



Voucher Codes Process for Medic and Instructor License Renewals

The previous Group Medic Renewal – Agency Paid and process is no longer available. The License Management System (LMS) can now generate voucher codes for Medic/Instructor license renewal fees. This new automated process will also be available for Initial EMS license fees during Phase 2 of the automated voucher implementation process.

The instructions listed below are for EMS Agencies/Education Programs that pay the **renewal fees** for Medic/Instructor license renewal applications using the new voucher process in LMS.

This process is currently **NOT** available for EMS Agencies/Education Programs that request vouchers for use during EMS Personnel **Initial** License Applications.

Please note the following:

1. Current voucher code amounts are \$75.00 (Medic license renewals) and \$25.00 (Instructor license renewals)
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) renewal license application.
 - g. The new issued voucher codes cannot be used on the Initial license application. This option will be available during Phase 2 of the implementation process.
 - h. Voucher codes have real value to them, and the Department is NOT responsible if EMS agencies inadvertently release their codes to unauthorized personnel.
 - i. 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 renewal application.

Step 1: Requesting Voucher Codes

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

Available Applications

Click "View My Applications" to view your personnel applications, or click one of the "View Service Applications" buttons to view the service licenses you can apply to for that service.



Test9, Dipti (E012345)

EMT
Issue Date: 10/08/2021
Expiration Date: 03/31/2024

View My Applications



Imagetrend Test 3 (New) (EMS2019006)

123 Anywhere Street, Athens, Georgia 30606
Ground Ambulance, Air Ambulance -- Issued: 10/01/2022 -- Expires: 10/01/2024

View Agencies Applications

- Locate the application called "**Order Voucher Codes**"

Order Voucher Codes

This is the application where EMS Agencies and Education Programs can purchase voucher codes for personnel license renewal fees.

Apply Now

- 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**.

Indicate How Many Voucher Codes New

Indicate How Many Voucher Codes

▼ Voucher Code Count

Vouchers are unique codes that can be purchased by EMS Agencies/EMS Initial Education Program to distribute to personnel for payment of the initial/renewal license application fees.

Voucher codes can be used as payments toward Medic License fees (\$75.00), Instructor License fees (\$25.00), and as partial payments for Medic License fees.

Voucher codes have real value to them, and the Department of Public Health is NOT responsible if EMS agencies inadvertently release their codes to unauthorized personnel.

Payments for vouchers are NOT refundable and are ONE time use codes. Voucher codes do not expire but are only good for the purchased amount.

After selecting the number of vouchers and clicking Submit, we will generate an invoice and send it to your agency.

Once payment is received for the voucher codes ordered below, the voucher codes will be emailed to the email address below.

Voucher codes will ONLY be sent to the email address listed below.

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

*Please enter the name of the person that the codes should be emailed to

*Email address to send voucher codes to (once payment is received)

Submit

- 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 Copy and Paste the codes when distributing them to your personnel.**

Step 2: Personnel using the voucher codes for payment on license applications.

- a. Medic will complete the **Georgia Medic Renewal** application.
- b. 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.

- c. Once the Medic submits the application, the Medic will be transferred to the Checkout page.
- d. The Medic will copy and paste the voucher code (1), click on **Apply Code** button (2) and then click on **Pay Now** button (3).
- e. If the code is valid, the transaction will complete and the Medic will receive an email with their license renewed.
- f. If the code is invalid, the Medic will not be able to proceed further until a valid unused code is entered.

My Account

Applications

Continue 2

Checkout

Transaction

Review 3

Education

Agencies

Inspections

Dipti Test9 | 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		10/13/2023	\$75.00	\$75.00
Voucher Code	Agencies	Date Assigned	Amount	Balance
No Records				
Totals:			\$75.00	\$75.00

1 Voucher Code: 2023-EMS2019006-75-qoi1xAQW7l Apply Code

3 Pay Now