

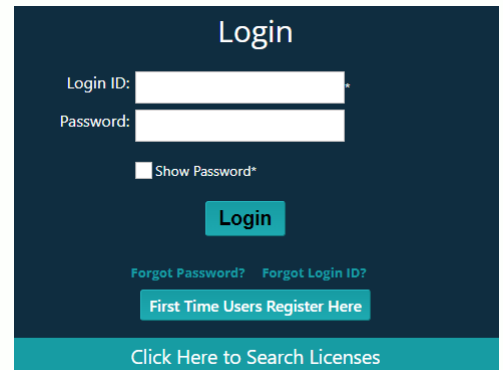
Registering for an Account

→ Go to labems.ldh.la.gov

- Select First Time Users Register Here

→ **Complete the new user registration**

- **Create your own unique login ID**
- **Enter your SSN and DOB**
- **Enter your Last Name, First Name, Middle Name, Suffix**
- **Enter your Phone number**
- **Enter your mailing address**
- **Enter your email**
 - Email will be used to contact you
 - Yahoo.com, Hotmail.com, msn.com, icloud.com – these servers will send the email to your spam/junk folder. Please add eml-svc-prod-bems@la.gov as an approved contact or search for emails from this email address when requesting passwords.
 - ****High school students should not use their high school email!****
 - When students graduate they will need a valid email address on file to be contacted when it is time to renew the license.
- **Enter your Driver's License Number**
 - Louisiana Driver's License is not required
 - If you don't have a license, you may check the box that says "By checking this box, I am stating I do not have a state-issued driver's license or ID card"
- **Enter your license level (if licensed)**
 - If you never held an EMS license, please select "Initial Student non-licensed".
 - If you have held a license, please select the last license level held or current license level:
 - Emergency Medical Responder, Emergency Medical Technician, Advanced Emergency Medical Technician, or Paramedic.
- **Enter the code from the image and select "Register"**
- **A temporary password along with the Login ID you created will be sent to the email address used.**



Logging into Your Account

→ Go to labems.ldh.la.gov

- Enter your login ID: **XXXXXX** (not case sensitive)
- Enter your Temporary Password : XXXXX (case sensitive)
 - Once you have logged in it will say “your password has expired, please change the password to proceed”
- Enter your temporary password again: **XXXXXX**
- Create a new password
 - Must contain 8 characters of which at least one each of the following uppercase letter, lowercase letter, number, and one special character (!@#\$%)
- Reenter the new password
- Select/click on Save Password

The screenshot shows a web form titled "Check here to Change Password". It includes three input fields: "Enter Previous or Temporary Password:", "Enter New Password:", and "Verify New Password:". There is a checkbox labeled "Show Passwords". To the right, under "Password Requirements", it states: "Must be at least between 8 to 15 characters", "Must contain at least one one lower case letter, one upper case letter, one digit and one special character, space is not allowed", and "Valid special characters are @!\$%&+=~_.". A note below says "Note: Temporary passwords can be found in your recent email notification." At the bottom right is a teal "Save Password" button.

- Once you have saved the password you should remain on the same page
 - If you are kicked out to the login screen this is an indication that your internet connection was severed prior to saving and your temporary password can let you in again.
 - If you encounter an error it will be noted in red at the top of the page
- Answer security questions
- Click on Home at the top right side of the page

This screenshot shows the "Check here to Change/Select Security Questions" form. At the top, a red error message reads: "Your password has expired. Please change the password to proceed." In the top right corner is a teal "Home" button. The form has three dropdown menus numbered 1, 2, and 3. To the right of these are three corresponding input fields. Below the dropdowns is a teal "Save Questions" button. The form also includes a "Show Passwords" checkbox and a "Save Password" button from the previous section.