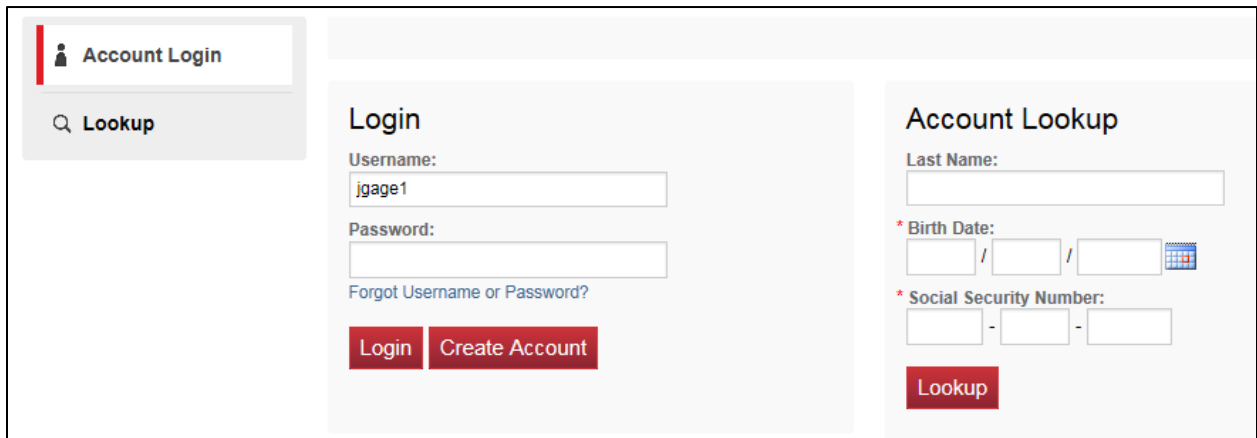


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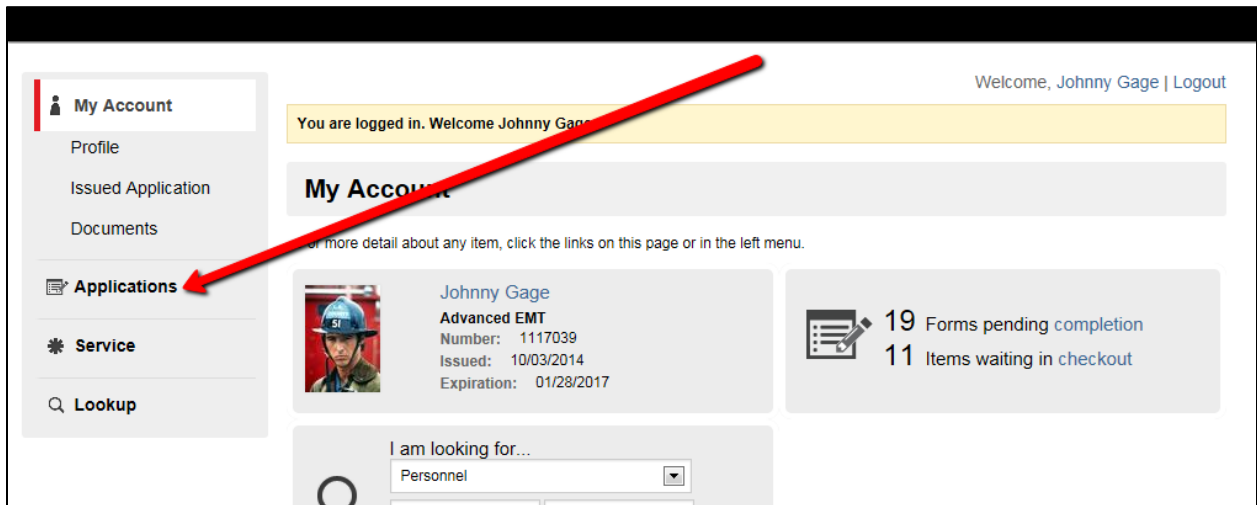
1. Open your Google Chrome Internet browser and navigate to <http://www.kyems.com>. Locate and click the gold KEMSIS hexagon located on the middle of the page.



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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4. 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

5. On the list of available applications, locate the 2018 Air Agency Renewal, the 2018 Ground Agency Renewal, or the 2018 Class VI ALS First Response 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.*)

2018 Air Agency Renewal This application is used by air agencies to renew the service license through 12/31/2019.	Apply Now
2018 Ground Agency Renewal This application is used by ground agencies to renew the service license through 12/31/2019.	Apply Now
2018 Class VI ALS First Response Agency Renewal This application is used by Class VI ground agencies to renew the service license through 12/31/2019.	Apply Now

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- The renewal form asks a series of questions about your organization most of which is populated with information from our licensing database. Any items marked with a red asterisk (*) are required.

The screenshot shows the top portion of a web form. At the top, there is a grey header bar with the text "2018 Ground Agency Renewal" and a downward-pointing chevron. Below this is the Kentucky Board of Emergency Medical Services logo, which features a blue Star of Life with a caduceus in the center, surrounded by the text "KENTUCKY BOARD OF EMERGENCY MEDICAL SERVICES" and "COMMUNITY & TECHNICAL EDUCATION". Below the logo, the title "Kentucky Board of Emergency Medical Services" is displayed in bold, followed by "2018 Ground Agency Renewal" and "(For Agency Licenses Expiring 12/31/2018)". A line of text below the title reads: "This application is for the 2018 Ground Agency Renewal only. Detailed instructions for completing this application may be found at this LINK." Below this is another grey header bar with the text "Agency Information" and a downward-pointing chevron. Underneath, there are two required fields: "*Agency Name" with the value "EMERGENCY! (Test Agency)" and "License Number" with the value "#9999".

- 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.

The screenshot shows the "Physical Address" section of the form. It contains four required fields, each with a red asterisk: "*Physical Address Postal Code" with the value "90210", "*Physical Address City" with the value "BEVERLY HILLS", "*Physical Address County" with the value "LOS ANGELES", and "*Physical Address State" with the value "California". A "Lookup" button with a magnifying glass icon is positioned to the right of the postal code field.

- Review the application declaration and enter your KEMSIS password followed by clicking the Submit button.

The screenshot shows the login section of the form. It contains two fields: "Username:" with the value "jgage1" and "Password:" with an empty text box. A red arrow points to the password field. Below the fields is a "Submit" button with a checkmark icon. A red arrow points to the Submit button.

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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 10, otherwise mail your payment with agency license number noted on the memo line to:


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

Once we have received your mailed payment, an email confirmation of the payment will be sent. The physical license 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 AN ONLINE PAYMENT

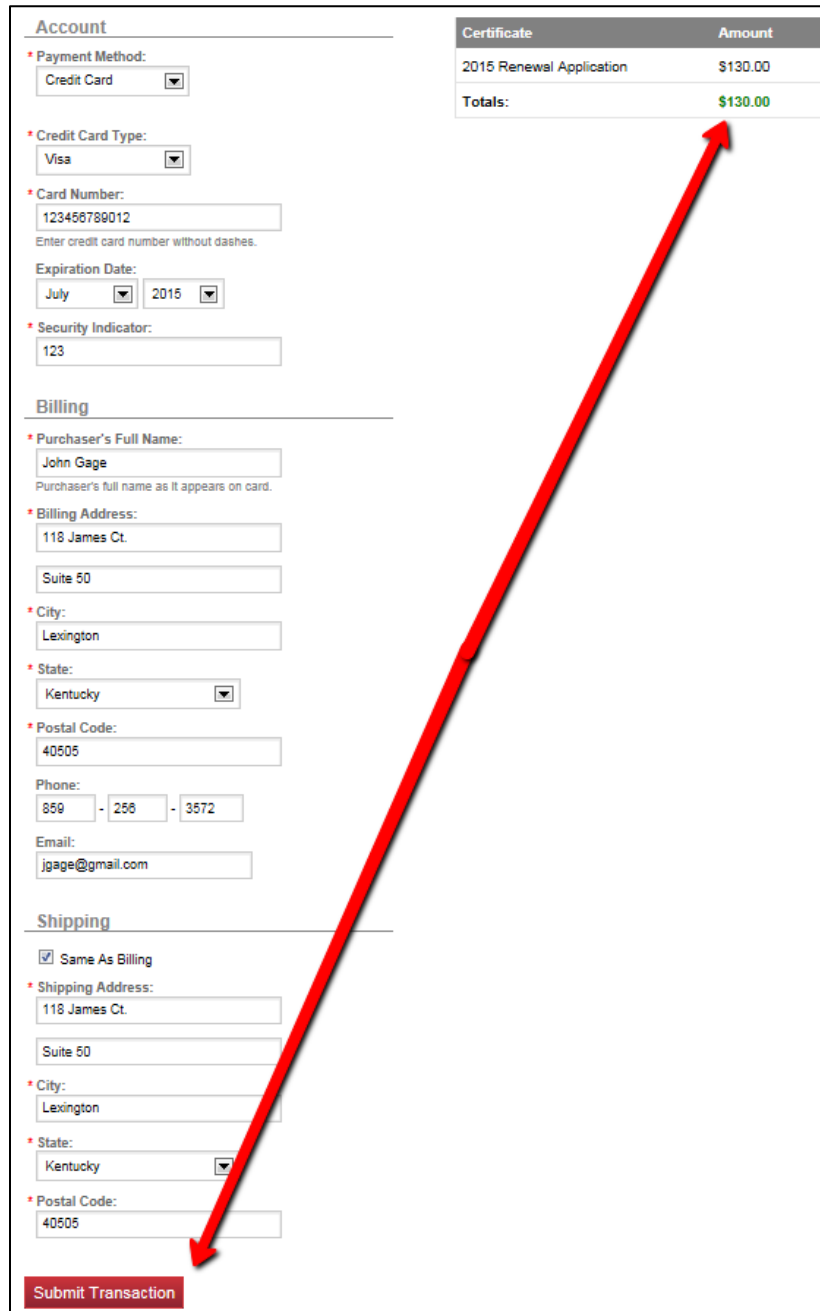
10. Your renewal application will appear in the Checkout section of KEMSIS. There may be more than one application here – make sure any applications you intend to pay are checked. Click the Pay now button.

<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.



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 left and points diagonally upwards 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>	2015 Renewal Application	\$130.00
	Totals:	\$130.00

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

Same As Billing

* Shipping Address:
118 James Ct.
Suite 50

* City:
Lexington

* State:
Kentucky

* Postal Code:
40505

Submit Transaction

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