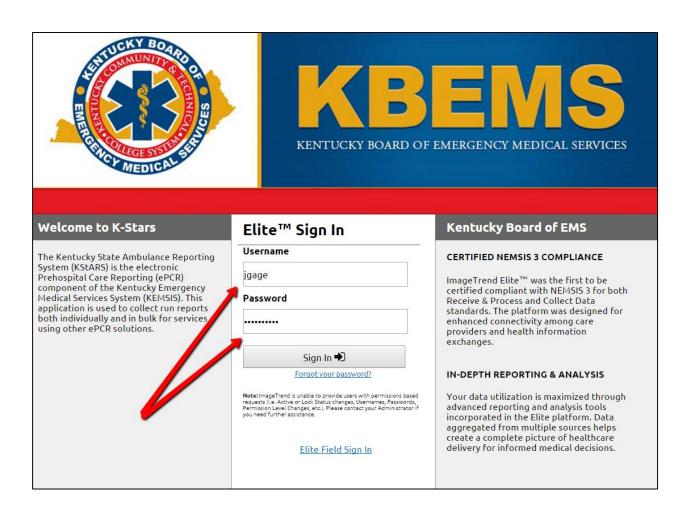


Kentucky Board of Emergency Medical Services

Kentucky State Ambulance Reporting System Instructional Document: Notification of "0" Incidents March 1, 2016

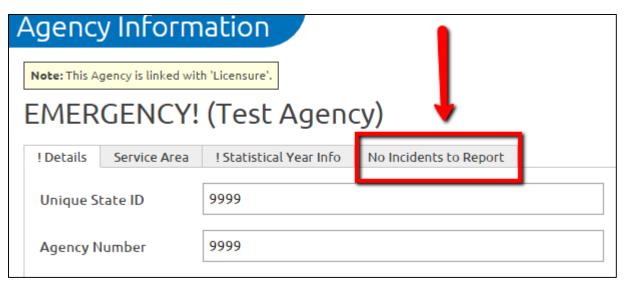
Open the KStARS website using your Internet browser (Chrome or Firefox preferred) and enter http://kemsis.kbems.kctcs.edu/elite and enter your KEMSIS username and password. If you have forgotten your password, use the link below the Sign In button to self-initiate a password reset.



2. After logging in, click the Agency menu then Agency Information.



3. Click the No Incidents to Report tab.



4. Click the New button.

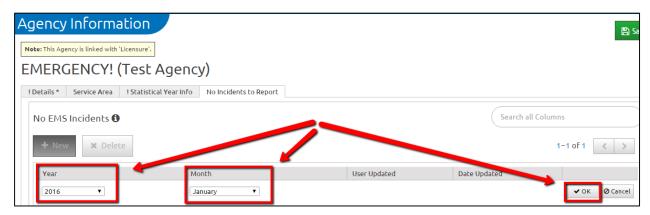
Agency Information

Note: This Agency is linked with 'Licensure'.

EMERGENCY! (Test Agency)



5. After clicking the New button in Step 4, you will be able to add an entry for the year and month when no incidents occurred. Note: The current year and month will always be the default. Pay attention to select the correct year and month before clicking the OK button.



6. Confirm your entry by reviewing the list of entries.

