

# Updating LEMSIS Positions and Permissions

1. Log into LEMSIS Licensing Portal
2. Click Applications on the left-hand side of the screen
3. Select “View Agency Applications” next to the name of your agency
4. A page called Available Applications will open. Scroll down to the application titled **Staff: LEMSIS Positions and Permissions – Add or Update** and click Apply Now.
5. Instructions for assigning staff to positions are found at the top of the form. Once all changes have been made, click Submit and they will automatically update in the Licensing system.

My Account Welcome, User | TestAgencyAdmin | Logout

**Applications**

Checkout  
Transaction  
Review 2

Training  
Agency  
Lookup

### Available Applications

**Need to manage employees, staff and personnel records?**

- Click here for instructions
- The crosswalk for Agency [Positions](#) and Elite [Permissions](#) can be reviewed here
- Position changes are managed with the *Staff: LEMSIS Positions and Permissions - Add or Update* form

**Need to schedule an inspection for a new ambulance or helicopter?**

- Select the *Vehicle: Inspection Request for New Vehicle* form

**Need to remove a retired vehicle, or add a fire department apparatus?**

- For Fire Departments:
  - Select the *Vehicle: Add, Edit, or Remove Vehicle* form
- For Permitted Companies (ground and air):
  - Select the *Vehicle: Edit or Remove Current Fleet* form

**Need to change a call sign or another CAD ID?**

- Select the *Unit/Call Sign: Unit Number, CAD, and Call Sign Update* form

Agency fees effective July 1, 2019. The 2019-2020 fees are:

Ambulance permit initial application	\$3,778
Ambulance permit renewal application	\$2,267
Basic Life Support (BLS) Inspection	\$378
Advanced Life Support (ALS) Inspection	\$189
Critical Care Transport Kit Inspection	\$189

Can't find your application? Please email us at [EMSCertifications.HHSA@sdcounty.ca.gov](mailto:EMSCertifications.HHSA@sdcounty.ca.gov)

My Applications | [Service Applications](#)

Filter By Service:

**z\*TEST - ImageTrend (432)**  
123 Fake St Suite A, Lakeville, Minnesota 55044  
EMT-Paramedic -- Issued: 01/18/2017 -- Expires: 04/30/2017

Applications Action

**Agency: Ambulance/Critical Care Transport Provider Permit Application**

Private emergency response agencies applying to work in San Diego County are required to complete this application. Permitted Ambulance and Critical Care Transport Providers are required to complete this application each year to renew their permit. Apply Now

**Agency: Organization Information Update**

Use this form to update agency contact information such as business address, phone number, and email, and agency organizational information such as FDID, primary type of service, specialty services, and patient monitoring capabilities. Apply Now

**Staff: LEMSIS Positions and Permissions - Add or Update**

Complete this form to add new positions (Administrator, Supervisors, Billers, etc.) or update the position contact information. -----For **POSTING** of your agency, please use the [Personnel](#) link under Agency on the left navigation panel. Apply Now