

Oregon Group Renewal

Log in to your account and select
“Services”

The screenshot shows the Oregon Health Authority eLicense portal. At the top, the logo for Oregon Health Authority is displayed alongside the text "OHA-EMS & Trauma Systems Program" and "License Management System for EMS Providers, Services and Vehicles". A circular seal for the Oregon Emergency Medical Services is also visible. The user is logged in as "EMSP Test".

The left navigation menu includes the following items:

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

An orange arrow points to the "Services" link in the navigation menu. The main content area displays a welcome message and instructions for users seeking an initial license or updating information. It also includes a section for license details for the user "EMSP Test", an Emergency Medical Responder, with license number TEST091915, issued on 03/27/2016, and expiring on 06/30/2018. A "View License" button is present next to the license details. Additionally, there are sections for training updates (0 new training added, 0 upcoming training this week, 0 upcoming tests this week) and a search bar for personnel.

Oregon Group Renewal

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 do group renewal for by clicking on the service name.

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

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

Welcome, EMSP Test | Logout

My Account
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All Service

Click the name of the service to view additional details about it. Use the search box to find a specific service or click the alphabet links to look for services beginning with a specific letter.

GO CLEAR

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"/>
Oregon Test Service (TEST123)	Agencies-Transport	800 NE Oregon St.	Portland	Multnomah	971-673-0530	<input type="checkbox"/>

Records 1-2 of 2 | First | Previous | Next | Last | Per Page 10 ▼

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

Oregon Group Renewal

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

The screenshot displays the Oregon Health Authority eLicense portal. The header includes the Oregon Health Authority logo, the OHA-EMS & Trauma Systems Program logo, and the Oregon Emergency Medical Services logo. The user is logged in as 'EMSP Test'.

My Account

Applications

- Services** (selected)
- Details
- Policies
- Medical Directors
- Personnel
- Stations
- Vehicles
- Documents
- Service Areas
- Inspections

License Verification

Welcome, EMSP Test | Logout

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

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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
County: Multnomah
State: Oregon
Postal Code: 97232

Chinook address same as the base address

Oregon Group Renewal

In the personnel section, you will be able to see a roster of your service's personnel and information relating to their EMS provider license including expiration dates, license number and level.

The expiration date filtering option (shown with a yellow arrow) will help you to identify the individuals who have renewed, and those still needing to renew.

Welcome, EMSP Test | Logout

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

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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	

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

Oregon Group Renewal

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 (shown here with a green arrow).

Next use the dropdown menu (shown here with an orange arrow) and select “Pay License for Selected Users” and click “Go.”

Welcome, EMSP Test | Logout

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Personnel

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Add an Existing Personnel to Services Roster

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

Search by Personnel name or License number

- Position -

<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	

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- I Want To -
Remove Selected Users
Pay License for Selected Users

= Medical Director = Service Director = Inactive User

Oregon Group Renewal

NOTE:

1. This page shows ALL pending payments, including multiple application fee types.
2. If your provider has already paid or if they have not completed their renewal application, they will not show 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 she is renewing and has a pending paramedic application.

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

Welcome, EMSP Test | Logout

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

Personnel License Payment

Pay License

License: - All Licenses -
Please select a specific license you would like to pay for

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

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Oregon Group Renewal

Use the drop down menu to select the license type you intend to pay.

By selecting “2020 EMR Renewal” only the fees for providers who have a renewal application pending will now be shown.

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

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

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Personnel License Payment

Pay License

License:

- Select All Licenses
- 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	<input type="text" value="23.00"/>
License Total:	23.00	23.00
	0.00	<input type="text" value="0.00"/>
License Total:	0.00	0.00
Total:	23.00	23.00

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Oregon Group Renewal

Check to make sure you plan to pay for the selected providers and click “Continue.”

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

OREGON EMERGENCY MEDICAL SERVICES

Welcome, EMSP Test | Logout

My Account

Applications

Training

*** Services**

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License Verification

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Agencies-Transport -- Issued: 04/02/2018 -- Expires: 06/29/2019

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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	<input type="text" value="23.00"/>
		Total: 23.00	23.00

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Oregon Group Renewal

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

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

OREGON EMERGENCY MEDICAL SERVICES

Welcome, EMSP Test | Logout

My Account

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 - 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
Totals:	\$195.00

Common Checkout Payment Entry

Complete the credit card information and submit payment.

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

Payment Type

Credit Card

Customer Information

Complete all required fields [*]

Country

United States ▼

First Name *

Last Name *

\$195.00

TOTAL \$195.00

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.

OHA-EMS Contact Info:

If you have questions please email ems.trauma@state.or.us.