

## Process for Logging in to The new Big Picture System:

- Go to the Online Services page: <https://services.ndhhs.gov/>
- Click on Emergency Medical Systems (EMS)
- Under "Licensee Dashboard" you can click on either 'Update your address, contact information or name' or 'Print your individual license card'
- Both links will take you to the login page
  - The first time you access the Licensee Dashboard you will need to create a password using the 'Forgot Password' link on the bottom of the page
    - This will redirect you to the Forgot Password page where you will input your email address. This email **must match** the email contained in your NDEMS record.
    - You must then select 'Email' or 'Phone'.
    - You will then receive a six-digit code to either you email or phone.
    - Enter the six-digit code in the 'Code' box.
    - This will redirect you to the 'Change Password' page. Following the password requirements listed, you will be required to input your password twice for confirmation.
    - Click on the 'Update Password' button. A "Your password has been changed" message will display once successful.
    - Click on 'Return to Login Page' and proceed using your newly created password.
  - If you forget your password at any time, follow the above steps through the 'Forgot Password' link to create a new password.

## Changing personal information within the new Big Picture system:

- Go to the Online Services page: <https://services.ndhhs.gov/>
- Click on Emergency Medical Systems (EMS)
- Under "Licensee Dashboard" click on 'Update your address, contact information or name'
- You will see the information currently maintained within your ND EMS personnel record
- Select the 'Edit' button to make changes to your name or contact information.
  - You will need to log in once again
  - Click 'Yes' in order to make changes to one or both of the sections listed
    - 'Yes' will open fields enabling you to change the information shown
  - 'Yes' or 'No' must be selected for each section before clicking 'Submit & Continue'
  - Once done making changes or reviewing the information, click 'Submit & Continue'
  - This will take you to a 'thank you' page with an option to return to the Account Dashboard Home or to Exit

## Printing personnel license/certificate:

- Go to the Online Services page: <https://services.ndhhs.gov/>
- Click on Emergency Medical Systems (EMS)
- Under "Licensee Dashboard" click on 'Print Your Individual License Card'
  - You will need to log in once again

- Click on 'Print License'
- You will need to log in once again
- This will take you to the 'Printing License' page
- Click on 'Print'
  - The file will be sent to your local 'Downloads' folder for you to open and print
  - The license/certificate is designed to allow the top portion to be cut off, folded and laminated to be carried in your wallet/purse if you so desire

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Emergency Medical Systems  
1720 Burlington Dr, Suite A  
Bismarck, ND 58504-7736  
701.328.2388

License Number: [REDACTED] Exp Date: [REDACTED]

[REDACTED]




Should you have any questions please contact the North Dakota Department of Health & Human Services Emergency Medical Systems Unit (EMSU) by phone/email: 701-328-2388/dems@nd.gov  
You may renew and print your certification, recognition, or license at <https://services.ndhhs.gov/EMS/>

- Maintaining current contact information with the EMSU is the responsibility of the registrant. Use <https://services.ndhhs.gov/EMS/portal/account/index.asp> to make any necessary updates
- A criminal conviction or restriction of your privilege to practice in North Dakota or any other state or jurisdiction may affect your certification, recognition, or licensure status. Report any changes to the EMSU within two business days.
- All certification, recognition, and licensure levels are on a two-year cycle. The EMSU will send a reminder, with renewal information, approximately two months in advance of the expiration date. Renewal via continuing education or biennial re-registration, as appropriate for the level, is the responsibility of the registrant.

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Emergency Medical Systems  
1720 Burlington Drive, Suite A  
Bismarck, ND 58504-7736



License Number: [REDACTED] Expires: [REDACTED]

The below named person has met the requirements for Licensure as required by NDCC 23-27-04.3

[REDACTED]

  
Christopher Price, Director