Quick Guide

Virginia EMS Portal

How to Initiate or Request an Agency Affiliation
EMS Portal: Affiliation Request

This Quick Guide has been developed to assist Virginia EMS Providers with making an online request for affiliation with an EMS agency.

Please follow this step-by-step guidance. Note: The EMS Portal works best when using Google Chrome or with Internet Explorer (IE).

Step 1: Accessing the OEMS Webpage

1. Open your web browser and type the following URL into the address bar: http://www.vdh.virginia.gov/emergency-medical-services/
2. Click on Accreditation, Certification & Education in the menu on the left-hand side of the screen.
Step 2: Accessing the Virginia EMS Portal

1. Scroll down through the Accreditation, Certification & Education main page and click on Virginia EMS Portal Login at the bottom of the page.

Step 3: Login to Your EMS Portal Account (cont)

1. Type in your certification number and password to login to the Virginia EMS Portal.
Step 4: Acknowledging the Terms of Service for the EMS Portal

1. Agree to the Terms of Use (TOU) for accessing the Commonwealth of Virginia computer systems.

Key things to note about the Terms of Service: You are not allowed to share your user name or password with ANYONE. This includes your agency administrator or Operational Medical Director (OMD).

Your agency and/or OMD are not allowed to make submission of your personal EMS Portal account information a condition of employment.

If you have questions or concerns about this or require assistance with a request from a third party to have access to your EMS Portal credentials, please contact Chad Blosser at chad.blosser@vdh.virginia.gov.
Step 5: Create an Affiliation Request

1. Once you have successfully logged into the Virginia EMS Portal, you land on your **Dashboard** which is an electronic interface that aggregates and visualizes data from multiple portal modules on one page.
2. From this page, look for the section labeled **Agency Affiliations** and **click** this dashboard button.

![Dashboard Screenshot](image1)

3. On the next page that displays, locate the button labeled **Create Affiliation Request**. **Click** on this button.

![Create Affiliation Request](image2)
Step 6: Search for an EMS Agency

1. Type in the name (the portal will allow partial word searches) or five (5) digit agency number into the search bar and then click the **Search** button.

2. After clicking search, the Virginia EMS Portal will return a list of results matching your search criteria.
3. Click the **Request Affiliation** button to the right of the agency name.
4. A pop-up notification box will appear asking that you confirm your request.
5. Click **Send Request** in the confirmation pop-up box.

6. After clicking Send Request, the system will notify you that your request was sent to the agency of your choosing.
Step 7: View Pending Affiliation Requests

1. The system will return you to the My Home page.
2. Take a quick look at the My Agency Affiliations table. Your affiliation request will show as “Requires Agency Confirmation”.
3. The agency’s SuperUser will be notified via e-mail this request. Once the SuperUser acts on your request, you will receive an e-mail notification informing you of the status of your request.

Step 8: EMS Agency Approval of Request

1. Your request for affiliation does not become official in the Office of EMS database until the EMS Agency approves your request.
2. Once your request has been approved, the status will change to Member and the affiliation will be highlighted in light blue.
3. Question or concerns about the approval of your request for affiliation should be addressed directly with the EMS Agency.
Step 9: View Approved Affiliation Requests & E-mail Notification

1. The following screenshot shows what your affiliation request will look like once it has been approved by your agency SuperUser.

![Screen Shot of Approved Affiliation Request]

2. The following screenshot shows the confirmation e-mail you will receive from the Virginia EMS Portal.

Dear Mickey Mouse,

On Aug 28 2018 15:28:12, your affiliation with Richmond Ambulance Authority was approved by the agency's point of contact with the Office of EMS.

This message is being sent in order to notify you of the action which has been taken on your behalf. If you have any questions or concerns, please contact Richmond Ambulance Authority at outrage25@aol.com.

As of today, the Office of EMS shows that you are affiliated with the following Virginia licensed EMS agencies:

<table>
<thead>
<tr>
<th>S#</th>
<th>Agency Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RICHMOND AMBULANCE AUTHORITY</td>
</tr>
</tbody>
</table>

Replies to this message will not be answered.

Regards,
Office of Emergency Medical Services.

[PLEASE DO NOT REPLY TO THIS MESSAGE. THIS IS A SYSTEM-]