

# Oregon EMS Group Renewal Instructions



- My Account
  - Profile
- Applications
- Training
- Services**
- License Verification



You are logged in. Welcome EMSP Test.

### My Account

Applying for an initial license or updating your information, click on the Applications link in the left menu.

OHA-EMS will not be issuing paper licenses. To see and print your license click on the "View License button."

**Upload a photo:** Please click on the icon below and upload a passport style photo (Selfie from your shoulders to the top of your head). Photo should meet passport standards, any photo found to be inappropriate will be deleted and may result in disciplinary action.

EMSP Test  
Emergency Medical Responder  
Number: TEST091915  
Issued: 03/27/2016  
Expiration: 06/30/2018

1 Form pending completion  
4 Items waiting in checkout

0 New training added  
0 Upcoming training this week  
0 Upcoming test this week

I am looking for...  
Personnel  
License Number First Name Last Name  
GO

Log in to your eLicense account and select *Services*

You will see a list of the services you are affiliated with and any associated roles that have been assigned to you, such as *Operations Officer*.

A provider can be affiliated with multiple services, but will only have administrative rights if they are the *Operations Officer*.

Select the service you want to complete group renewal for by clicking on the service name.

If the service name is not in blue, you do not have administrative rights to that service. To be assigned an administrative role, please contact [OHA-EMS](#) to be assigned the proper admin rights.

The screenshot shows the Oregon Health Authority eLicense portal. The header includes the Oregon Health Authority logo, the text 'OHA-EMS & Trauma Systems Program License Management System for EMS Providers, Services and Vehicles eLicense', and the Oregon Emergency Medical Services logo. The user is logged in as 'EMSP Test'.

The left sidebar contains navigation options: My Account, Applications, Services (selected), and License Verification.

The main content area is titled 'All Service' and includes a search box with 'GO' and 'CLEAR' buttons. Below the search box is a table of services:

Services ▲	Service Permit Level	Physical Address	City	County	Phone	Primary
Ambulance Drivers Inc. (987654321)	Agencies-Transport	800 NE Oregon St. Suite 305	Portland	Multnomah		<input type="checkbox"/>
<b>Oregon Test Service (TEST123)</b>	Agencies-Transport	800 NE Oregon St.	Portland	Multnomah	971-673-0530	<input checked="" type="checkbox"/>

Below the table, it shows 'Records 1-2 of 2' and navigation links: First, Previous, Next, Last. A 'Per Page' dropdown is set to 10.

A legend at the bottom indicates: = Primary Contact, = Operations Officer, = Medical Director, = Service Director.

To see a roster of your service's personnel, select personnel as shown here.



**Oregon Health Authority** OHA-EMS & Trauma Systems Program  
License Management System for EMS Providers, Services and Vehicles  
eLicense



Welcome, EMSP Test | Logout

**My Account**

**Applications**

**Services**

- Details
- Policies
- Medical Directors
- Personnel**
- Stations
- Vehicles
- Documents
- Service Areas
- Inspections

**License Verification**

**Oregon Test Service (TEST123)**  
800 NE Oregon St. Suite 305, Portland, Oregon 97232  
-- Issued: 03/14/2017 -- Expires: 06/30/2017

[← Back To Services](#)

**Services Details**

Click the arrows beside a header to expand or collapse each section of information.

Demographics | Organization | Staff

**Details** ⌵

Name: Oregon Test Service

Sync Method:

Active: Yes

Service Classification: **III. Ground ambulance services operating at the ALS level only to provide critical care, emergency or non-emergency transportation between healthcare facilities**

Daylight Savings Time Use: Yes

Time Zone: GMT-6:00 Central Time

Email: brandon.e.klocko@state.or.us

Phone: 971-673-0530

Fax: 971-673-0555

Website:

Physical Address: 800 NE Oregon St.  
Suite 305

City: Portland

On this page, you will be able to see a roster of your service's personnel and information relating to their EMS provider license (expiration dates, license number and level).

The expiration date filtering option will help you to identify the individuals who have renewed, and those still needing to renew.

- My Account
- Applications
- Services**
  - Details
  - Policies
  - Medical Directors
  - Personnel
  - Stations
  - Vehicles
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- License Verification

Welcome, EMSP Test | Logout

**Oregon Test Service (TEST123)**  
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### Personnel

Use the *Position* drop down menu and the search box to search for personnel with specific positions or names. To view all personnel again, click *Clear*.

Click the arrow to the right of each person's name to view additional details about them. To view a list of documents submitted for that person, click the icon in the *Documents* column.

**Add an Existing Personnel to Services Roster**

Personnel:  [Add Existing Personnel to Oregon Test Service](#)

Search by Personnel name or License number

Name	Positions	Number	Level	Issued	Expiration	Docs
Test, EMSP (TEST123123)		TEST123123	Emergency Medical Technician	02/14/2014	06/30/2017	
Test, Sandra (TEST195911)		TEST195911	Paramedic	01/01/2015	06/30/2017	
Test, Julie (TEST123425)		TEST123425	Oregon-Intermediate	01/01/2015	06/30/2017	
Test, EMTI Person (TEST102456)		TEST102456	Advanced EMT	01/17/2016	06/30/2017	
Test, Veronica (TEST595215)		TEST595215	Emergency Medical Technician	03/02/2017	06/30/2017	
Test, Paramedic Person (TEST123453)		TEST123453	Paramedic	02/08/2014	06/30/2017	
Test, Liana (TEST987611)		TEST987611	Emergency Medical Responder	02/13/2017	06/30/2018	
Test, AEMT Person (TEST123456)		TEST123456	Advanced EMT	01/02/2017	06/30/2019	

- I Want To - [Go](#)      Records 1-8 of 8 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Per Page 10

= Primary Contact   = Operations Officer   = Medical Director   = Service Director   = Inactive User



To pay for personnel from your roster, you can select and pay for an individual licensee, or you can select multiple personnel at once.

To select all personnel, check the box in the grey bar.

If your provider has already paid for or if they have not completed their renewal application, they will **not** show up in this section.

Next use the dropdown menu and select “Pay License for Selected Users” and click “Go.”

- My Account
- Applications
- Services**
  - Details
  - Policies
  - Medical Directors
  - Personnel
  - Stations
  - Vehicles
  - Documents
  - Service Areas
  - Inspections
- License Verification

Welcome, EMSP Test | Logout

**Oregon Test Service (TEST123)**  
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### Personnel

Use the *Position* drop down menu and the search box to search for personnel with specific positions or names. To view all personnel again, click *Clear*.

Click the arrow to the right of each person's name to view additional details about them. To view a list of documents submitted for that person, click the icon in the *Documents* column.

#### Add an Existing Personnel to Services Roster

Personnel:  [Add Existing Personnel to Oregon Test Service](#)

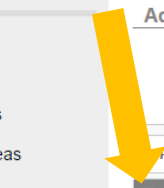
Search by Personnel name or License number

<input checked="" type="checkbox"/>	Name	Positions	Number	Level	Issued	Expiration	Docs
<input checked="" type="checkbox"/>	▶ Test, EMSP (TEST123123)		TEST123123	Emergency Medical Technician	02/14/2014	06/30/2017	
<input checked="" type="checkbox"/>	▶ Test, Sandra (TEST195911)		TEST195911	Paramedic	01/01/2015	06/30/2017	
<input checked="" type="checkbox"/>	▶ Test, Julie (TEST123425)		TEST123425	Oregon-Intermediate	01/01/2015	06/30/2017	
<input checked="" type="checkbox"/>	▶ Test, EMTI Person (TEST102456)		TEST102456	Advanced EMT	01/17/2016	06/30/2017	
<input checked="" type="checkbox"/>	▶ Test, Veronica (TEST595215)		TEST595215	Emergency Medical Technician	03/02/2017	06/30/2017	
<input checked="" type="checkbox"/>	▶ Test, Paramedic Person (TEST123453)		TEST123453	Paramedic	02/08/2014	06/30/2017	
<input checked="" type="checkbox"/>	▶ Test, Liana (TEST987611)		TEST987611	Emergency Medical Responder	02/13/2017	06/30/2018	
<input checked="" type="checkbox"/>	▶ Test, AEMT Person (TEST123456)		TEST123456	Advanced EMT	01/02/2017	06/30/2019	

[Go](#) Records 1-8 of 8 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Per Page

- I Want To -
- Remove Selected Users
- Pay License for Selected Users**
- Save License Numbers for Selected Users

= Medical Director = Service Director = Inactive User



## NOTE:

This page shows ALL pending payments, including multiple application fee types.

If your provider has already paid for or if they have not completed their renewal application, they will **not** show up in this section.

Providers will be separated by application type.

This example shows provider *EMSP Test* who has a balance for their 2017 renewal and Initial EMS License. *EMSP Test* has an EMT license which they are renewing and has a pending paramedic application.

The screenshot displays the Oregon Health Authority eLicense portal. At the top, the logo for Oregon Health Authority is on the left, and the text 'OHA-EMS & Trauma Systems Program License Management System for EMS Providers, Services and Vehicles eLicense' is on the right. A circular seal for the Oregon Emergency Medical Services is also present. Below the header, a navigation menu on the left includes 'My Account', 'Applications', 'Services' (highlighted), 'Details', 'Policies', 'Medical Directors', 'Personnel', 'Stations', 'Vehicles', 'Documents', 'Service Areas', 'Inspections', and 'License Verification'. The main content area shows a 'Welcome, EMSP Test | Logout' message. Below this is a section for 'Oregon Test Service (TEST123)' with contact information and a 'Back To Services' button. The 'Personnel License Payment' section is active, showing a 'Pay License' form with a dropdown menu set to '- All Licenses -'. A table below lists the licenses to be paid for, with a yellow arrow pointing to the 'Name' column. The table has columns for 'License Name', 'Name', 'Amount Due', and 'Payment Amount'. The first section is for '2017 Renewal EMT, AEMT, EMTI, Paramedic' with three rows: 'Test, EMSP' (55.00), 'Test, Julie' (85.00), and 'Test, Veronica' (55.00), with a 'License Total' of 195.00. The second section is for 'Initial EMS License' with one row: 'Test, EMSP' (290.00), with a 'License Total' of 290.00. A final 'Total' row shows 485.00. At the bottom are 'Back' and 'Continue' buttons.

License Name	Name	Amount Due	Payment Amount
<b>2017 Renewal EMT, AEMT, EMTI, Paramedic</b>			
	Test, EMSP	55.00	55.00
	Test, Julie	85.00	85.00
	Test, Veronica	55.00	55.00
License Total:			195.00
<b>Initial EMS License</b>			
	Test, EMSP	290.00	290.00
License Total:			290.00
Total:			485.00

Use the drop-down menu to select the current year and level(s) of provider license you intend to pay for.

- My Account
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- \* Services
  - Details
  - Policies
  - Medical Directors
  - Personnel
  - Stations
  - Vehicles
  - Documents
  - Service Areas
  - Inspections
- License Verification

**Oregon Test Service (TEST123)**  
800 NE Oregon St. Suite 305, Portland, Oregon 97232  
Agencies-Transport -- Issued: 04/02/2018 -- Expires: 06/29/2019

[← Back To Services](#)

**Personnel License Payment**

**Pay License**

License:

Select All Licenses

2018 Emergency Medical Responder (EMR) Renewal

Ambulance Based Clinician

Ambulance Based Clinician License Update

Application for Re-Examination

Audit EMT, AEMT, EMTI, Paramedic

EMR Reinstatement License

EMR Renew License

EMR Renewal Application

Form Data Migration Holder (Created by Imagetrend)

Individual Reportable Actions

Initial Emergency Medical Responder (EMR) License

Initial EMT, AEMT, EMTI & Paramedic License

Legacy License

New License (EMT, AEMT, Oregon Intermediate and Paramedic)

Practical Exam

Reinstatement EMT, AEMT, EMTI, Paramedic

Renewal EMT, AEMT, EMTI, Paramedic

SandraTESTMedical Director Application

Temporary Wildland Fire License

	Amount Due	Payment Amount
	23.00	23.00
<b>License Total:</b>	<b>23.00</b>	<b>23.00</b>
	0.00	0.00
<b>License Total:</b>	<b>0.00</b>	<b>0.00</b>
<b>Total:</b>	<b>23.00</b>	<b>23.00</b>

[← Back](#)
[Continue](#)

Only the fees for providers who have a renewal application pending will be shown.





My Account

Applications

Training

Services

Details

Policies

Medical Directors

Personnel

Stations

Vehicles

Documents

Service Areas

Inspections

License Verification



Oregon Test Service (TEST123)

800 NE Oregon St. Suite 305, Portland, Oregon 97232  
Agencies-Transport -- Issued: 04/02/2018 -- Expires: 06/29/2019

Back To Services

Personnel License Payment

Pay License

License:

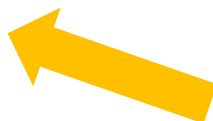
2018 Emergency Medical Responder (EMR) Renewal

Please select a specific license you would like to pay for

License Name	Name	Amount Due	Payment Amount
2018 Emergency Medical Responder (EMR) Renewal	Test, EMSP	23.00	23.00
Total:		23.00	23.00

Back

Continue



Check to make sure you have selected the correct providers to pay for and click "Continue."



- My Account
- Applications**
  - Continue
  - Checkout 2
  - Transaction
- Services
- License Verification

## Payment Detail

Payment is nonrefundable as stated in OAR 333-265-0050(2)(a). If you are unsure if this is the correct amount please reference OAR 333-265-0030 or give us a call at 971-673-0520.

### Account

\* Payment Method:

- Payment Method - ▾
- Payment Method - Credit Card

Submit Transaction



License	Amount
2017 Renewal EMT, AEMT, EMTI, Pa ramedic	\$55.00
2017 Renewal EMT, AEMT, EMTI, Pa ramedic	\$55.00
2017 Renewal EMT, AEMT, EMTI, Pa ramedic	\$85.00
<b>Totals:</b>	<b>\$195.00</b>

Select "Credit Card" under payment method drop down menu.

SKU	Description	Unit Price	Quantity	Amount
2150		\$195.00	1	\$195.00
Total				\$195.00

	\$195.00
<b>TOTAL</b>	<b>\$195.00</b>

**Payment Type**

**Credit Card**

**Customer Information**

Complete all required fields [ \* ]

Country

United States ▼

First Name \*

Last Name \*

Customer Information to be entered is the Card Holder Information. For technical assistance call 1-855-255-4304. This number is for assistance with the input of your credit card information only. For all other questions contact the program directly.

Complete the credit card information and submit payment.

## OHA-EMS Contact Info:

If you have questions, please email [ems.trauma@state.or.us](mailto:ems.trauma@state.or.us)