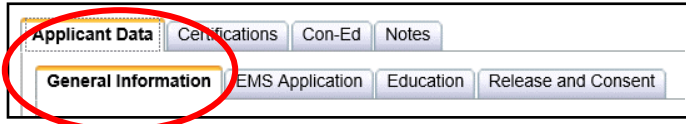


# EMS Registry Job Aid for Add-On EMSVO

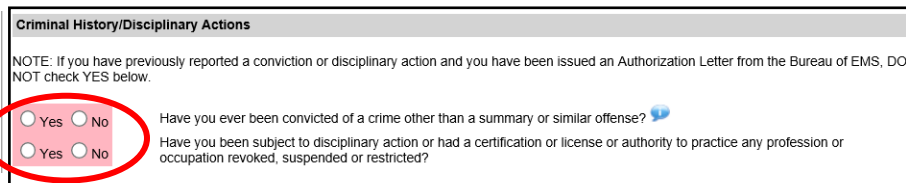
*This Job Aid is for PA EMS Providers*

**You will need to upload your Driver's License and EVOC Certificate - before you begin have those documents available electronically to upload**

1. Log into the State EMS Portal.
2. In the Applicant Data – General Information Tab – review your address, email and phone number. Update if needed. If you update any fields, click 'Update Data'.



3. Scroll down to the Criminal History/Disciplinary Actions section. Read and answer both questions. If you check 'yes', another tab will appear that you will need to complete.



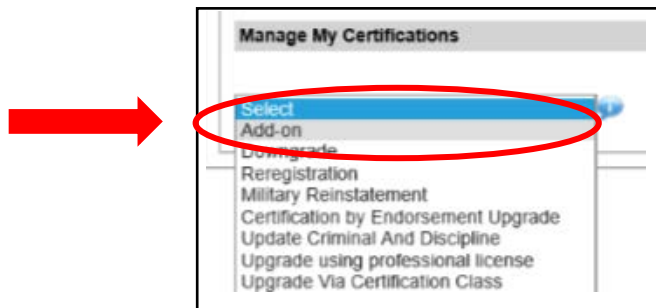
**Criminal History/Disciplinary Actions**

NOTE: If you have previously reported a conviction or disciplinary action and you have been issued an Authorization Letter from the Bureau of EMS, DO NOT check YES below.

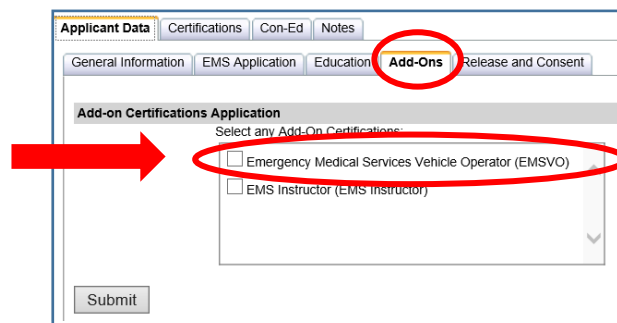
Yes  No Have you ever been convicted of a crime other than a summary or similar offense?

Yes  No Have you been subject to disciplinary action or had a certification or license or authority to practice any profession or occupation revoked, suspended or restricted?

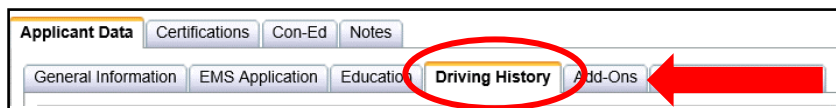
4. Scroll down to the 'Manage My Certifications' section. Select 'Add-on'.



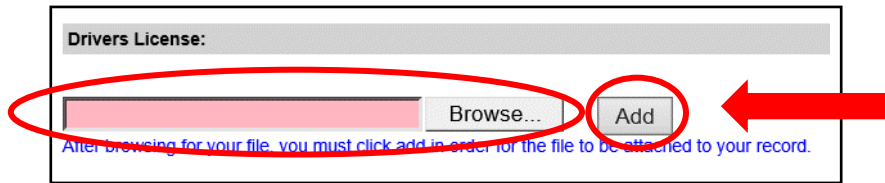
5. A tab will populate with add-on selections. Check Emergency Medical Services Vehicle Operator (EMSVO). Do not click on 'Submit' yet.



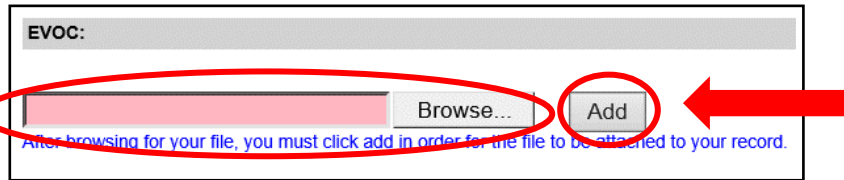
6. A Driving History Tab will appear. Click on this tab.



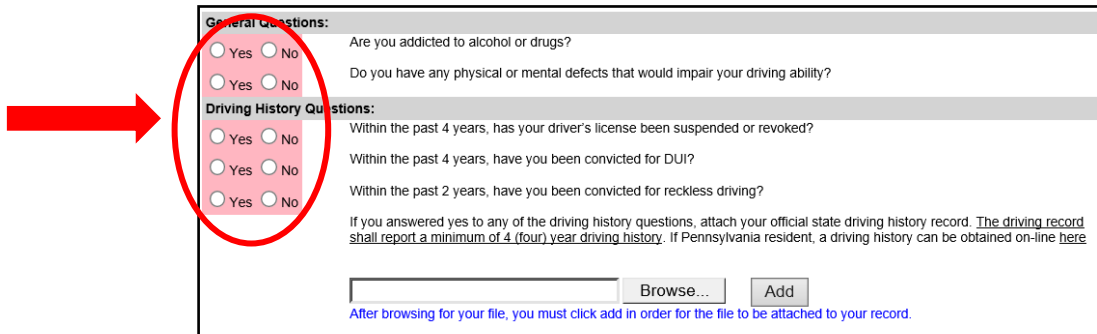
5. Driver's License section – browse on your computer for your driver's license to upload; after you upload it into the field, click 'Add'. A table will populate with the document listed.



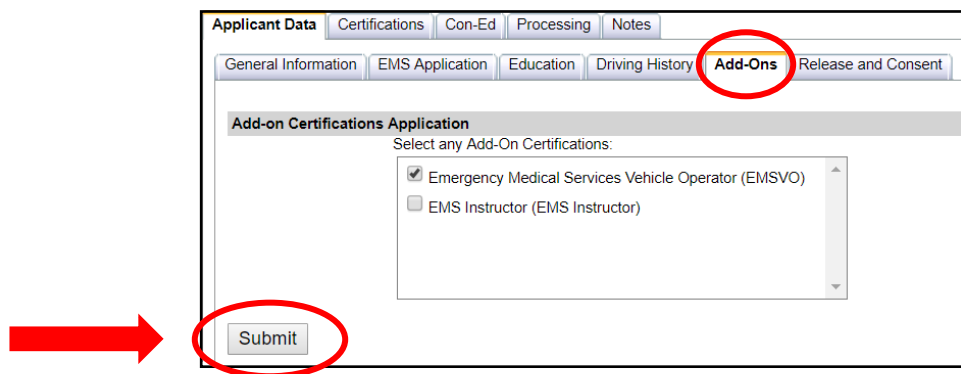
6. EVOC certification section – browse on your computer for your EVOC certificate to upload; after you upload it into the field, click ‘Add’. A table will populate with the document listed.



7. General Questions and Driving History Questions – Answer each question. If you answer yes to any of the Driving History Questions, you will be required to upload your driving history record.



8. Click back on the Add-Ons Tab. Click ‘Submit’. If you have not completed a required field, your application will indicate what is required. You will need to complete those fields, click back on the Add-Ons tab and click ‘Submit’.



9. Your application will be submitted to the Regional EMS Council for review. Please allow 14 days for review. You can then log back into the EMS Portal to see the status of your application. If approved, you will see EMVSO listed in your Certifications Tab and a new wallet card will be mailed to you.