UTAH BUREAU OF EMS

Ambulance Vehicles Add a New Vehicle to Agency Application



Purpose:

- Provide a step by step guide for adding a new ambulance vehicle on the Utah BEMS website.
- For EMS service directors, fire chiefs, and operations staff.

Additional Information

You can access the BEMS online system by visiting emslicense.utah.gov

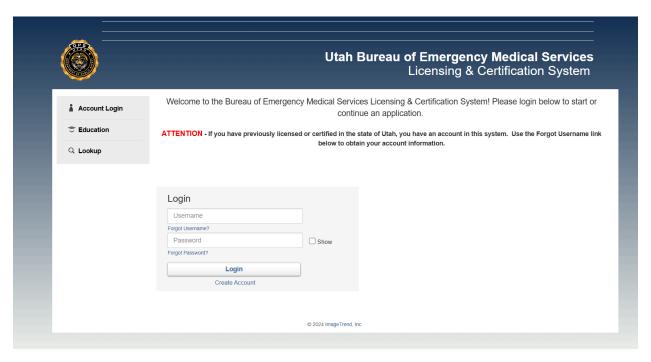
- This application can only be filled out by service directors, alternate service directors, training officer, alternative training officer, EMS medical operations officer, and data manager/ Elite admin.
- These roles must be assigned in the BEMS online system by the Utah Bureau of EMS staff
- If you do not have these permissions, contact Tami Goodin at tgoodin@utah.gov.

Only one vehicle can be added per application

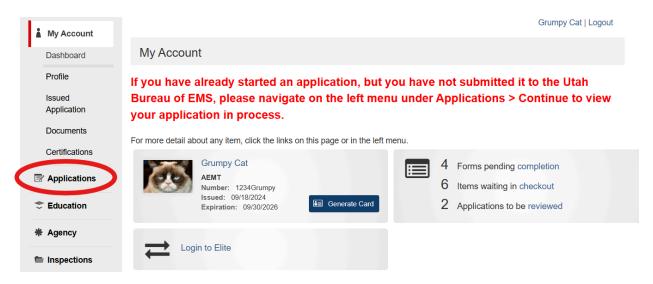
Before the vehicle can be put into service, the agency will need to pay for the application and schedule an inspection with BEMS staff. BEMS staff will be notified by the system when the vehicle is ready for inspection.

How to Add a New Vehicle to Agency

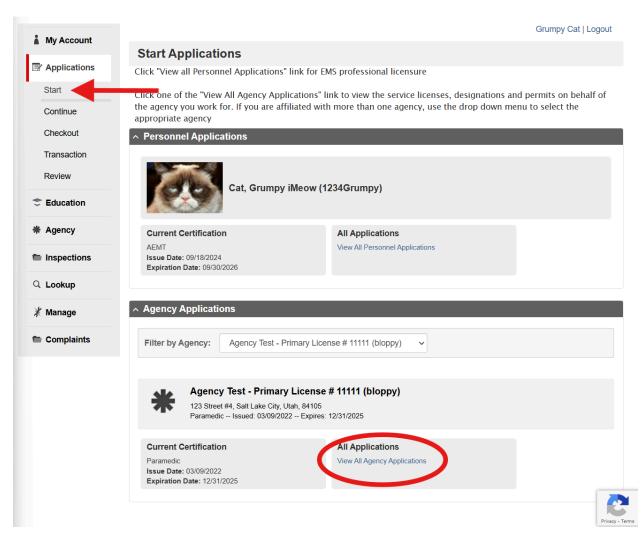
- 1. Navigate to emslicense.utah.gov.
- 2. Login using your username and password.



3. Click on the Applications tab on the left hand side of the screen.

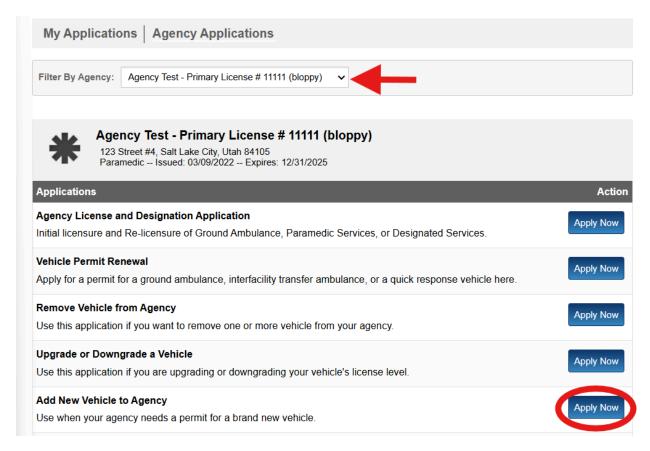


4. Under the Start sub- tab, find the View All Agency Applications link.



Continued on the next page

- 5. If you are affiliated with multiple agencies, use the drop down menu to select the agency that you are wanting to remove vehicles from.
- 6. Select the Add a New Vehicle to Agency application by clicking on the Apply Now button.



- 7. Scroll to the Vehicle Addition section and click on the Action to Take drop down menu.
- 8. Select Add record to service from the drop down menu.
- 9. To the far right of the Vehicle field, click the green plus symbol, vehicle information fields will appear.



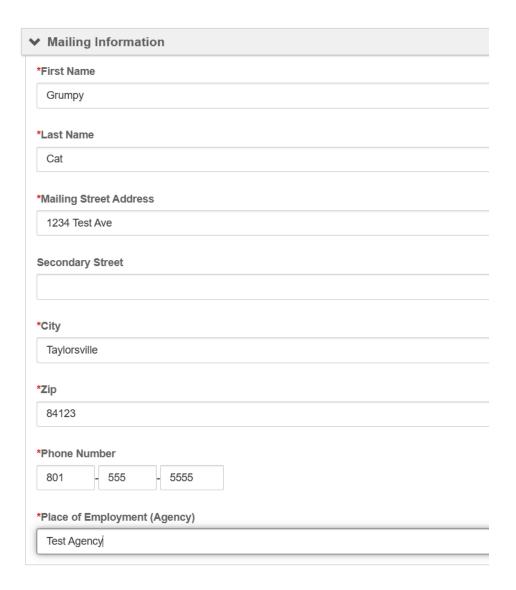
10. Fill out the following fields:

- Vehicle- this is the serial number for the vehicle. This cannot be edited once the vehicle
 has been created in the system. Leave this field blank, it will automatically fill itself out
 once the vehicle has been approved.
- **Primary Certification Level** the level the vehicle is equipped for. This level cannot exceed the level the agency is licensed or designated at.
- **Serial number** will contain the license or designation number followed by the license plate number.
 - Example: 1234-abc123
- Unit number- will be the exact same as the serial number
- Call sign or agency assigned number- how the agency identifies the vehicle
- Vehicle license plate number- include the EX
- VIN- Vehicle identification number
- State of registration- where the vehicle is registered
- Make, Model, and year

- Type of ambulance- ground ambulance, quick response vehicle, or other
- Vehicle speciality- Related to the level of the vehicle
- Apparatus use- is the vehicle also utilized for fire fighting or technical rescue
- Location- select the location where the vehicle is typically staged
- 11. Use the Number of vehicles section to verify what kind of vehicle you are adding.



12. Enter in the mailing information for the permit.



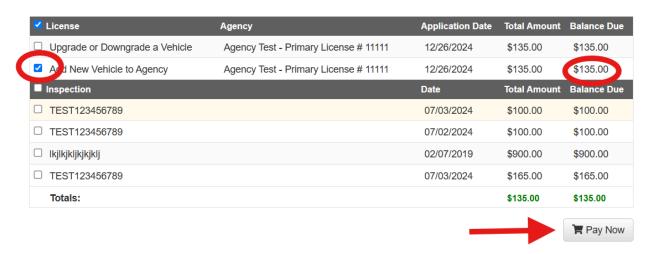
- 13. Click Submit once the application has been completed
 - a. If you need to finish the application at a later time, you can click the save button at the bottom of the screen



How to Pay for New Vehicle Permit

Once the application is ready, click the Submit button at the bottom of the page Payment must be received before the application will be processed and permits sent. BEMS staff will notify you once payment has been applied to the application.

- 1. Once you submit your application, you will automatically be sent to the Checkout tab. You will not be able to pay right away.
 - a. You will receive an email from BEMS staff once the fee has been applied.
 - b. If you cannot pay for the application right away, you can always come back at a later time. Login to the system, go to the Applications tab, and then click the Checkout sub tab.
 - c. Payment is based upon the type of vehicle and the state fee schedule.
- 2. Look for Add New Vehicle to Agency fee in the list.
 - a. If multiple applications are submitted, you will see their payments listed. You can always deselect by clicking on the check mark boxes



3. Click the Pay Now button and follow the prompts to submit payment