

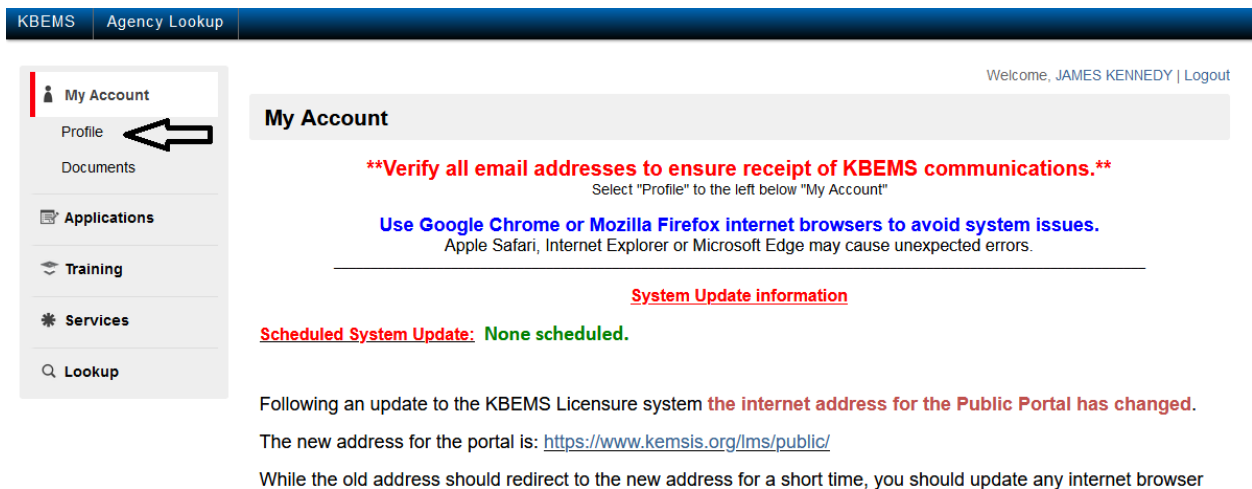
Change of Address/Contact Information

The Kansas Board of EMS may occasionally need to contact you regarding your certification or communicate other information regarding EMS in Kansas. To ensure that you receive these communications, when your address or contact information changes it needs to be updated in the KBEMS licensing system. There are two ways to update this information. For either method, you should log into the KBEMS licensing portal: <https://www.kemsis.org/lms/public/portal#/login>. NOTE: You cannot update your name, SSN or birthdate using this method. You may only change your name using the "Change of Name Request" application (documentation of change or corrections is required). If your SSN or birthdate are incorrect, you should contact the KBEMS office for staff assistance (documentation of your correct SSN or birthdate will be required).

The Profile Method

The easiest method is through maintaining your Profile once logged into the portal. This screen may also be used to reset your password.

Click on Profile in the toolbar on the right of the main account screen:



KBEMS Agency Lookup

Welcome, JAMES KENNEDY | Logout

My Account

****Verify all email addresses to ensure receipt of KBEMS communications.****
Select "Profile" to the left below "My Account"

Use Google Chrome or Mozilla Firefox internet browsers to avoid system issues.
Apple Safari, Internet Explorer or Microsoft Edge may cause unexpected errors.

System Update information

Scheduled System Update: None scheduled.

Following an update to the KBEMS Licensure system **the internet address for the Public Portal has changed.**
The new address for the portal is: <https://www.kemsis.org/lms/public/>
While the old address should redirect to the new address for a short time, you should update any internet browser

Verify the information in the Account Demographics section. You may check your SSN by clicking on "Show SSN". When entering your address, enter your Zip Code into the Postal Code field and click lookup to select your city and state. Please enter your correct email address as this is the primary method through which we will communicate with you. Please be sure and enter a preferred phone number for us to contact you, if needed (This is phone number is required for some applications. It can be the phone number for your employer.). Click "Save" when your changes are complete.

My Profile

[Update and Save Profile information below.](#)

Name changes must be made by submission of the **"Change of Name Request Application"** you must upload the legal documentation to support the request in the application. This is available in the Applications section.

Demographics | Contact Profiles

Account Demographics

* First Name:

Middle Name:

* Last Name:

Prefix:

Suffix:

Other Name:

Preferred Name:

PIN:

* Social Security Number: - - Show SSN

What is this?

* Birth Date: / /

Gender:

Highest Education Level:

Address Information

Country:

* Address:

* Postal Code:

Click "Lookup" to select City, County, and State for this postal code

* City:

County:

* State:

Contact Information

* Email:

Public Email: Same as Above
Select if User's Public Email Address is the same as the Main Email Address

Home Phone: - - Preferred

Preferred Phone: - - Preferred

Cell Phone: - - Preferred

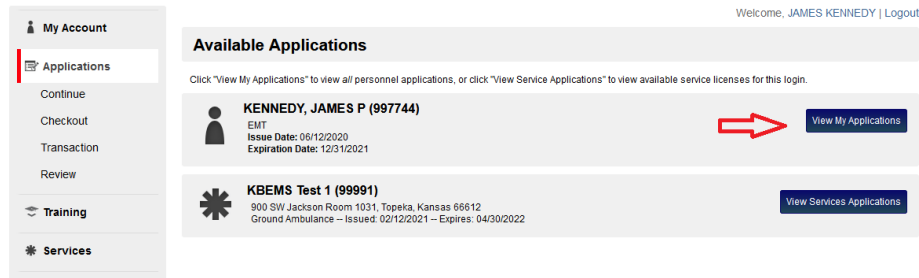
* required

The Application Method

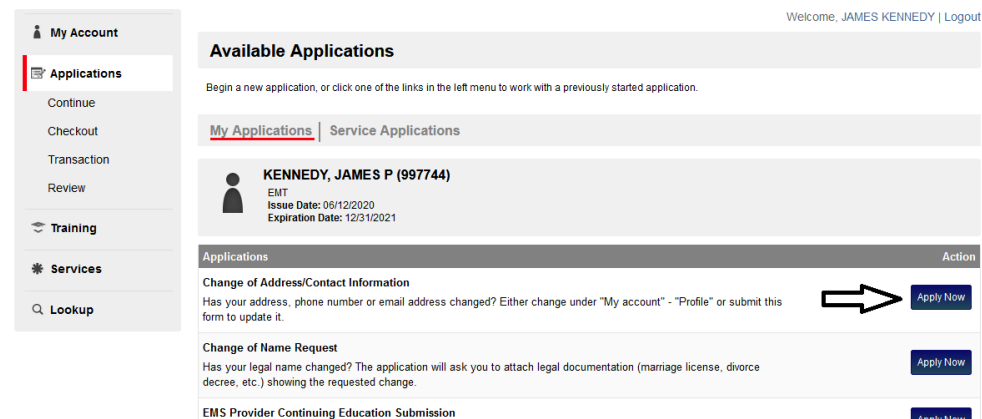
Select "Applications" from the Left Panel:



Select "View My Applications":



Click "Apply Now" next to "Change of Address/Contact Information":



Update your address information as needed. After entering your Zip Code, Click "lookup" to select your city and state. Update your email address and phone numbers. NOTE: Primary Phone Number is required. This can be your home, cell, or employer number. Enter your initials then your password. Click Submit when changes are completed.

User Information - 1 of 1

▼ User Information

*First Name: JAMES

Middle Name: P

*Last Name: KENNEDY

Suffix:

*Address 1 (Please Capitalize): 12345 That Street

Address 2:

*ZIP Code: 66606

*City: Topeka

*State: Kansas

*Email: notatalreal@gmail.com

Home Phone: - -

Cell Phone: 785 - 890 - 1234

*Primary Phone: 785 - 123 - 4567

▼ Acknowledgement

I declare under the penalty of perjury under the laws of the State of Kansas that the information provided in this application are true and correct to the best of my knowledge.

*Please enter your initials in the box provided that you acknowledge the above statement.:

*Signature - Applicant:

Username: jkennedy

Password: