



Voucher Codes for EMS Agencies and Education Programs

Vouchers are unique codes that can be purchased by EMS Agencies/EMS Initial Education Programs to distribute to personnel for payment of the Instructor Initial/Renewal applications and Medic Initial/Renewal applications fees. Please note the following:

1. Current voucher code amounts are \$75.00 (Medic license applications) and \$25.00 (Instructor license applications)
2. Purchased voucher codes:
 - a. Should be treated like a credit card/cash.
 - b. Can be used for partial payment of license fee.
 - c. Can be applied for a license fee, any balance left on the voucher is not transferable. (The voucher code can only be used once).
 - d. No expiration date.
 - e. Non-refundable and Non-transferable by OEMST
 - f. Can be used on any personnel (Medic/Instructor) license application.
 - g. Voucher codes have real value to them, and the Department is NOT responsible if EMS agencies inadvertently release their codes to unauthorized personnel.
 - h. The Department will not be able to reassign/reissue the voucher code to any other personnel once the codes have been released to the EMS Agency/Education Program.
3. The application to request voucher codes can only be submitted by an **Authorized Agent, EMS Agency Admin, EMS Education – Program Admin and Program Director.**
4. After requesting voucher codes, the payment must be received (via mail) before the Medic/Instructor completes the license application.

Step 1: Requesting Voucher Codes

- Login to LMS www.mygemsis.org/lms
- Click on **Applications** on the left, then on **Start** then on **View All Agencies Applications** for the specific agency

- Locate the application called **“Order Voucher Codes”**

- If you do not see the application in your list, check under the Continue section to see if you have already opened it.
- Select the number of vouchers needed for the corresponding voucher amount.
- Enter the name and email of the person the invoice and codes should be sent to and click on **Submit**.

Voucher Amount	Number of Vouchers Needed
\$75.00	0
\$25.00	0

- g. An invoice will be sent via email. **You must attach the invoice with your check.**
- h. **Once the payment is received by the Department, we will email you the voucher codes for distribution. We encourage you to assign the codes to the personnel via the system. See Step 2 for instructions.**

Step 2: Voucher Code Assignment for EMS Agency ONLY

- a. Once the voucher codes are issued, they can be assigned to personnel listed on the agency roster. Only the **Authorized Agent, EMS Agency Admin and Program Director** will have access to the Voucher's section in LMS.
- b. Login to Login to LMS www.mygemsis.org/lms
- c. Click on **Agencies** on the left, select the EMS Agency you are affiliated with
- d. Click on **Vouchers** on the left
- e. You will see the list of all issued voucher codes. Utilize the different filters and sort options to view assigned or used codes.

Vouchers

Imagetrend Test 3 (New)
 123 Anywhere Street Athens, GA 30606

Code Assigned
Code Used

Code	Assigned To	Used On	Amount	Created On
2023-EMS2019006- XXXXXXXXXX	select user		\$25.00	09/05/2023

- f. To assign a voucher code to a user, click on **Select User** next to the code and select the user name from the roster list

Code Assigned
Code Used

Code	Assigned To	Used On	Amount	Created On
2023-EMS2019006- XXXXXXXXXX	select user		\$25.00	09/05/2023

- g. Within the Assign Voucher Code window, locate the user and click on **Assign**. Utilize the different sort options available when working with a specific group. Once you locate the user, click on **Assign**.

Assign Voucher Code

Voucher Code: 2023-EMS2019006-75-XXXXXXXXXX

Amount: \$75.00

Select Certification Level

Name	Certification Level	Expiration	Action
Dipti Test10 (P033492)	Paramedic	03/31/2025	<input type="button" value="Assign"/>

- h. To remove an assigned code from a user, click on the **Remove** button. This code can be re-assigned to another user if not used already.

Code	Assigned To	Used On	Amount	Created On
2023-EMS2019006-██████████	Test3, John (remove)		\$25.00	08/28/2023

Step 3: Personnel using the voucher codes for payment on license applications.

- Personnel will complete a license application.
- On the Payment tab inside the application, they will select **Voucher Code**

Form 4 - Renewal Information Preview

Instructions Demographics Application Level CPR Other EMS License Other HCP License Scope of Practice **Payment** Rules and Regulations Sign and Submit

▼ Payment

*How are you paying for your license application? (application fees are non-refundable)

Credit/Debit Card

Money Order/Cashier's Check

Voucher Code

Your application will NOT be processed until you complete the payment.

Once you submit this renewal application, you will need to proceed to the **Checkout** button under Applications on the left side of the screen to pay for your application using the voucher code assigned by your EMS Agency.

Once a completed application AND payment is received, your EMS license Renewal will be processed.

- Once the personnel submits the application, they will be transferred to the **Checkout** page.
- If a voucher code was assigned to the user, it would appear automatically for them **(1)** then click on **Complete Transaction (2)**.
- If a voucher code was not assigned to the user, you will have to enter the code manually **(3)**, click on **Apply Code** button **(4)** and then click on **Pay Now** button.
- If the code is valid, the transaction will complete, and the personnel will receive an email with a receipt.
- If the code is invalid, the personnel will not be able to proceed further until a valid unused code is entered.

My Account

Applications

Start

Continue 6

Checkout 1

Transaction

Review 1

History

Education

Dipti Test10 | Logout

Checkout

Select the license(s) you want to pay fees for and click *Pay Now* to continue to checkout.

License	Agencies	Application Date	Total Amount	Balance Due
<input checked="" type="checkbox"/> Georgia Medic Renewal		11/13/2024	\$75.00	\$75.00
<input checked="" type="checkbox"/> Voucher Code	Agencies	Date Assigned	Amount	Balance
<input checked="" type="checkbox"/> 2023-EMS2019006-75-██████████	Imagetrend Test 3 (New)	01/06/2025	-\$75.00	-\$75.00
Totals:			\$0.00	\$0.00

Voucher Code: