

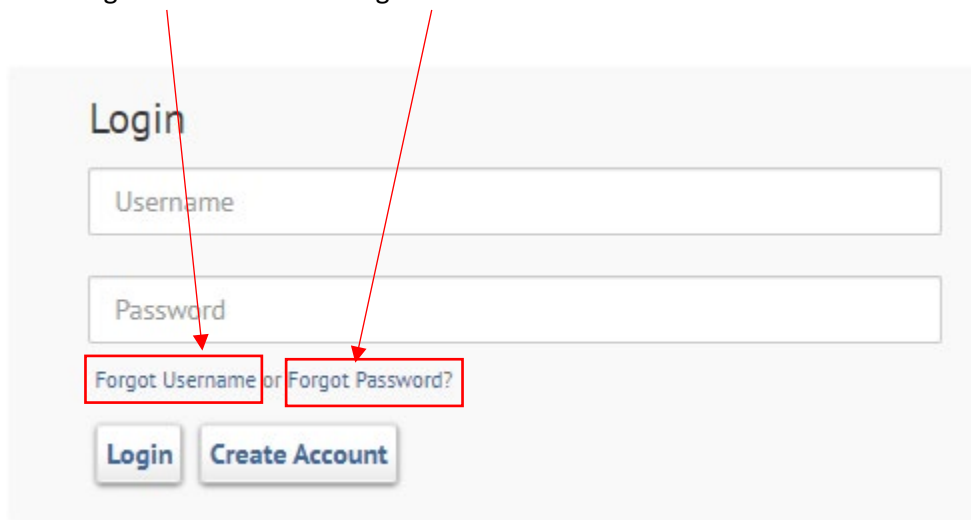
South Dakota Ambulance Service License Renewal Instructions

Note: Only those service personnel designated as the *Service Director, Assistant Service Director* or *Operations Officer* have the necessary permissions to access and complete the *SD Ambulance Service License Renewal Application*.

Ambulance Service Licenses are good for two years and expire on June 30th of even numbered years. The SD Ambulance Service License Renewal Application will appear in your Service's Applications section on April 1st of the year your License will expire.

To access the E-Licensing System login page, you can go directly to the site by clicking or typing in this address: <https://southdakota.imagetrendlicense.com/lms/public/portal#/login>, or you can access it by going to the EMS Program's website: [EMS.sd.gov](https://ems.sd.gov) and clicking the red box labeled E-Licensing Portal.

If you have forgotten your Username and/or Password, you will go to the bottom of the page and click the "Forgot Username" or "Forgot Password" link.

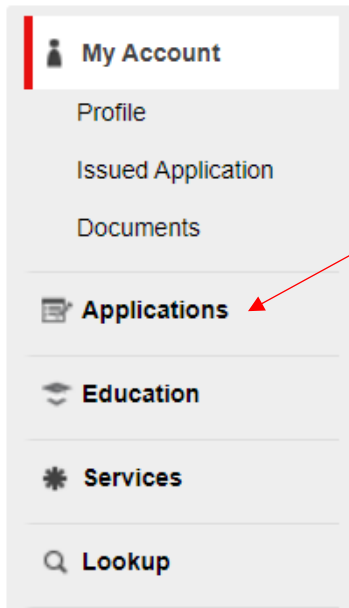


The image shows a login form with the following elements:

- A title "Login" at the top left.
- A text input field labeled "Username".
- A text input field labeled "Password".
- A link labeled "Forgot Username or Forgot Password?" which is highlighted with a red box. Two red arrows point from this link to the "Forgot Username" and "Forgot Password?" text.
- Two buttons at the bottom: "Login" and "Create Account".

The system will send you an automated email that has your Username and a link to click to reset your Password. If the email does not come to your inbox, check your junk or spam folder. This email to reset your password is only valid for 72 hours so be sure to click the link before it expires, or you will need to repeat the process described above.



Once you are logged into your account, click the “Applications” button in your menu list on the left side of the page:




Next, click the gray “View Services Applications” button by the name of your ambulance service:

Available Applications

Click “View My Applications” button to view your personal applications, or click the “View Service Applications” button (if applicable) to view the service application(s) you have access to (for Service Directors, Asst. Directors, or Operation Managers).

	IVERSEN, LANCE T ()	View My Applications
	Test - Mine (SD-AL-1071) 909 E. St. Patrick St Suite 4, Rapid City, South Dakota 57701 In-State Ground Ambulance Service -- Issued: 03/28/2020 -- Expires: 06/30/2022	View Services Applications

Click the gray “Apply Now” button by the “SD Ambulance Service License Renewal Application”:

	Test - Mine (SD-AL-1071) 909 E. St. Patrick St Suite 4, Rapid City, South Dakota 57701 In-State Ground Ambulance Service -- Issued: 03/28/2020 -- Expires: 06/30/2022	Action
Applications		
SD Ambulance Service License Renewal Application Renewal Application		Apply Now
65 days until application period closes		

Doing the above will now open the application form for you to complete.

The first tab of the application form is the “Service Information, Level and Ownership” section where you can review, update/enter information for your service. Items that have a red asterisk is a required field to fill out.

Once done with the first tab, click the “Save and Continue” button at the bottom of the page to go to the next tab, “Medical Director, Billing, Charting System”. When done entering the information in this section, click the “Save and Continue” button at the bottom of the page to go to the “Vehicles or Aircraft” section.

Prior to starting your SD Ambulance Service License Renewal Application, you should go into your service account and review your vehicles/aircraft. You can add or make changes to your service’s vehicles by doing the appropriate application in your service’s application section.

This is the same for your service’s personnel list. If you can’t find a person to add to your service’s personnel list when searching for their name, for example a Paramedic, AEMT, RN, LPN, etc., you can email a list of people and their position to the EMS Program so then can be added.

More details/instructions about this (Vehicles or Aircraft, and Service Roster and Personnel) will be in these sections on the application form.

Once done completing all tabs of the application form, you will read the last tab “Acknowledgement and Submission” tab, enter the date, then enter your Password and click the blue “Submit” button at the bottom of the page:

The screenshot shows a web browser window with four tabs: "Billing, Charting System - 2 of 5", "Vehicles or Aircraft - 3 of 5", "Service Roster and Personnel - 4 of 5", and "Acknowledgement and Submission - 5 of 5". The active tab is "Acknowledgement and Submission". The form content includes a certification statement, payment instructions for SD DOH - EMS Program (600 E. Capitol Ave, Pierre, SD 57501), and contact information (605-394-6027). There are three red arrows pointing to specific fields: one to the date field (4/27/2022), one to the password field (masked with dots), and one to the blue "Submit" button at the bottom left.

When you click the “Submit” button, it will take you to the “Checkout” section in your Applications menu list on the left of your page.

Welcome, LANCE IVERSEN | Logout

Checkout

PAYMENT OPTIONS:

- If you would like to pay on line using your credit or debit card, select the license(s) you want to pay fees for and click *Pay Now* to continue to checkout. If you are not going to pay by card on this site DO NOT click the *Pay Now* button.
- If you are paying by Money Order or Cashiers Check - please have it made out to SD DOH-EMS Program and mail or deliver to the following address:

South Dakota Department of Health
Attn: Bob Hardwick
600 East Capitol Ave
Pierre, South Dakota, 57501-2536

License	Services	Application Date	Total Amount	Balance Due	
<input checked="" type="checkbox"/>	SD Ambulance Service License Renewal Application	Test - Mine	04/27/2022	\$12.00	\$12.00

Education	Course Start Date	Total Amount	Balance Due
No Records			

Totals: **\$12.00** **\$12.00**

If you will be paying the \$12.00 License Renewal fee using a debit or credit card, you can click the gray “Pay Now” button.

If you will be paying by check or money order, you can make it out to: SD DOH – EMS Program and mail to:

SD Dept. of Health
Attn. Bob Hardwick
600 E. Capitol Ave.
Pierre, SD 57501

Please note: If you will be paying by check or money order, your application will be placed on hold until payment is received. If you need an Invoice, please send an email to: Lance.Iversen@state.sd.us and one will be emailed to you.

If paying using a debit or credit card, when you click the gray “Pay Now” button, a window will open where you will enter your account and card information:

*Payment Method:

*Billing First Name:
Purchaser's first name as it appears on card.

*Billing Last Name:
Purchaser's last name as it appears on card.

Email:

Phone: - -

*Street:

*City:

*State:

*Postal Code:

*Card Number:
Enter credit card number without dashes.

*Card Expiration Date:
Use format MM-YYYY

*Card Verification Number:

License	Amount
SD Ambulance Service License Renewal Application	\$12.00
Total	\$12.00

Once you enter all the information, click the blue "Submit Transaction" button at the bottom of the page. You will receive a message if the transaction was successful or failed. If failed, check to make sure all the info you entered for your credit or debit card is correct and submit again.

Once payment is received and your application has been processed, a copy of your receipt will be in your "Transaction" button under your "Applications" tab in your menu box on the left side of your page:

My Account

Applications

Continue

Checkout

Transaction

Review 6

Welcome, LANCE IVERSEN | Logout

All Transactions

Use the filters and search box to find transactions that were submitted between certain dates or transactions for specific licenses. After you have entered search criteria, click Go to search for transactions matching your criteria. If you want to view all transactions again, click Clear.

Submitted: to License

Transaction	Date	Item	Amount	Billing User	Status	Receipt
00000277	04/27/2022 4:35 PM	SD Ambulance Service License Renewal Application	\$12.00	Lance Iversen	Complete	

A copy of your new South Dakota Ambulance Service License and a copy of your payment receipt will also be mailed to you.

If you need a copy of your Ambulance Service License, you can click “Documents” in your menu list on the left side of your page under your “My Account” tab, and click the one you want to open and print or save:

Welcome, LANCE IVERSEN | Logout

My Account (indicated by a red arrow)

- Profile
- Issued Application
- Documents** (indicated by a red arrow)

Applications

Education

Services

Lookup

Manage

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Documents

This page includes both documents that you have uploaded and documents that have been generated through other activity in the system, such as applications that you filled out online. Use the date filters and search box to narrow down which documents are displayed here. To view all documents again, click [Clear](#).

To upload new documents, click on the 'Upload a Document' button on the right side of this screen (Documents must be uploaded one at a time)

[Upload a Document](#)

Uploaded: to

Name	License	Type	File	Uploaded
South Dakota Service Certificate	SD Ambulance Service License Renewal Application	License Certification Card	South Dakota Service Certificate.pdf	04/27/2022