Oregon Group Renewal

Log in to your account and select “Services”
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 Group Renewal

To see a roster of your service’s personnel, select personnel as shown here.
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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.
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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.”
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 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.
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Check to make sure you plan to pay for the selected providers and click “Continue.”
Oregon Group Renewal

Select “Credit Card” under payment method drop down menu.
Common Checkout Payment Entry

Complete the credit card information and submit payment.
OHA-EMS Contact Info:

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