EMS Registry Job Aid for Providers for Initial Log-In

1. Using Internet Explorer, access the site: https://ems.health.state.pa.us/emsportal/login.aspx

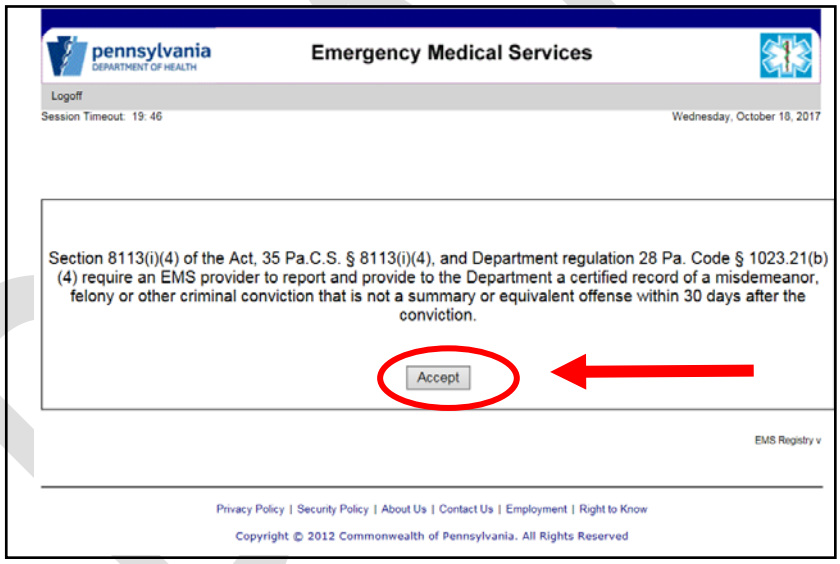
2. Your User ID is PA followed by your certification number (PA######). This is not case-sensitive and there is no space between pa and your certification number. This will not be able to be changed. The temporary password is "Password1" with a capital P. Click Log In.

3. You will be directed to a new page where you will need to verify your identity using the last 4 digits of your Social Security number and create a new password. Click Change Password.

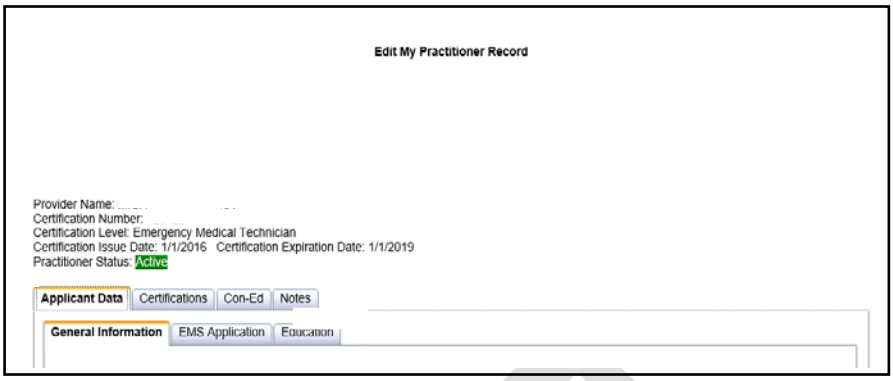
4. You will then be directed to log in again with your new password. You will need to verify your profile, enter the password you just created, and set up 3 security questions. These security questions will be used if you need to unlock your account or reset your password. You will be required to change your password every 90 days. (You will only have one User ID that will be utilized for both your personal account and any organizations you may be affiliated with.) Click Save.

5. Click on Agency/ConEd/Registry.

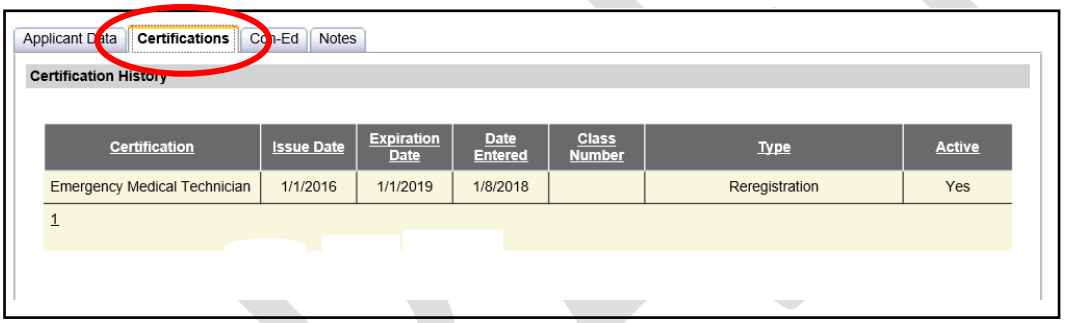
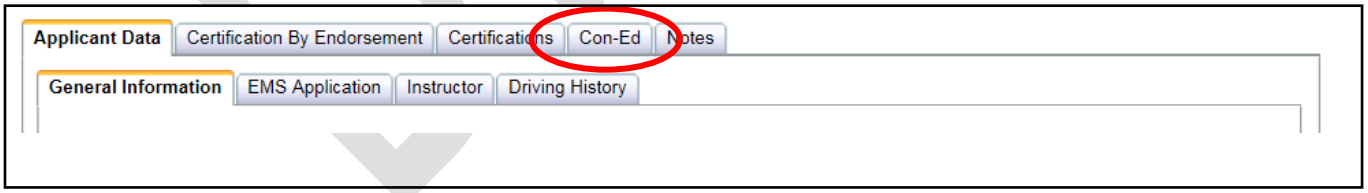
6. Read the statement about Criminal History and click Accept. This message will appear every 60 days.



7. You will be directed to your Practitioner Record. In the General Information Tab, review your information. Update as needed – you are able to update your Address, County, Phone Number, Email and Education Level. If you update any information, click Update Data. A box will pop-up indicating update complete, click ok. If any other information needs to be updated, contact your Regional EMS Council.



8. Click on the Certifications Tab, review your Certification History.



9. Click on the Con-Ed Tab, review your current con-ed and con-ed summary. You can print certificates from classes you have completed, except for TRAIN. Those certificates can be printed from your TRAIN account.