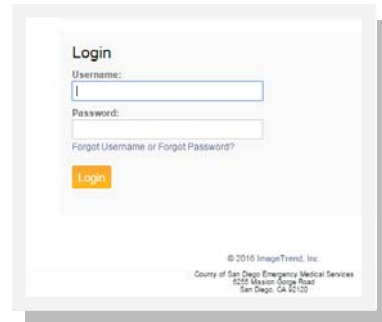


## Steps to Claim Your Account in CoSD LEMSIS Licensing Portal

1) Navigate to <https://cosd.imagetrendlicense.com>

(works best in Google Chrome™ browser)



2) Click **Forgot Username** at the bottom of the screen.

3) A screen will open asking for your:

- Date of Birth

If you are an **EMT**, **AEMT**, **Paramedic** or **MICN** credentialed in the County of San Diego, enter your actual birth date.

- Email

Use the email address where you received the announcement for claiming your account

- Social Security Number

Click **Lookup** when you are finished entering this information.

4) A banner will load on the top of the screen saying: **User record found! Email sent to...**

5) Go to your email account, open the email called **Login Information** from no-reply@sdcounty.ca.gov to get your username.

6) Click the link to reset your password. A page will open requesting that you create a password.

7) Enter a password that matches the required criteria.

8) On the left-hand side, click the **Applications** button to get to the **Change of Information - Personnel** application to update your profile with additional information such as email, phone numbers, and address.

9) If you are unable to claim your account please contact

[EMSCertifications.HHSA@sdcounty.ca.gov](mailto:EMSCertifications.HHSA@sdcounty.ca.gov) with your full name, date of birth and telephone number.

**You now have access to the CoSD LEMSIS Licensing Portal!**

**This is where all initial and renewal applications will be completed beginning January 3, 2017.**