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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

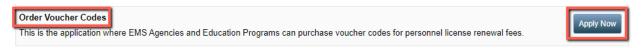
- a. Login to LMS www.mygemsis.org/lms
- b. Click on **Applications** on the left, then on the **View Agencies Applications** for the specific agency

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.



c. Locate the application called "Order Voucher Codes"



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

Voucher Code Co	unt					
Vouchers are uniqu	e codes that can be purchased by I ment of the initial/renewal license a	0	Educat	ion Progra	am to distrib	ute
	be used as payments toward Medi Medic License fees.	c License fees (\$75.00), I	nstructo	License	fees (\$25.00	0), and a
	e real value to them, and the Depar e their codes to unauthorized perso		NOT res	ponsible	if EMS agen	icies
Payments for vouch good for the purcha	ers are NOT refundable and are O sed amount.	NE time use codes. Vouc	ner code	s do not i	expire but ar	re only
After selecting the r	number of vouchers and clicking Su	ıbmit, we will generate an	invoice	and send	it to your ag	jency.
Once payment is re address below.	ceived for the voucher codes order	ed below, the voucher cod	des will t	e emaile	d to the ema	ail
Voucher codes will	ONLY be sent to the email address	listed below.				
	Voucher Amount	Number o	f Vouche	rs Needeo	i	
	\$75.00) ;			
	\$25.00) :	•		
*Please enter the name	of the person that the codes should be en	nailed to				
*Please enter the name	of the person that the codes should be en	nailed to				
	of the person that the codes should be en					

- 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

Instructions	Demographics	Application Level	CPR	Other EMS License	Other HCP License	Scope of Practice	Payment	ules and Regulations	Sign and Submit
 Payment 	t								
*How are	you paying for y	our license applica	tion? (a	pplication fees are n	on-refundable)				
O Credit/I	Debit Card								
O Manau	Order/Cashier's Ch	a ak							
O Money	order/cashier s ci	IEUK							
🕒 Vouche	er Code								
Your appl	lication will NO	T he processed	until ve	ou complete the pa	avment				
100			-	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	And the second second				
				will need to proce y your EMS Agenc		out button und	er Applicatio	ons on the left side	of the screen to pay for your
		antion AND norm	aont in	received your EN	IS license Renewa	al will be process	od		

- 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					Dipti Test9 Logou
Applications	Checkout Select the license(s) you want to pay fee	s for and click <i>Pay Now</i> to c	continue to checkout.		
Continue 2	✓ License	Agencies	Application Date	Total Amount	Balance Due
Checkout	Georgia Medic Renewal		10/13/2023	\$75.00	\$75.00
Transaction	Voucher Code	Agencies	Date Assigned	Amount	Balance
	No Records				
Review 3	Totals:			\$75.00	\$75.00 2
Education					
Agencies			1 Voucher Code	2023-EMS2019006-75-c	oi1xAQW7L Apply Co
Inspections					3 🖹 🔭 Pay N