1. <mark>Login to your account</mark>, https://labems.ldh.la.gov/

2. Select the option that says, "<mark>Revise Your License Application.</mark>"
   a. Please know that if you have previously selected this option, your option will say "Complete Your License Application."

3. Proceed through the application to update any information necessary.

   a. **License Details**
      i. Select "yes" to the question that states "Do you wish to change your license level?"
         1. Select the option that says "Emergency Medical Responder"
      ii. The next question asks if you are a student and currently licensed
         1. If you are enrolled in a course to advance your license, please select "Yes"
         2. If you are not enrolled in a course, please select "no"
      iii. EMRs are not required to have NREMT certification, please leave this information blank

   b. **Legal Questionnaire**
      i. Answer the questions to the best of your ability and upload supporting documents as necessary

   c. **Agency Affiliation**
      i. Please make sure you select the correct agency from the drop down box and click on "add agency". The agency will appear in the white space below.
         1. Select "XXXXX" from the drop down box.
         2. Click "add agency"
         3. Select "yes" to the question asking if you wish for the agency to pay your license fees.

   d. **Review the Application**
      i. Review your license application
      ii. Read and check the affidavit
      iii. Submit your license application for verification

4. Applications will move through "Pending Employment Verification", "Pending Payment"/ "Pending Agency Payment Waiver", and "Pending Review". Once applications reach "Pending Review", they are reviewed and processed within 7 business days.

5. Applicants are notified by email once the application has been approved. Please login to your account to print a copy of your card for your records.
   a. How to Print Licenses from the public search.