## FIRST Search for a SC User Profile. \*\*\* Duplicate profiles will be deleted \*\*\*

1. Go to the bottom of the page and select the "Forgot Username" Link.

Login			
Username			
Password			

- 2. Enter your DOB, Last Name and Full SSN to search your profile.
- 3. Then click "Lookup."

learch for your usemame by	entering	the following	information		
*Date of Birth:	01/01	/1900			Today
*Last Name:	Smith				
"Social Security Number:					Show

4. An alert will state "User Record Found!" Your access will be sent to the current email on file [Go to step 5].

Forgot Username
Search for your username by entering the following information:
User Record Found!
Username sent to Me******@dhec.sc.gov you would like to update your email address on record and re-send the email, you may do so here.
 Email:
Update Email and Re-Send Go to Login

a. If a "User Record Found" but the Department has an outdated email account, enter your preferred email address and select "Update Email and ReSend."

Search for your username t	by entering the following information:
ser Record Found!	
Username sent to Me*****	**@dhec.sc.gov. If you would like to update your email address on record and re-send the email, you may do so here.

b. If a User Record is not found, please "Create Account" and complete the required demographics.

Forgot Username Search for your username by entering the follo	owing information:
User record not found! Please double-chec 803.545.4204, opt 3	k your information and try again. Should you continue to have issues, please contact the State office at
	Login Username Password Forgot Username or Forgot Password? Login Create Account

- 5. Go to the email account your username was sent to. \*\*\*If you do not see an email from "noreply@imagetrend.com" please check your spam and/or junk folders.\*\*\*
- 6. You will receive an email from "<u>noreply@imagetrend.com</u>" with the subject line "Login Information" Click the HERE to open the next window.

Login	Information			
N	noreply@imagetrend.com Wed 1/27/2021 12:17 PM To: Schmittle-Merchant, Jessica	∆ 5	≪ -	→ …
	*** Caution. This is an EXTERNAL email. DO NOT open attachments or click links from unknown senders or unexpected email. ***			
	Jessica,			
	Below is your login information:			
	Username: SC011399 Password: Click <u>HERE</u> to reset your password.			
	Thank you,			
	This message contains information that may be confidential and privileged. Unless you are the addressee (or authorized to receive for the addressee), you may not use, c the message or any information contained in the message. If you have received the message in error, please advise the sender by reply e-mail and delete the message.	opy or disclo	se to anyo	ine
	Reply Forward			

a. <u>Create Account Users</u>: Upon completion, check your email to complete setting up your profile. Your username will autogenerate as your First initial and Last name (number if needed) example: CSmith1

External Email: Use Caution opening links or atta	<mark>chments</mark>
melissa,	
Below is your login information:	
Username: mTEST Password: Click <u>HERE</u> to reset your password.	
Thank you,	
This message contains information that may be cor addressee (or authorized to receive for the address anyone the message or any information contained i message in error, please advise the sender by reply	ee), you may not use, copy or disclose to in the message. If you have received the

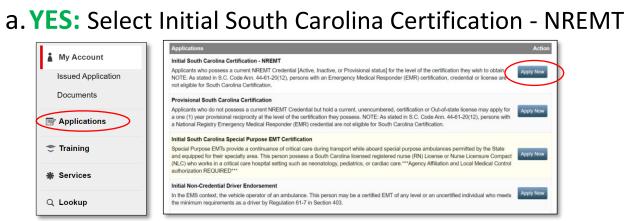
7. Please reset your password. You must generate a password that meets the requirements listed.

Password Requi	irements:	
	t be at least 8 characters long.	
	t contain at least 1 numeric character.	
	t contain at least 1 uppercase character. t contain at least 1 of these special characters:	
• - Password musi ( ! @ # \$ % ^ ¿		
<ul> <li>Password cann</li> </ul>	not match username.	
<ul> <li>Password cann</li> </ul>	not match any of your last 10 passwords.	
Username:	SC011399	
*New Password:		
*Re-Enter		

8. Successful login will appear as:

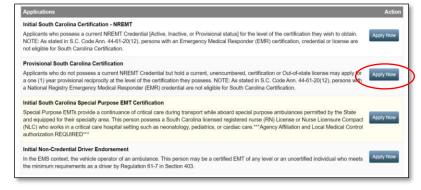
My Account		Welcome, melissa TEST   Logout
Issued Application	My Account	
Documents	For more detail about any item, click the links on this page or in the left menu.	٤.
P Applications	melissa TEST Number:	No forms pending
🗢 Training	Issued: Expiration:	
# Services	New training added	I am looking for
Q Lookup	0 Upcoming training this week Upcoming test this week	Personnel     V     License Number     Address City     Address County

9. Do you possess a current NREMT Credential at the EMT / AEMT / Paramedic level? (Active, Inactive or Provisional)



10. Do you possess a current certification issued by another state at the EMT / AEMT / Paramedic level?

## a. YES: Select Provisional South Carolina Certification



b. If you **do not** possess a current NREMT Credential <u>or</u> current Out of State Certification, you do not possess the necessary requirements for an initial South Carolina EMS Certification.

For additional questions about the certification process, please contact the office via email: <u>emscertifications@dhec.sc.gov</u> or by phone 803.545.4204, opt 1