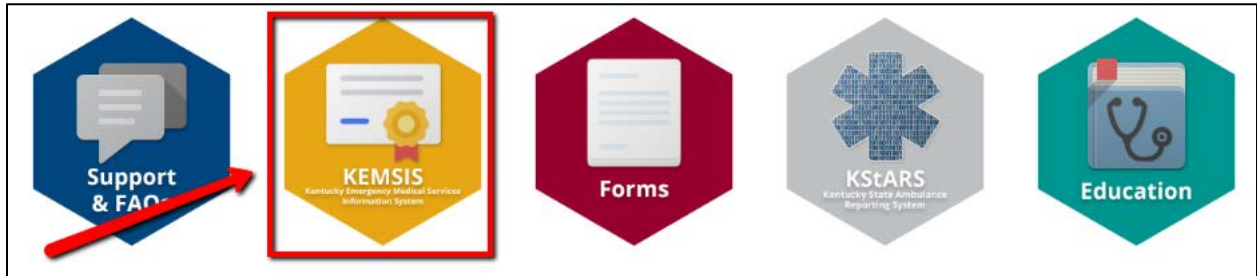
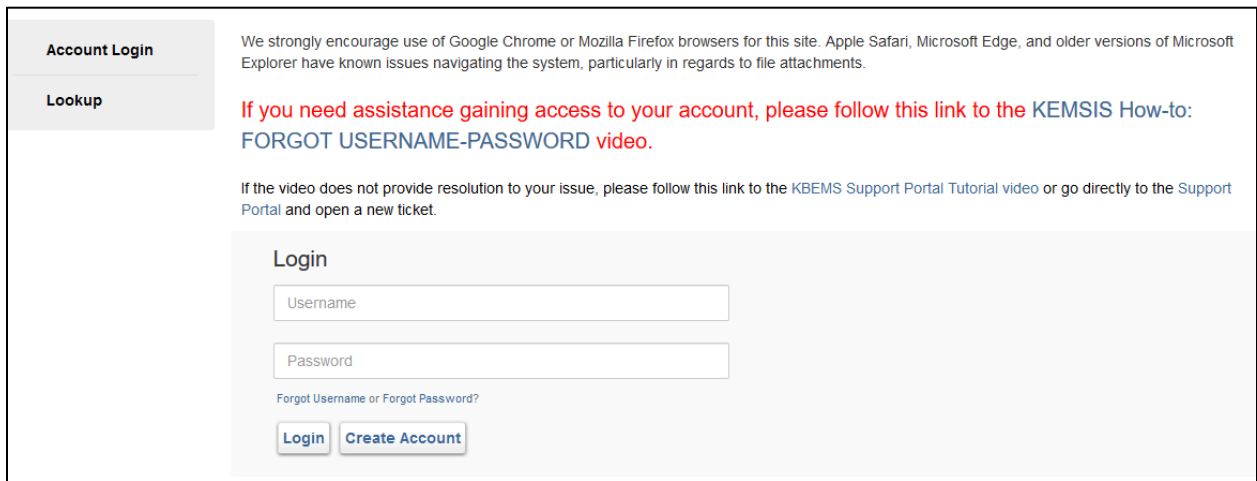


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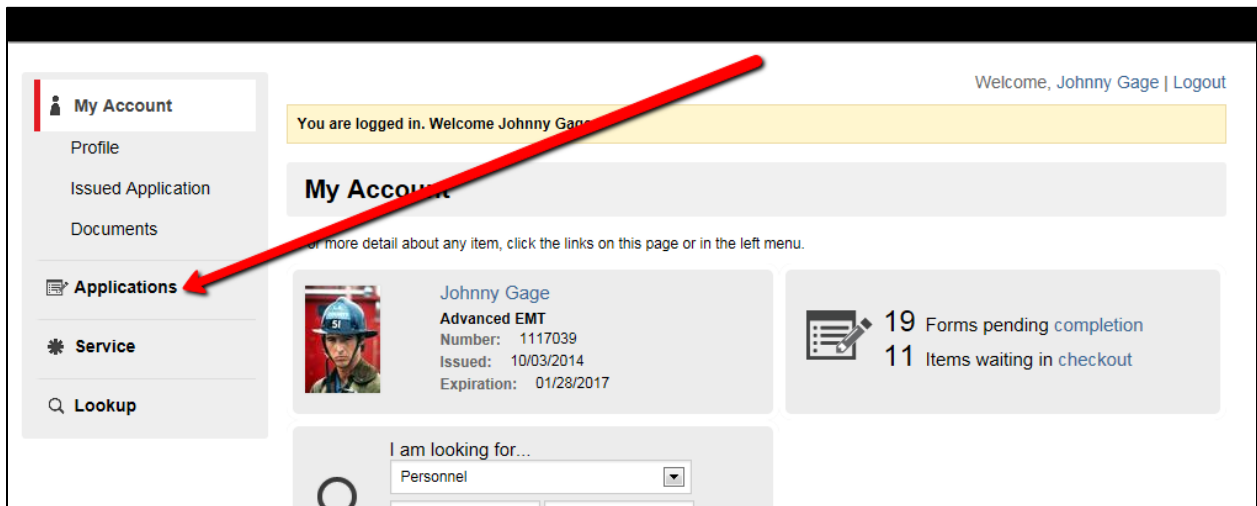
1. Open your Google Chrome browser and navigate to <http://www.kyems.com> or use any saved bookmarks/favorites. Look for and click the gold KEMSIS hexagon located on the middle of the page.



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.

Welcome, Johnny Gage | Logout

My Account

- Applications
 - Continue 19
 - Checkout 11
 - Transaction
- Service
- Lookup

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)
Issue Date: 10/03/2014
Expiration Date: 01/28/2017

EMERGENCY! (Test Agency) (9999)
Carson, California 90745 -- Expires: 12/17/2016

- On the list of available applications, locate the 2018 Provider Renewal and click the red Apply Now button. It may take a few moments for the page to load.

Applications Action

2018 Provider Renewal

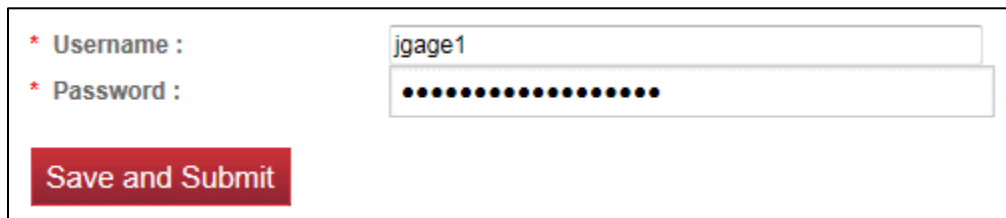
This application is for Kentucky certified and/or licensed providers of any level (EMR, EMT, AEMT, Paramedic) expiring 12/31/2018. Fees vary according to level and endorsements, if any. 189 days until application period closes

- 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.

Level	Initial	Renewal	Reinstatement	Reciprocity	Temporary
EMR					
EMT					
AEMT		<input checked="" type="radio"/>			
Paramedic					
Critical Care Endorsement		<input checked="" type="radio"/>			
Educator I					
Educator II					
Educator III					
Level IIIIR		<input checked="" type="radio"/>			
Educator IIIIR					
Evaluator I					
Evaluator II					
Evaluator III					

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7. There are nine 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 enter 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, 2018. You are not required to submit any continuing education documentation at the time of renewal, and will be contacted via email if selected for random audit after January 1, 2019.
9. Enter your KEMSIS username and password followed by clicking the red Save and Submit button.



The screenshot shows a login form with two input fields. The first field is labeled '* Username :' and contains the text 'jgage1'. The second field is labeled '* Password :' and contains a series of black dots representing a masked password. Below the fields is a red button with the text 'Save and Submit' in white.

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
118 James Ct., Suite 50
Lexington, KY 40505

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

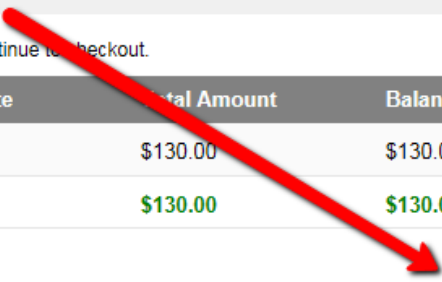
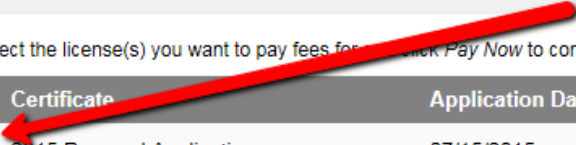
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11. Your renewal application will appear in the Checkout section of KEMSIS. There may be more than one application here – make sure any applications you intend to pay are checked. Click the red Pay now button.

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

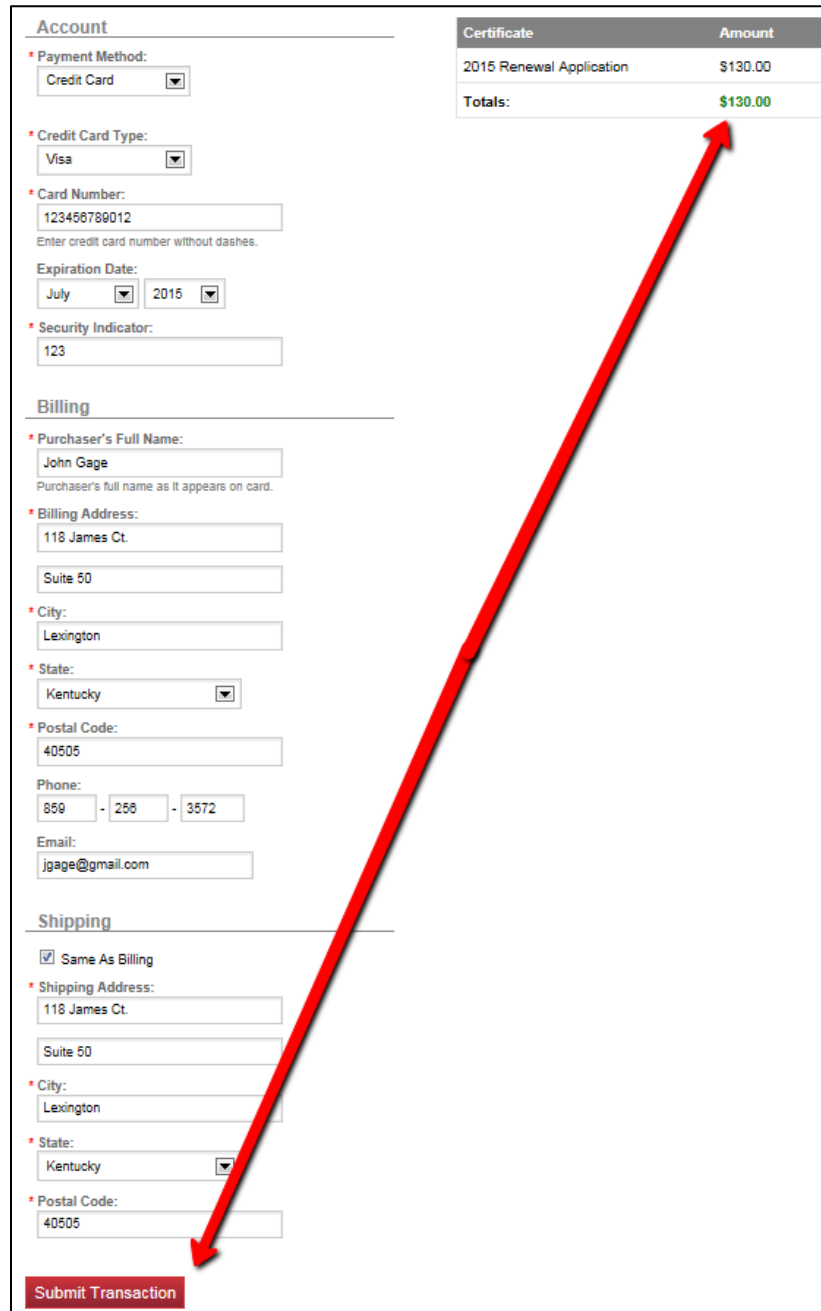




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12. Complete the Payment Detail page and click the red Submit Transaction button. Do not click the Submit Transaction button more than once; it may take up to three minutes for your payment to process.



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 left and points diagonally upwards to the 'Totals' row in the 'Certificate' table.

Account	Certificate	Amount
* Payment Method: Credit Card	2015 Renewal Application	\$130.00
* Credit Card Type: Visa	Totals:	\$130.00
* Card Number: 123456789012		
Expiration Date: July 2015		
* Security Indicator: 123		
Billing		
* Purchaser's Full Name: John Gage		
* 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		

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