

Creating an EMS eLicensing Account

Navigate to the eLicensing portal @ www.mi-emsis.org/lms/public/. Click on the red NO button next to **Create an Account** to get started.

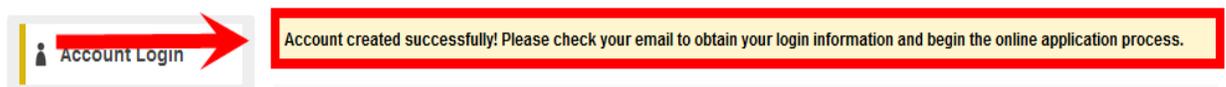
➤ Step 1: Complete the form

To create your account, you must enter your personal information. Information with a red asterisk * are required. You will not be able to create your account until these are entered. Some required information such as name, birth date, and social security number cannot be edited once the account has been created. If you create your account and make a mistake entering one of the required fields, or if you legally change your name, please contact the EMS office and include proof of the correction to: MDHHS-MichiganEMS@michigan.gov

Step 1 Continued: Complete the form

The address section will have the city, county, and state grayed out. You cannot enter any information in these fields. To enter your address, enter your street address first and then enter your zip code and click on the blue **Lookup** button. This will automatically fill in the city, county, and state. NOTE: If auto populated city/postal code information is incorrect, please select the correct city and send an email to request with the correct city/postal code combination to Kevin Putman (PutmanK@michigan.gov).

Once you have completed and successfully submitted the form, you will be redirected back to the login page with a message confirming that your account has been created.



➤ Step 2: Check your email

You will receive an email from noreply@imagetrend.com with your Username and a link to reset/create your password. If you do not see the email, please check your spam/junk folder and mark it as not spam/junk in order to receive updates regarding your license and application process.



➤ Step 3: Log in and change password

Click on the link within the email to create/change your password.

NOTE: If you click on Submit and are redirected to the account login page with a message that your account is locked, please contact the EMS office by sending an email to MDHHS-MichiganEMS@michigan.gov