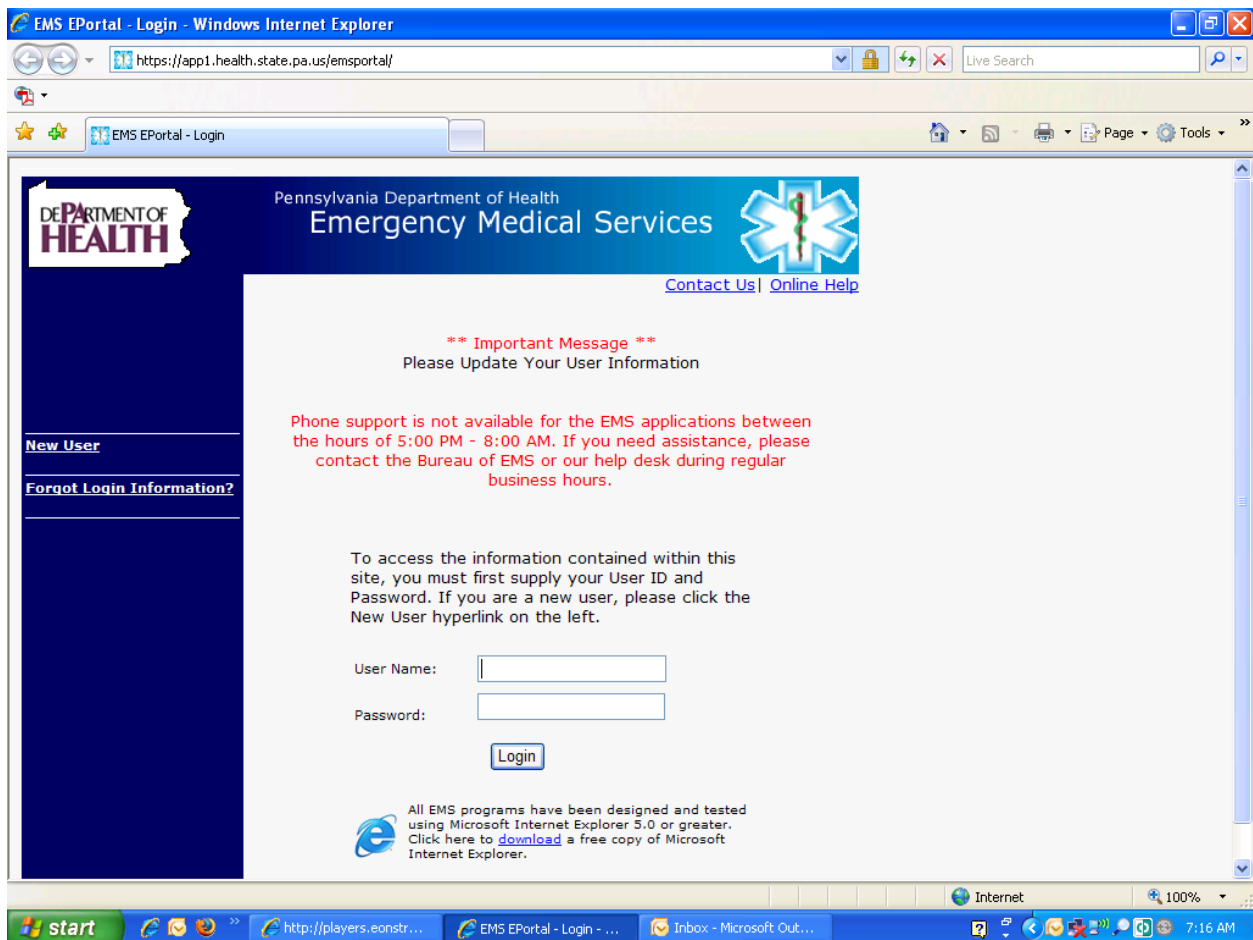## Section A: Getting registered for the Pennsylvania EMS EPortal

A practitioner can do the following by logging into the Pennsylvania EMS EPortal:

1. Search for Continuing Education Classes being held.
2. View their Continuing Education Status Report
3. Electronically submit their Ambulance Licensure for their service.

You must be registered in order to use the EMS EPortal. If you are already registered for the EMS EPortal, then start at Section B of this Instruction Manual.

To get registered, open your web browser and go to http://app1.health.state.pa.us/emsportal. The screen should look like the one below.

On the left side of the screen, click on the **New User** hyperlink and complete the online registration form. You will need to create a USER NAME and PASSWORD. The screen should look like the one below.

If you get an error message telling you that someone is already using your certification number, you will need to contact the Help Desk (717-783-9171) directly to have your USER NAME and PASSWORD assigned to you. Chances are that you had registered once before for the EMS EPortal and you are trying to create a USER NAME again. This is a common problem and can be fixed by the Help Desk. Your Regional EMS Council **does not** have administrative privileges to look up or reset your USER NAME and PASSWORD. Again, this must be done by the Help Desk.

If you had registered for the EMS EPortal but had forgotten your password, just enter your USER NAME and click on the hyperlink **"Forgot Login Information?".** Complete the online form and your USER NAME and PASSWORD will be emailed to the email address that you submitted in your profile. If you do not receive an email, you will need to contact the Help Desk (717-783-9171) to get your USERNAME and PASSWORD.
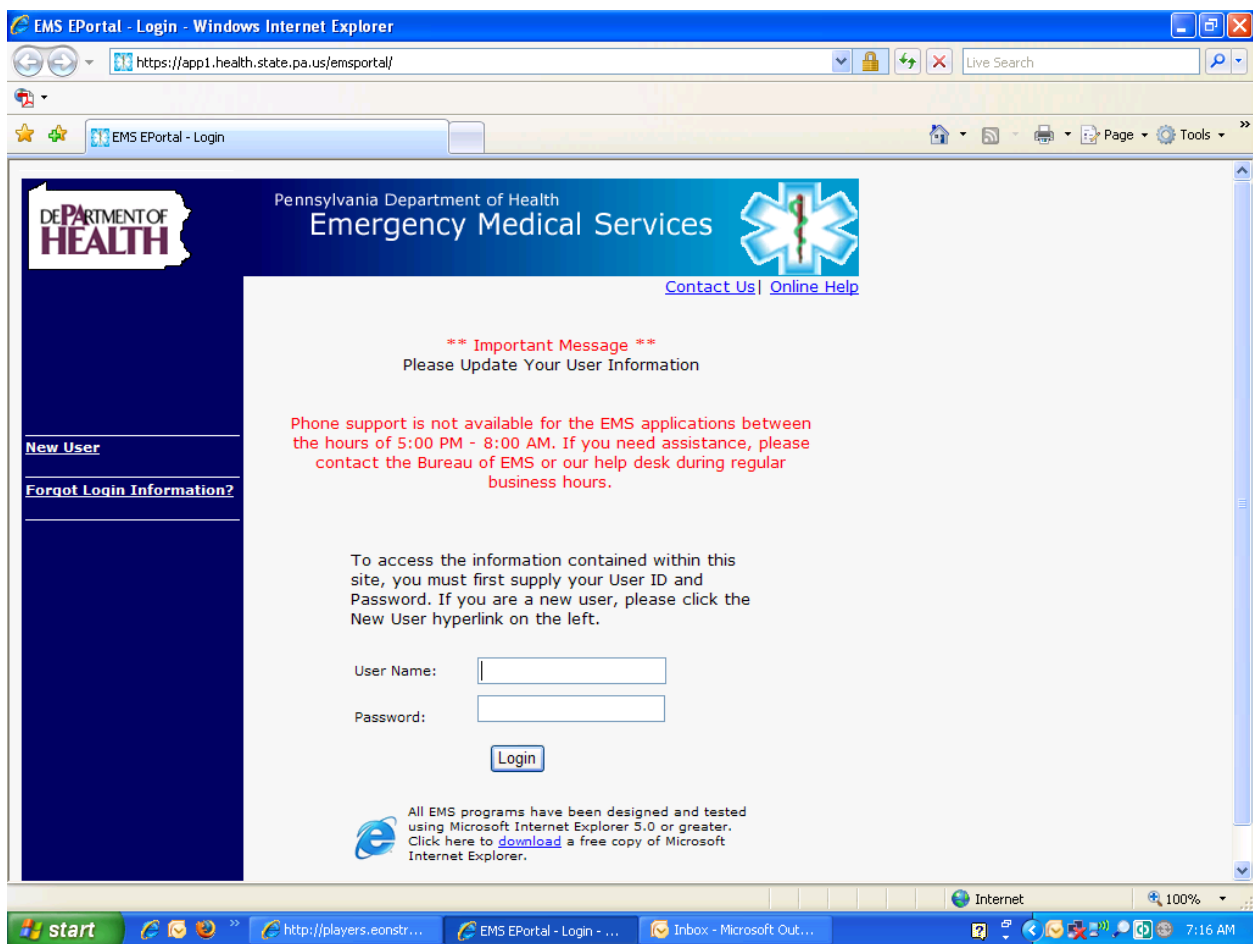
Section B: Logging into the EMS EPortal

A practitioner can do the following by logging into the Pennsylvania EMS EPortal:

1. Search for Continuing Education Classes being held.
2. View their Continuing Education Status Report
3. Electronically submit their Ambulance Licensure for their service.

To login, open your web browser and go to http://app1.health.state.pa.us/emsportal. The screen should look like the one below.

Enter your USER NAME and PASSWORD and click on the LOGIN button. Your screen should now look something like this.
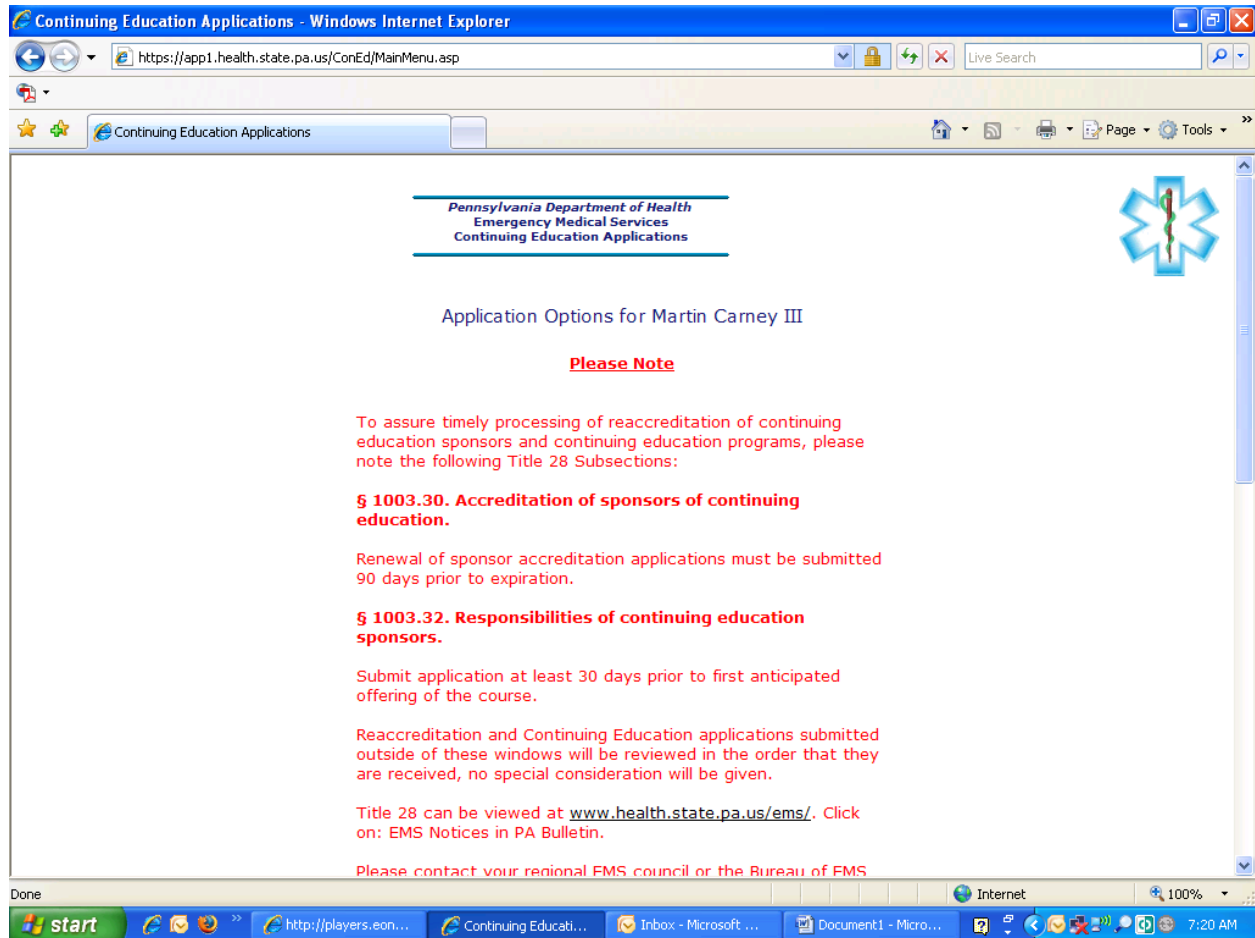

From this screen, you will have many options. A general EMS Practitioner can:

1. View Continuing Education classes that are going to be held.
2. View his/her Continuing Education Status Report.
3. If allowed to do so from their EMS Service Manager, submit EMS Licensure Application Electronically.

To view Continuing Education Classes that are being held:

1. Click on the hyperlink "Continuing Education/Certification Course Applications". This will take you to another screen that will look like the one below.

Now scroll down this page until you see the following information on the left side of the screen. Your screen will look almost (but not exactly) like the following:

On the left side of the screen, click on the hyperlink "**Search for CLASSES being held**". When you click on this hyperlink, the following web page should come up:

To search for classes, you may input as much as you want to narrow your search. For Example, if I want to see all of the Continuing Education Classes for Erie County I will do the following:

1. Click on the radio button "Continuing Ed" for the Type of Class
2. Select "Erie" from the dropdown list under "County where the course is being held".
3. I will now click on the "Search Now" button at the top of the web page.

You should now have a list of Continuing Education classes that are being held in Erie County displayed on your screen.

To view my Continuing Education Status Report:

1. Login into the EMS EPortal as you normally would.
2. Click on the hyperlink "Emergency Medical Services Registry System (EMSRS)".

Note: Due to Practitioner Information being viewable, we cannot provide screen shots for the following steps.

3. After you click on the EMS Registry System hyperlink, you should be looking at your profile. Your profile will include your full name, address, date of birth, certification number, etc.
4. Scroll down this page until you see a button labeled "Print Status Report".
5. Click on the "Print Status Report" button to have your Continuing Education Status Report generated by Adobe Acrobat Reader. If you do not have Adobe Reader, please download a free copy from www.adobe.com