IGEMS Guide to Uploading EMS Agency Policies and Documents
Creating Policies and Uploading Documents to IGEMS:
Step 1

Click on “policies”
Creating Policies and Uploading Documents to IGEMS:
Step 2

If the policy does not exist yet, click here to add a new policy.

If the policy already exists, and just needs to be updated, click on the policy.
Creating Policies and Uploading Documents to IGEMS:
Step 3 - Editing Existing Policies

To edit an existing policy information, click here.

To upload a document to the existing policy, click here.

Note: If you only need to create new policies, skip to Step 4.

If you need to delete an expired document, click here.
Creating Policies and Uploading Documents to IGEMS:
Step 4

To submit a **new** required policy that does not already exist in your profile, click here.
Creating Policies and Uploading Documents to IGEMS: Step 5

1. Fill in the appropriate questions for the new policy or protocol (asterisks indicate a mandatory answer). Note: you can assign any “Policy Number” your agency uses to reference it.

2. After all of the above is completed, click “save”

These items are not required, but you may add them if pertinent

“Policy Classification” is a drop-down menu only, based on whether you selected “policy” or “protocol” above.
Creating Policies and Uploading Documents to IGEMS:
Step 6

1. Before uploading the new policy document, make sure you are loading the document to the correct policy.

2. Now upload the new policy document by clicking here.
Creating Policies and Uploading Documents to IGEMS:
Step 7

1. Assign policy name, description, and document type here

2. Select “Browse” to locate the file on your computer you want to upload

3. Then click “save.” This will upload the document to IGEMS.
Repeat the steps of “Creating Policies and Uploading Documents to IGEMS” for each policy or protocol required for your agency that is not currently in IGEMS. Remember, if these policies and/or documents have already been created and uploaded to IGEMS prior to this application, you do NOT have to do this process again unless those documents need to be updated.

If your agency renewal application is complete, you will receive an email from us within 14 days saying that your application is complete and pending Bureau review.

If your application is incomplete, we will email you within 14 days to identify what we still need to process your application.

After the application process is completed, one of our Field Coordinators will contact you for a site visit prior to renewing your license. If you have not heard from a Field Coordinator within 60 days prior to the license expiration, please contact us.

If you have any questions with anything during this process, feel free to call the EMS Bureau for help. 208-334-4000.