EMS Registry Job Aid for Providers for Initial Log-In

- 1. Using Internet Explorer, access the site: <u>https://ems.health.state.pa.us/emsportal/login.aspx</u>
- Your User ID is PA followed by your certification number (PA#######). This is not case-sensitive and there is no space between pa and your certification number. This will not be able to be changed. The temporary password is "Password1" with a capital P. Click Log In.
- 3. You will be directed to a new page where you will need to verify your identity using the last 4 digits of your Social Security number and create a new password. Click Change Password.
- 4. You will then be directed to log in again with your new password. You will need to verify your profile, enter the password you just created, and set up 3 security questions. These security questions will be used if you need to unlock your account or reset your password. You will be required to change your password every 90 days. (You will only have one User ID that will be utilized for both your personal account and any organizations you may be affiliated with.) Click Save.
- 5. Click on Agency/ConEd/Registry.
- 6. Read the statement about Criminal History and click Accept. This message will appear every 60 days.

DEPARTMENT OF HEALTH	Emergency Medical Services	
Logoff Session Timeout: 19:46		Wednesday, October 18, 2017
Section 8113(i)(4) of the Act (4) require an EMS provide felony or other criminal co	, 35 Pa.C.S. § 8113(i)(4), and Department regulation 26 r to report and provide to the Department a certified rec onviction that is not a summary or equivalent offense wi conviction.	3 Pa. Code § 1023.21(b) ord of a misdemeanor, thin 30 days after the
Privacy Cop	Policy Security Policy About Us Contact Us Employment Right to Know wright © 2012 Commonwealth of Pennsylvania. All Rights Reserved	EMS Registry v

You will be directed to your Practitioner Record. In the General Information Tab, review your information.
Update as needed – you are able to update your Address, County, Phone Number, Email and Education Level. If

you update any information, click Update Data. A box will pop-up indicating update complete, click ok. If any other information needs to be updated, contact your Regional EMS Council.

Edit My Practitioner Record						
Provider Name: Certification Number: Certification Level: Emergency Medical Tech Certification Issue Date: 1/1/2016 Certificatio Practitioner Status: Matrice	nician on Expiration Date: 1/1/2019					
Applicant Data Certifications Con-Ed	Notes					
General Information EMS Application	Eoucation					

8. Click on the Certifications Tab, review your Certification History.

rtification History	D-Ed Notes	•				
<u>Certification</u>	Issue Date	Expiration Date	<u>Date</u> Entered	<u>Class</u> <u>Number</u>	Туре	Active
Emergency Medical Technician	1/1/2016	1/1/2019	1/8/2018		Reregistration	Yes
1						

9. Click on the Con-Ed Tab, review your current con-ed and con-ed summary. You can print certificates from classes you have completed, except for TRAIN. Those certificates can be printed from your TRAIN account.

Applicant Data Certi	fication By Endorsement Certifications Con-Ed Notes	
General Information	EMS Application Instructor Driving History	

01/19/2018