Oregon EMS
Group Renewal Instructions
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.
To see a roster of your service’s personnel, select personnel as shown here.
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.
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.”
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.
Use the drop-down menu to select the current year and level(s) of provider license you intend to pay for.

Only the fees for providers who have a renewal application pending will be shown.
Check to make sure you have selected the correct providers to pay for and click “Continue.”
Select “Credit Card” under payment method drop down menu.
Complete the credit card information and submit payment.

**OHA-EMS Contact Info:**
If you have questions, please email **ems.trauma@state.or.us**