Credentialing Portal User Guide

Reference 814
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County of Santa Clara
Emergency Medical Services System

Credentialing Portal User Guide

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BACKGROUND

The Santa Clara County Emergency Medical Services System Credentialing Portal is a 24 hour/365 day accessible web based system for EMS personnel credentialing. The Credentialing Portal allows current personnel and individuals new to the EMS System to initiate and recertify their credentials (EMT certification, EMS System ID badges, paramedic accreditation, etc). EMS Program Managers will have access through the portal to manage personnel and approve sponsorship of personnel employed by their agencies.
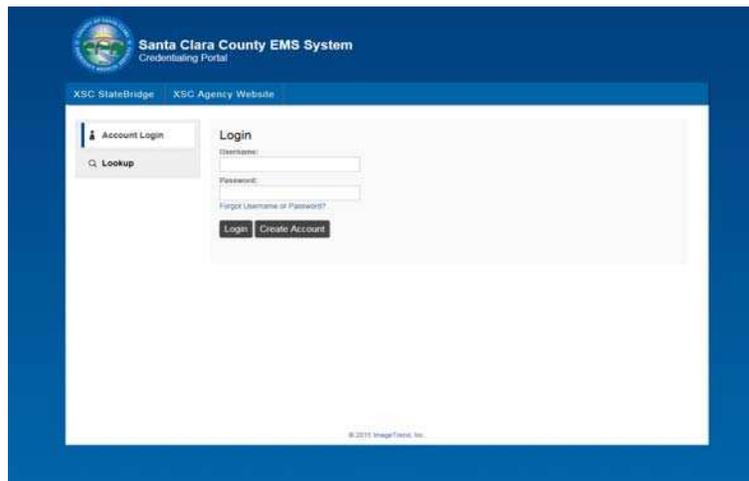
The Credentialing Portal also contains the "Permitting Module". The Permitting Module allows providers to identify and update their agency's "Service Director" (the Fire Chief or Company Directions of Operations) and "Operations Officer" (the EMS Program Manager). The Permitting Module allows departments/companies to complete their service's annual compliance and information update through the portal module. EMS System providers can also request service vehicle permits (initial); request replacement permits; retire service vehicle permits; and view all Santa Clara County permitted resources for their department/company.
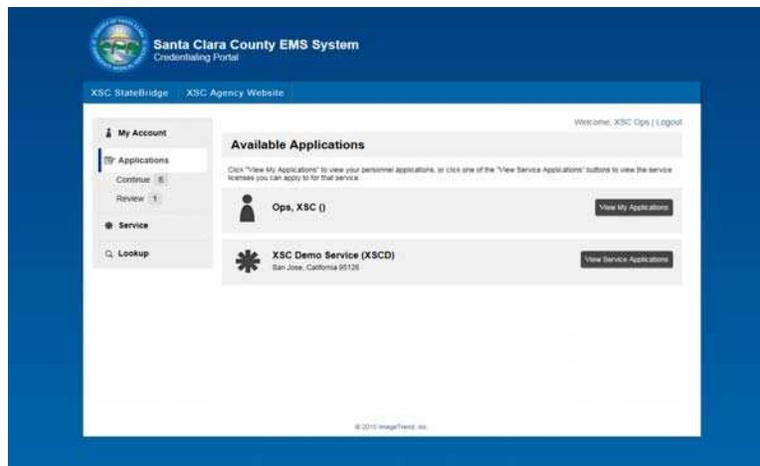
CREATING AN ACCOUNT

The instructions contained below are to be used by all personnel that are new to the Credentialing Portal. Individuals must create an account prior to being granted access to submit various applications contained within the Credentialing Portal.

1.	Go to https://xsc.emsbridge.com/licensure/public/websites/
2.	Click on "Create Account"
3.	Enter the required account demographics marked with a red asterisk Note: The City will auto fill after you enter your postal code and click "lookup". The home mailing address, cell phone number, and personal email address are all required, instead of work/employer demographics.
4.	Click "Save"
5.	Check your email to obtain your login information Note: Email will be from ImageTrend
6.	Click on the link embedded in the email Note: Please contact the EMS Agency if you do not receive an email. Do not create another account.
7.	Enter your user name and password (from the email)
8.	Click "Login"
9.	Enter your new password and click "Save"
10.	You will then be taken to a page that says "My Account"
11.	At this point, you have successfully created an account in the Credentialing Portal

EMT CERTIFICATION (INITIAL) APPLICATION

The instructions contained below are to be used by any individual seeking Initial EMT Certification in the State of California. These instructions may also be used by any Paramedic licensed in the State of California seeking Initial EMT Certification. Individuals currently certified in the State of California through another local EMS Agency requesting transfer of certifying identities must also use the Initial EMT Certification application.

1.	Go to https://xsc.emsbridge.com/licensure/public/websites/
2.	Type your username and password and click "login"
3.	Click "Applications" on the far left side of the screen
4.	Click "Apply Now" next to "EMT Certification (Initial)" in the middle of the screen
	APPLICANT INFORMATION
5.	Verify that your demographics are correct (enter the correct information if necessary) and then click "Save and Continue"
	BACKGROUND CHECK
6.	Enter your live scan date and ATI number (these can be found at the bottom of your DOJ form)
7.	Answer the prior violations or actions questions *Note: If you have a conviction, pending charges or licensure action please provide a statement in the area provided. Documents related to the noted incidents should be scanned and uploaded in the appropriate section indicated*
8.	Read the Health and Safety Code statement
9.	Enter your username and password (this is equal to your signature) and click "Save and Continue"
	CERTIFICATION / LICENSE INFORMATION
10.	Enter the information from your course completion certificate
11.	Enter your National Registry information *Note: If you are currently certified through another local EMS Agency or using your State of California Paramedic to obtain initial certification please list the number and expiration date in this section*
12.	Enter your CPR card information
13.	Upload (by clicking the "Add" button on the screen) digital copies of all of the required documentation listed on the screen (upload each document separately) (See EMT Certification (Initial) Checklist for required documentation)
14.	After all of your documents are uploaded click "Save and Continue"
15.	Read the statement on the signature page
16.	Enter your username and password (this is equal to your signature) and click "Finalize Application"
17.	To check the status of your application, click "Continue" on the far left side of the screen, and then click on the small white arrow next to the application you want to check on.

EMT CERTIFICATION (RENEWAL) APPLICATION

The instructions contained below are to be used by any individual seeking EMT Certification (Renewal) in the State of California.

1.	Go to https://xsc.emsbridge.com/licensure/public/websites/
2.	Type your username and password and click "login"
3.	Click "Applications" on the far left side of the screen
4.	Click "Apply Now" next to "EMT Certification (Renewal)" in the middle of the screen
APPLICANT INFORMATION	
5.	Verify that your demographics are correct (enter the correct information if necessary) and then click "Save and Continue"
BACKGROUND CHECK	
6.	Enter your live scan date and ATI number (Only applicable if applicant meets one of the three criteria listed)
7.	Answer the prior violations or actions questions *Note: If you have a conviction, pending charges or licensure action please provide a statement in the area provided. Documents related to the noted incidents should be scanned and uploaded in the appropriate section indicated*
8.	Read the Health and Safety Code statement
9.	Enter your username and password (this is equal to your signature) and click "Save and Continue"
CERTIFICATION / LICENSE INFORMATION	
10.	Enter the prior certification information
11.	Enter your information
12.	Enter your CPR card information
13.	Upload (by clicking the "Add" button on the screen) digital copies of all of the required documentation listed on the screen (upload each document separately) (See EMT Certification (Renewal) Checklist for required documentation)
14.	After all of your documents are uploaded click "Save and Continue"
15.	Read the statement on the signature page
16.	Enter your username and password (this is equal to your signature) and click "Finalize Application"
17.	To check the status of your application, click "Continue" on the far left side of the screen, and then click on the small white arrow next to the application you want to check on.

EMS SYSTEM ID BADGE (INITIAL)

The instructions contained below are to be used by any individual that has been hired by an
 EMS System Provider as an EMT, CCT Nurse or MICN within the Santa Clara County EMS System.

1.	Go to https://xsc.emsbridge.com/licensure/public/websites/
2.	Type your username and password and click "login"
3.	Click "Applications" on the far left side of the screen
4.	Click "Apply Now" next to "EMS System ID Badge (Initial)" in the middle of the screen
5.	Click "Start" next to "EMS System ID Badge (Initial)" on the right side of the screen
APPLICANT INFORMATION	
6.	Verify that your demographics are correct (enter the correct information if necessary) and then click "Save and Continue"
BACKGROUND CHECK	
7.	Enter your live scan date and ATI number (these can be found at the bottom of your DOJ form)
8.	Answer the prior violations or actions questions *Note: If you have a conviction, pending charges or licensure action please provide a statement in the area provided. Documents related to the noted incidents should be scanned and uploaded in the appropriate section indicated*
9.	Read the Health and Safety Code statement
10.	Enter your username and password (this is equal to your signature) and click "Save and Continue"
REQUIRED CERTIFICATION AND TRAINING	
10.	Enter provider affiliation information
11.	Enter current certification information
12.	Upload (by clicking the "Add" button on the screen) digital copies of all of the required documentation listed on the screen (upload each document separately) (See EMS System ID Badge Checklist for required documentation)
14.	After all of your documents are uploaded click "Save and Continue"
15.	Read the statement on the signature page
16.	Enter your username and password (this is equal to your signature) and click "Finalize Application"
17.	To check the status of your application, click "Continue" on the far left side of the screen, and then click on the small white arrow next to the application you want to check on.

EMS SYSTEM ID BADGE (RENEWAL)

The instructions contained below are to be used by any individual that is currently working for an
EMS System Provider as an EMT, CCT Nurse or MICN within the Santa Clara County EMS System.

1.	Go to https://xsc.emsbridge.com/licensure/public/websites/
2.	Type your username and password and click "login"
3.	Click "Applications" on the far left side of the screen
4.	Click "Apply Now" next to "EMS System ID Badge (Renewal)" in the middle of the screen
5.	Click "Start" next to "EMS System ID Badge (Renewal)" on the right side of the screen
APPLICANT INFORMATION	
6.	Verify that your demographics are correct (enter the correct information if necessary) and then click "Save and Continue"
BACKGROUND CHECK	
7.	Enter your live scan date and ATI number (Only applicable if applicant meets one of the three criteria listed)
8.	Answer the prior violations or actions questions *Note: If you have a conviction, pending charges or licensure action please provide a statement in the area provided. Documents related to the noted incidents should be scanned and uploaded in the appropriate section indicated*
9.	Read the Health and Safety Code statement
10.	Enter your username and password (this is equal to your signature) and click "Save and Continue"
REQUIRED CERTIFICATION AND TRAINING	
10.	Enter provider affiliation information
11.	Enter current certification information
12.	Upload (by clicking the "Add" button on the screen) digital copies of all of the required documentation listed on the screen (upload each document separately) (See EMS System ID Badge Checklist for required documentation)
14.	After all of your documents are uploaded click "Save and Continue"
15.	Read the statement on the signature page
16.	Enter your username and password (this is equal to your signature) and click "Finalize Application"
17.	To check the status of your application, click "Continue" on the far left side of the screen, and then click on the small white arrow next to the application you want to check on.

EMS SYSTEM ID BADGE (LOST/STOLEN)

The instructions contained below are to be used by any individual that is currently working for an
EMS System Provider within the Santa Clara County EMS System.

1.	Go to https://xsc.emsbridge.com/licensure/public/websites/
2.	Type your username and password and click "login"
3.	Click "Applications" on the far left side of the screen
4.	Click "Apply Now" next to "EMS System ID Badge (Lost/Stolen)" in the middle of the screen
5.	Click "Start" next to "EMS System ID Badge (Lost/Stolen)" on the right side of the screen
	APPLICANT INFORMATION
6.	Verify that your demographics are correct (enter the correct information if necessary) and then click "Save and Continue"
	BACKGROUND CHECK
8.	Answer the prior violations or actions questions *Note: If you have a conviction, pending charges or licensure action please provide a statement in the area provided. Documents related to the noted incidents should be scanned and uploaded in the appropriate section indicated*
9.	Read the Health and Safety Code statement
10.	Enter your username and password (this is equal to your signature) and click "Save and Continue"
	CERTIFICATION INFORMATION
10.	Enter provider affiliation information
11.	Enter current certification information
12.	Upload (by clicking the "Add" button on the screen) digital copies of all of the required documentation listed on the screen (upload each document separately) (See EMS System ID Badge Checklist for required documentation)
	STATEMENT INFORMATION
13.	After all of your documents are uploaded click "Save and Continue"
14.	Enter in the text box, why you are requesting a replacement card and click "Save and Continue"
15.	Read the statement on the signature page
16.	Enter your username and password (this is equal to your signature) and click "Finalize Application"
17.	To check the status of your application, click "Continue" on the far left side of the screen, and then click on the small white arrow next to the application you want to check on.

EMS SYSTEM ID BADGE (SERVICE STAFF)

The instructions contained below are to be used by any individual that has been hired or is currently working for an EMS System Provider as an EMS Manager or Support Staff within the Santa Clara County EMS System.

1.	Go to https://xsc.emsbridge.com/licensure/public/websites/
2.	Type your username and password and click "login"
3.	Click "Applications" on the far left side of the screen
4.	Click "Apply Now" next to "EMS System ID Badge (Service Staff)" in the middle of the screen
5.	Click "Start" next to "EMS System ID Badge (Service Staff)" on the right side of the screen
APPLICANT INFORMATION	
6.	Verify that your demographics are correct (enter the correct information if necessary) and then click "Save and Continue"
BACKGROUND CHECK	
8.	Answer the prior violations or actions questions *Note: If you have a conviction, pending charges or licensure action please provide a statement in the area provided. Documents related to the noted incidents should be scanned and uploaded in the appropriate section indicated*
9.	Read the Health and Safety Code statement
10.	Enter your username and password (this is equal to your signature) and click "Save and Continue"
REQUIRED CERTIFICATION AND TRAINING	
10.	Enter provider affiliation information
12.	Upload (by clicking the "Add" button on the screen) digital copies of all of the required documentation listed on the screen (upload each document separately) (See EMS System ID Badge Checklist for required documentation)
14.	After all of your documents are uploaded click "Save and Continue"
15.	Read the statement on the signature page
16.	Enter your username and password (this is equal to your signature) and click "Finalize Application"
17.	To check the status of your application, click "Continue" on the far left side of the screen, and then click on the small white arrow next to the application you want to check on.

PARAMEDIC ACCREDITATION AND SYSTEM ID BADGE (INITIAL)

The instructions contained below are to be used by any individual currently licensed in the State of California seeking Initial Paramedic Accreditation with an EMS Provider in the Santa Clara County EMS System.

1.	Go to https://xsc.emsbridge.com/licensure/public/websites/
2.	Type your username and password and click "login"
3.	Click "Applications" on the far left side of the screen
4.	Click "Apply Now" next to "Paramedic Accreditation and EMS System ID Badge (Initial)" in the middle of the screen
5.	Click "Start" next to "Paramedic Accreditation and EMS System ID Badge (Initial)" on the right side of the screen
APPLICANT INFORMATION	
6.	Verify that your demographics are correct (enter the correct information if necessary) and then click "Save and Continue"
BACKGROUND CHECK	
7.	Enter your live scan date and ATI number (these can be found at the bottom of your DOJ form)
8.	Answer the prior violations or actions questions *Note: If you have a conviction, pending charges or licensure action please provide a statement in the area provided. Documents related to the noted incidents should be scanned and uploaded in the appropriate section indicated*
9.	Read the Health and Safety Code statement
10.	Enter your username and password (this is equal to your signature) and click "Save and Continue"
REQUIRED CERTIFICATION AND TRAINING	
11.	Enter provider affiliation information
12.	Enter current certification information
13.	Upload (by clicking the "Add" button on the screen) digital copies of all of the required documentation listed on the screen (upload each document separately) (See Paramedic Accreditation (Initial) and EMS System ID Badge Checklist for required documentation)
14.	After all of your documents are uploaded click "Save and Continue"
15.	Read the statement on the signature page
16.	Enter your username and password (this is equal to your signature) and click "Finalize Application"
17.	To check the status of your application, click "Continue" on the far left side of the screen, and then click on the small white arrow next to the application you want to check on.

PARAMEDIC ACCREDITATION AND SYSTEM ID BADGE (RENEWAL)

The instructions contained below are to be used by any individual currently licensed in the State of California seeking Continuous Paramedic Accreditation with an EMS Provider in the Santa Clara County EMS System.

1.	Go to https://xsc.emsbridge.com/licensure/public/websites/
2.	Type your username and password and click "login"
3.	Click "Applications" on the far left side of the screen
4.	Click "Apply Now" next to "Paramedic Accreditation and EMS System ID Badge (Renewal)" in the middle of the screen
5.	Click "Start" next to "Paramedic Accreditation and EMS System ID Badge (Renewal)" on the right side of the screen
APPLICANT INFORMATION	
6.	Verify that your demographics are correct (enter the correct information if necessary) and then click "Save and Continue"
BACKGROUND CHECK	
7.	Answer the prior violations or actions questions *Note: If you have a conviction, pending charges or licensure action please provide a statement in the area provided. Documents related to the noted incidents should be scanned and uploaded in the appropriate section indicated*
8.	Read the Health and Safety Code statement
9..	Enter your username and password (this is equal to your signature) and click "Save and Continue"
REQUIRED CERTIFICATION AND TRAINING	
10.	Enter provider affiliation information
11.	Enter current certification information
12.	Upload (by clicking the "Add" button on the screen) digital copies of all of the required documentation listed on the screen (upload each document separately) (See Paramedic Accreditation (Renewal) and EMS System ID Badge Checklist for required documentation)
14.	After all of your documents are uploaded click "Save and Continue"
15.	Read the statement on the signature page
16.	Enter your username and password (this is equal to your signature) and click "Finalize Application"
17.	To check the status of your application, click "Continue" on the far left side of the screen, and then click on the small white arrow next to the application you want to check on.

EMS SYSTEM FIELD SUPERVISOR ACCREDITATION (INITIAL)

The instructions contained below are to be used by any individual that is seeking initial appointment as an Accredited EMS Field Supervisor with an EMS Provider within the Santa Clara County EMS System.

1.	Go to https://xsc.emsbridge.com/licensure/public/websites/
2.	Type your username and password and click "login"
3.	Click "Applications" on the far left side of the screen
4.	Click "Apply Now" next to "EMS System Field Supervisor Accreditation (Initial)" in the middle of the screen
5.	Click "Start" next to "EMS System Field Supervisor Accreditation (Initial)" on the right side of the screen
APPLICANT INFORMATION	
6.	Verify that your demographics are correct (enter the correct information if necessary) and then click "Save and Continue"
BACKGROUND CHECK	
7.	Answer the prior violations or actions questions *Note: If you have a conviction, pending charges or licensure action please provide a statement in the area provided. Documents related to the noted incidents should be scanned and uploaded in the appropriate section indicated*
8.	Read the Health and Safety Code statement
9..	Enter your username and password (this is equal to your signature) and click "Save and Continue"
REQUIRED CERTIFICATION AND TRAINING	
10.	Enter provider affiliation information
11.	Upload (by clicking the "Add" button on the screen) digital copies of all of the required documentation listed on the screen (upload each document separately) (See EMS System ID Badge Checklist for required documentation)
12.	After all of your documents are uploaded click "Save and Continue"
13.	Read the statement on the signature page
14.	Enter your username and password (this is equal to your signature) and click "Finalize Application"
15.	To check the status of your application, click "Continue" on the far left side of the screen, and then click on the small white arrow next to the application you want to check on.

EMS SYSTEM FIELD SUPERVISOR ACCREDITATION (RENEWAL)

The instructions contained below are to be used by any individual that is seeking renewal as an Accredited EMS Field Supervisor with an EMS Provider within the Santa Clara County EMS System.

1.	Go to https://xsc.emsbridge.com/licensure/public/websites/
2.	Type your username and password and click "login"
3.	Click "Applications" on the far left side of the screen
4.	Click "Apply Now" next to "EMS System Field Supervisor Accreditation (Renewal)" in the middle of the screen
5.	Click "Start" next to "EMS System Field Supervisor Accreditation (Renewal)" on the right side of the screen
APPLICANT INFORMATION	
6.	Verify that your demographics are correct (enter the correct information if necessary) and then click "Save and Continue"
BACKGROUND CHECK	
7.	Answer the prior violations or actions questions *Note: If you have a conviction, pending charges or licensure action please provide a statement in the area provided. Documents related to the noted incidents should be scanned and uploaded in the appropriate section indicated*
8.	Read the Health and Safety Code statement
9..	Enter your username and password (this is equal to your signature) and click "Save and Continue"
REQUIRED CERTIFICATION AND TRAINING	
10.	Enter provider affiliation information
11.	Upload (by clicking the "Add" button on the screen) digital copies of all of the required documentation listed on the screen (upload each document separately) (See EMS System ID Badge Checklist for required documentation)
12.	After all of your documents are uploaded click "Save and Continue"
13.	Read the statement on the signature page
14.	Enter your username and password (this is equal to your signature) and click "Finalize Application"
15.	To check the status of your application, click "Continue" on the far left side of the screen, and then click on the small white arrow next to the application you want to check on.

PARAMEDIC INTERN RECOGNITION APPLICATION

The instructions contained below are to be used by any Paramedic student that wishes to complete their Paramedic Internship with an EMS Provider in the Santa Clara County EMS System.

1.	Go to https://xsc.emsbridge.com/licensure/public/websites/
2.	Type your username and password and click "login"
3.	Click "Applications" on the far left side of the screen
4.	Click "Apply Now" next to "Paramedic Intern Recognition" in the middle of the screen
	APPLICANT INFORMATION
5.	Verify that your demographics are correct (enter the correct information if necessary) and then click "Save and Continue"
	BACKGROUND CHECK
6.	Enter your live scan date and ATI number (these can be found at the bottom of your DOJ form)
7.	Answer the prior violations or actions questions *Note: If you have a conviction, pending charges or licensure action please provide a statement in the area provided. Documents related to the noted incidents should be scanned and uploaded in the appropriate section indicated*
8.	Read the Health and Safety Code statement
9.	Enter your username and password (this is equal to your signature) and click "Save and Continue"
	CERTIFICATION / LICENSE INFORMATION
10.	Enter Paramedic Training Program Information
11.	Enter CPR card information
12.	Enter Service Affiliation information
	Enter Paramedic Accreditation Exam information
13.	Upload (by clicking the "Add" button on the screen) digital copies of all of the required documentation listed on the screen (upload each document separately) (See Paramedic Intern Recognition Checklist for required documentation)
14.	After all of your documents are uploaded click "Save and Continue"
15.	Read the statement on the signature page
16.	Enter your username and password (this is equal to your signature) and click "Finalize Application"
17.	To check the status of your application, click "Continue" on the far left side of the screen, and then click on the small white arrow next to the application you want to check on.

PERSONNEL SPONSORSHIP APPROVAL BY EMS PROGRAM MANAGER

The instructions contained below are to be used by the EMS Program Manager appointed by their Agency when approving the sponsorship of personnel working for their organization within the Santa Clara County EMS System.

1.	Go to https://xsc.emsbridge.com/licensure/public/websites/
2.	Type username and password and click "login"
3.	Click the box to the right of your profile box " Application/Applications to be Reviewed"
4.	Select the applicant by name in your queue that you wish to review
5.	Review the attached PDF of the application submitted by that individual listed after the specified application title
6.	Click on the "Start" tab located to the right of "Local Credential Sponsorship"
7.	Review "Sponsorship" fields for validity
8.	Enter your username and password (this is equal to your signature) and click "save and finalize" By entering your username and password you are verifying that the individual listed in this request is sponsored by your organization to provide service at the level indicated on the request

DESIGNATING A SERVICE DIRECTOR AND OPERATIONS OFFICER

The instructions contained below are to be used for designating a Service Director and/or Operations Officer. The Fire Chief, Company Owner or Operations Manager for each organization will hold the designation of Service Director. The EMS Program Manager and Alternates from each organization will hold the designation of Operations Officer.

1. Go to https://xsc.emsbridge.com/licensure/public/websites/
2. Type your username and password and click "login"
3. Click on "Applications on the far left
4. Click on "View Service Applications"
5. Click on "Service Program Manager Appointment"
6. Confirm all information in fields are correct
7. Provide CE provider number
8. Provide CE expiration date
9. Click "Save and Continue"
10. Click add under "EMS Program Staff" (these are the designated EMS Program Managers and alternates)
11. Click "Save and Continue"
12. Complete the EMS Committee Members Form
13. Click "Save and Continue"
14. Enter your username and password (this is equal to your signature) and click "save and finalize"

SERVICE ANNUAL COMPLIANCE AND INFORMATION UPDATE

The instructions contained below are to be used when certifying that prehospital care assets have been inspected and meet the minimum inventory requirements as promulgated in Santa Clara County Emergency Medical Services Prehospital Care Manual Policy #302 "Prehospital Care Asset - Minimum Inventory Requirements".

1. Go to https://xsc.emsbridge.com/licensure/public/websites/
2. Type username and password and click "login"
3. Click "Vehicles" on the far left side of the screen
4. Click on "Applications" on the far left of the screen
5. Click on "Service AED Utilization Report"
6. Complete required fields
7. Enter your username and password (this is equal to your signature) and click "save and finalize"
8. Click on "Applications" on the far left
9. Click on "Service Priority Prophylaxis Program"
10. Complete required fields
11. Enter your username and password (this is equal to your signature) and click "save and finalize"
12. Click on "Applications" on the far left
13. Click on "Service Spine Board Replenishment"
14. Complete required fields
15. Enter your username and password (this is equal to your signature) and click "save and finalize"
16. Click on "Applications" on the far left
17. Click on "Vehicle Inspections"
18. A list of the company/department vehicles will be seen
19. By entering your username and password you are verifying all assets meet policy 302 standards
20. Enter your username and password (this is equal to your signature) and click "save and finalize"

SERVICE VEHICLE PERMIT (INITIAL)

The instructions contained below are to be used to permit a new vehicle with the service provider. The service is still required to set up an appointment with the EMS Agency for the vehicle inspection.

1.	Go to https://xsc.emsbridge.com/licensure/public/websites/
2.	Type username and password and click "login"
3.	Click on "Applications" on far left
4.	Service vehicle permit (initial) Click "Apply Now"
5.	Complete required information under "Vehicle Information"
6.	Enter your username and password (this is equal to your signature) and click "save and finalize"
7.	You will be contacted for the initial resource inspection

SERVICE VEHICLE PERMIT (REPLACEMENT)

The instructions contained below are to be used to request a permit decal replacement for a vehicle that is currently permitted in Santa Clara County that has had the permit lost or damaged.

1.	Go to https://xsc.emsbridge.com/licensure/public/websites/
2.	Type username and password and click "login"
3.	Click on "Applications" on the far left
4.	Click on Service Vehicle Permit (Replacement) "Apply Now"
5.	Complete required fields under "Vehicle Information"
6.	Enter your username and password (this is equal to your signature) and click "save and finalize"
7.	You will be contacted with a new service vehicle permit

SERVICE VEHICLE PERMIT (RETIRE)

The instructions contained below are to be used to request that a permitted vehicle in Santa Clara County be retired from the services fleet.

1.	Go to https://xsc.emsbridge.com/licensure/public/websites/
2.	Type username and password and click "login"
3.	Click on "Applications" on the far left
4.	Click on Service Vehicle Permit (Retire) "Apply Now"
5.	Enter information in the required fields
6.	Enter your username and password (this is equal to your signature) and click "save and finalize"
7.	You will be contacted when vehicle is removed