

Creating a Profile on the eLicensing Portal

All students that do **not** already have a state of MI EMS license will need to create an account six weeks prior to the course ending. To create an account in the eLicensing portal, you will select Option 3: This option is called, “New User”, which is for first time Michigan EMS provider applicants. Click on Create Account to get started.

➤ **Step 1:** To create an account, enter your personal information. Information fields 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 submit the application listed as Correction License Application.

The address section will have the city, county, and state grayed out, and you will not be allowed to enter any information in said fields. To enter your address, enter the street address first followed by the zip code, and then click on the blue Lookup button. This will automatically fill in the city, county, and state. 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 MDHHS-MichiganEMS@michigan.gov with the Username and a link to reset/create your password. If you do not see the email, please check the spam/junk folder, and mark it as not spam/junk 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 at 517-241-3025.

To access the complete step by step instructions click here: [User Guide](#)