Instructions: Account Registration and EMT Application Process

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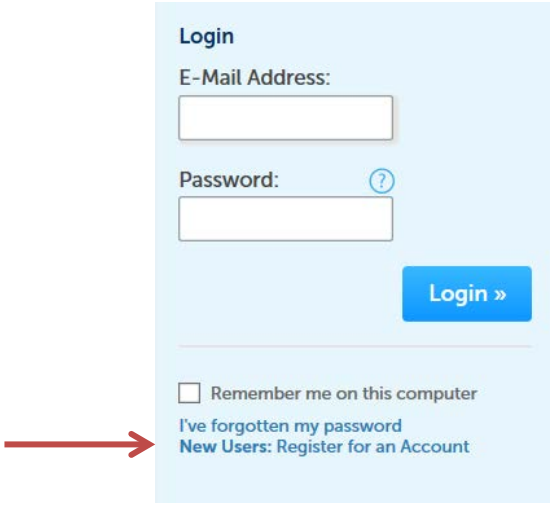
Step 1 Account Registration

Open the following Address/URL with your browser at:
https://actonline.saccounty.net/CitizenAccess/

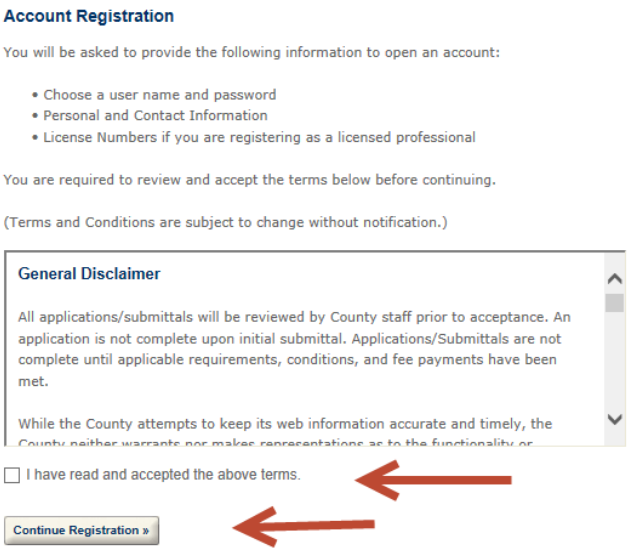
All users will need to register to be able to apply for an EMT application/renewal.

1. **Select** New Users to register for a new Account.
2. If you have already registered, **Type** your E-mail Address and Password.



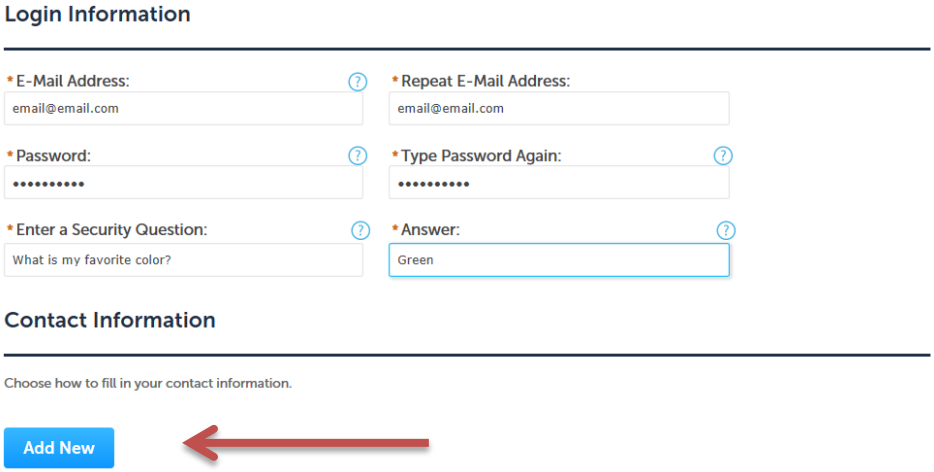
Read and Scroll down General Disclaimer.

3. **Check** I have read and accepted the above terms.
4. **Click** Continue Registration.



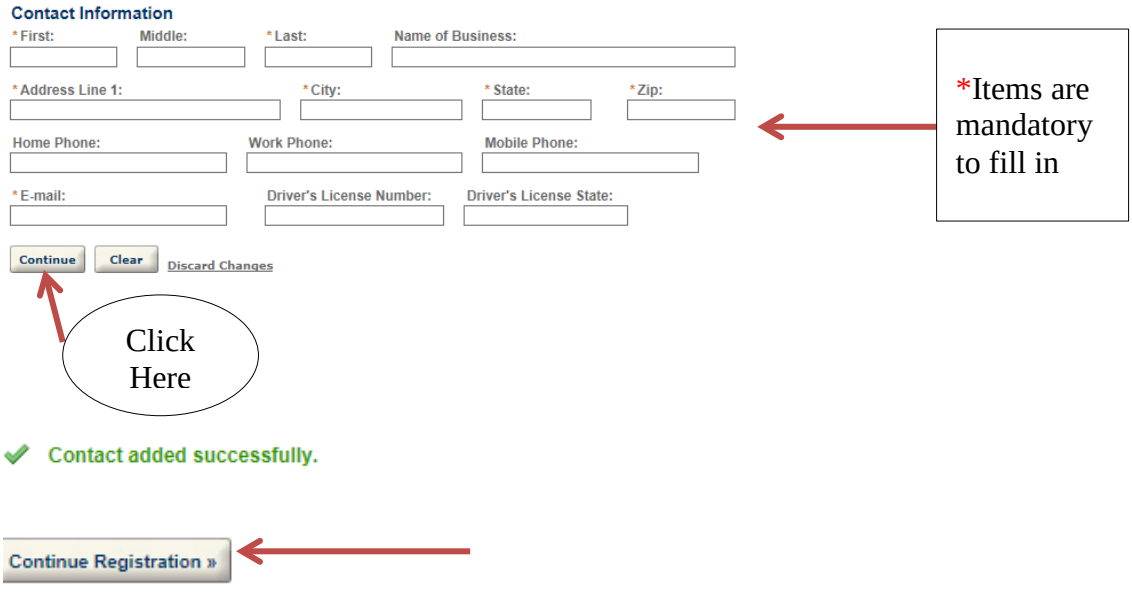
Account Registration Step 2 Enter/Confirm Your Account Information

1. **Complete** the following fields: E-mail Address & Repeat, Password & Retype, Select a Security Question, Answer for Security Question.



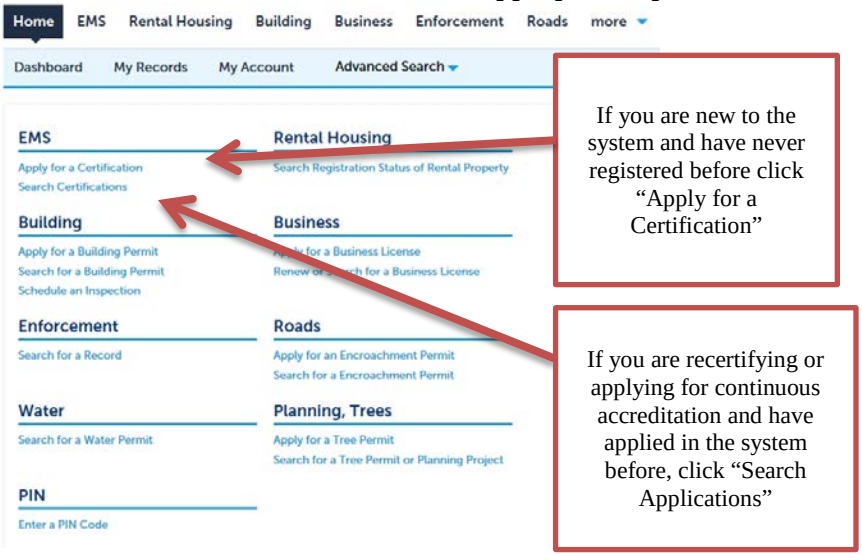
2. **Select** Add New.

3. Complete the Contact Information section. **Select** Continue. The system will register you as a user.



System will take you the next page that will say, “Your account has been successfully created.” After account has been created, go to the top right corner of page and click “LOGIN”

4. In the EMS section, select the appropriate option.

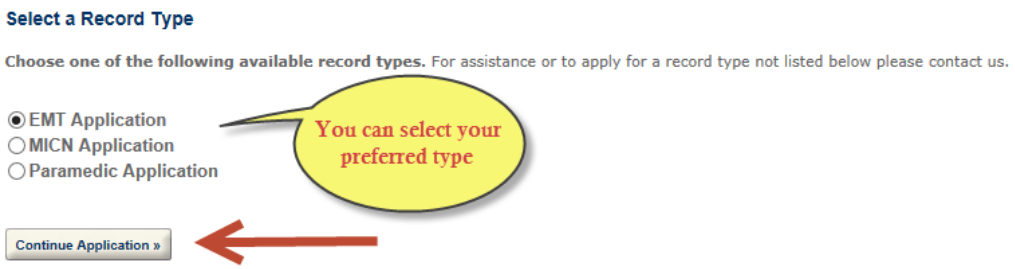


5. **Select** Apply for a Certification.
6. **Select** I have read and accepted the above terms.
7. **Select** Continue Application.

Select a Record Type
You have (3) options to select from: EMT, MICN, or Paramedic.

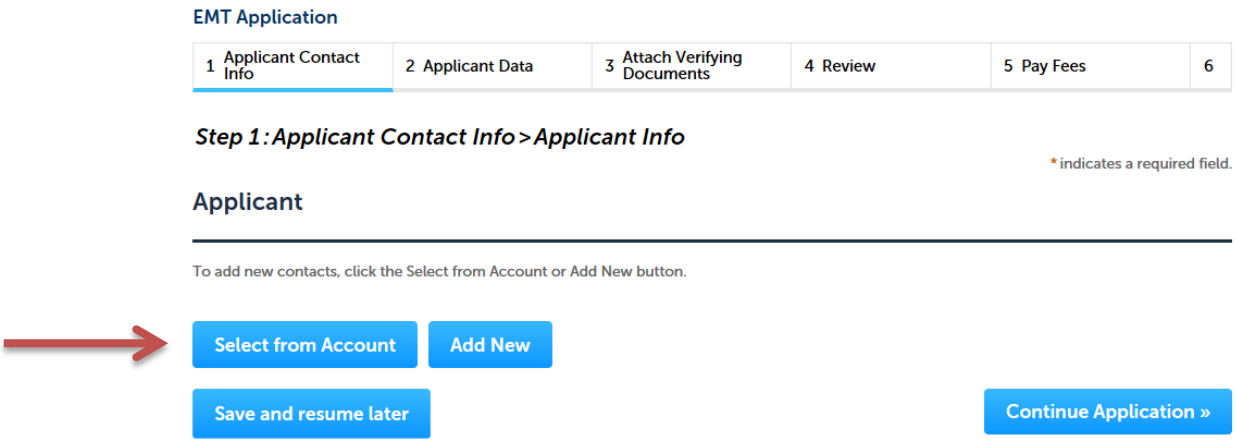
The system will recognize you as a registered user with your contact information if you are applying for more than (1) Record Type.

1. **Select** EMT Application.
2. **Select** Continue Application.

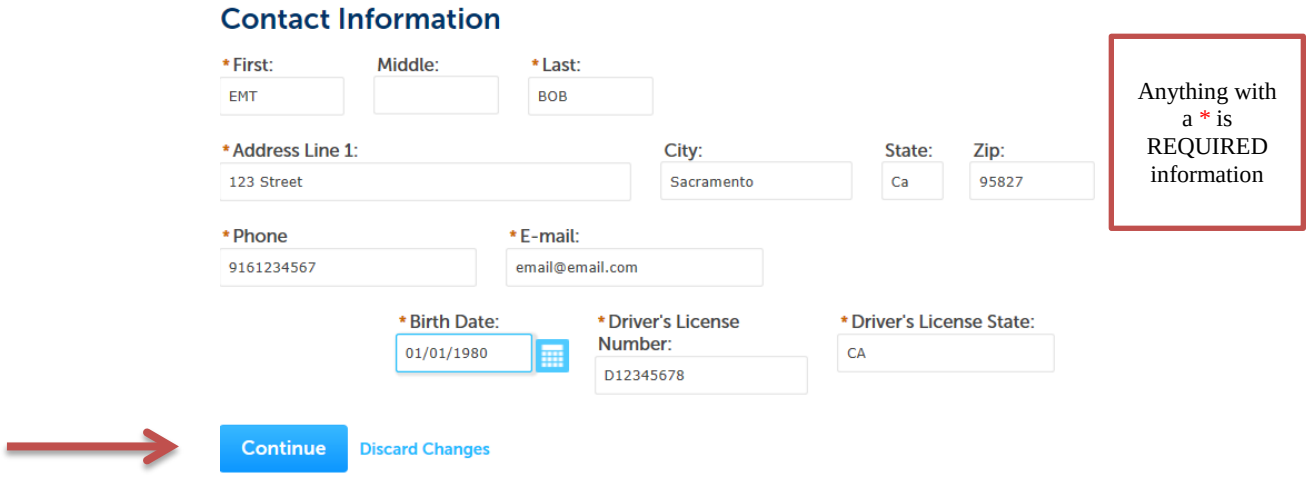


EMT Application

3. **Choose** "Select from Account". System will recognize your account and add your contact information to the application.



4. **Type** your Contact Information.
5. **Select** Continue.



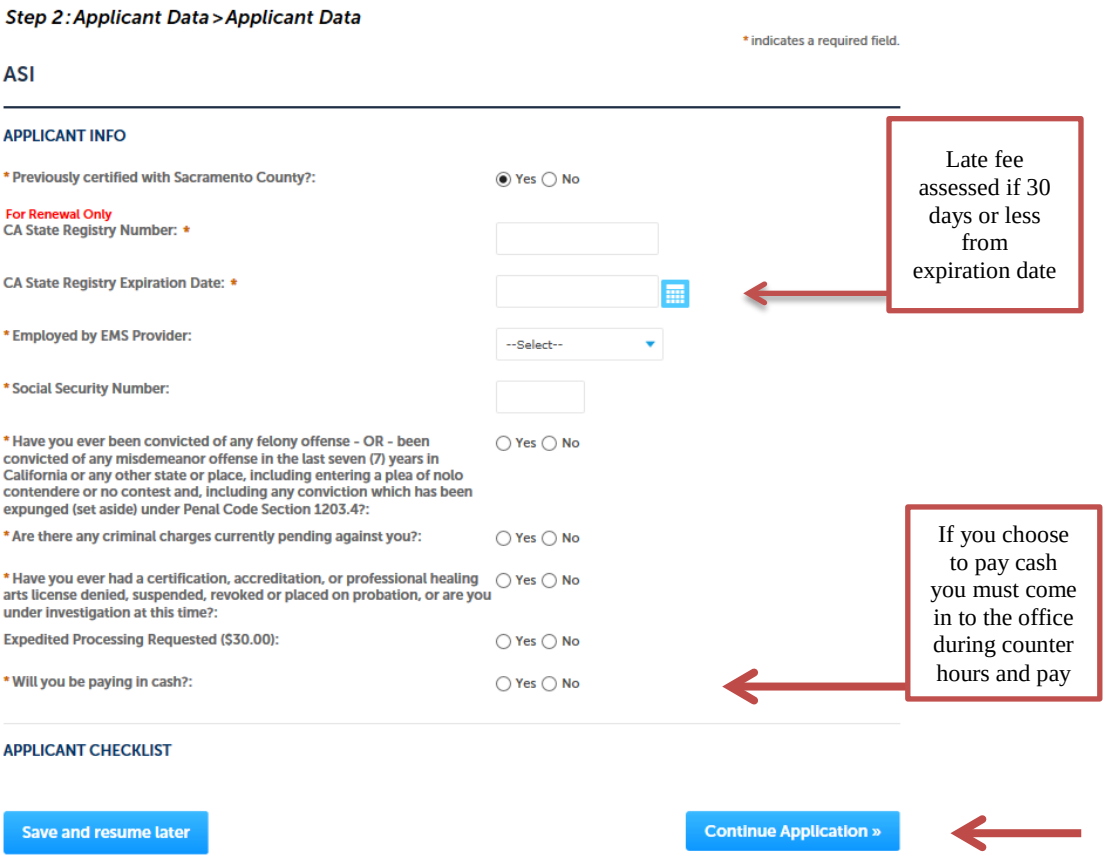
Contact added successfully.

6. **Select** Continue Application.

Step 2: Applicant Data Application Data

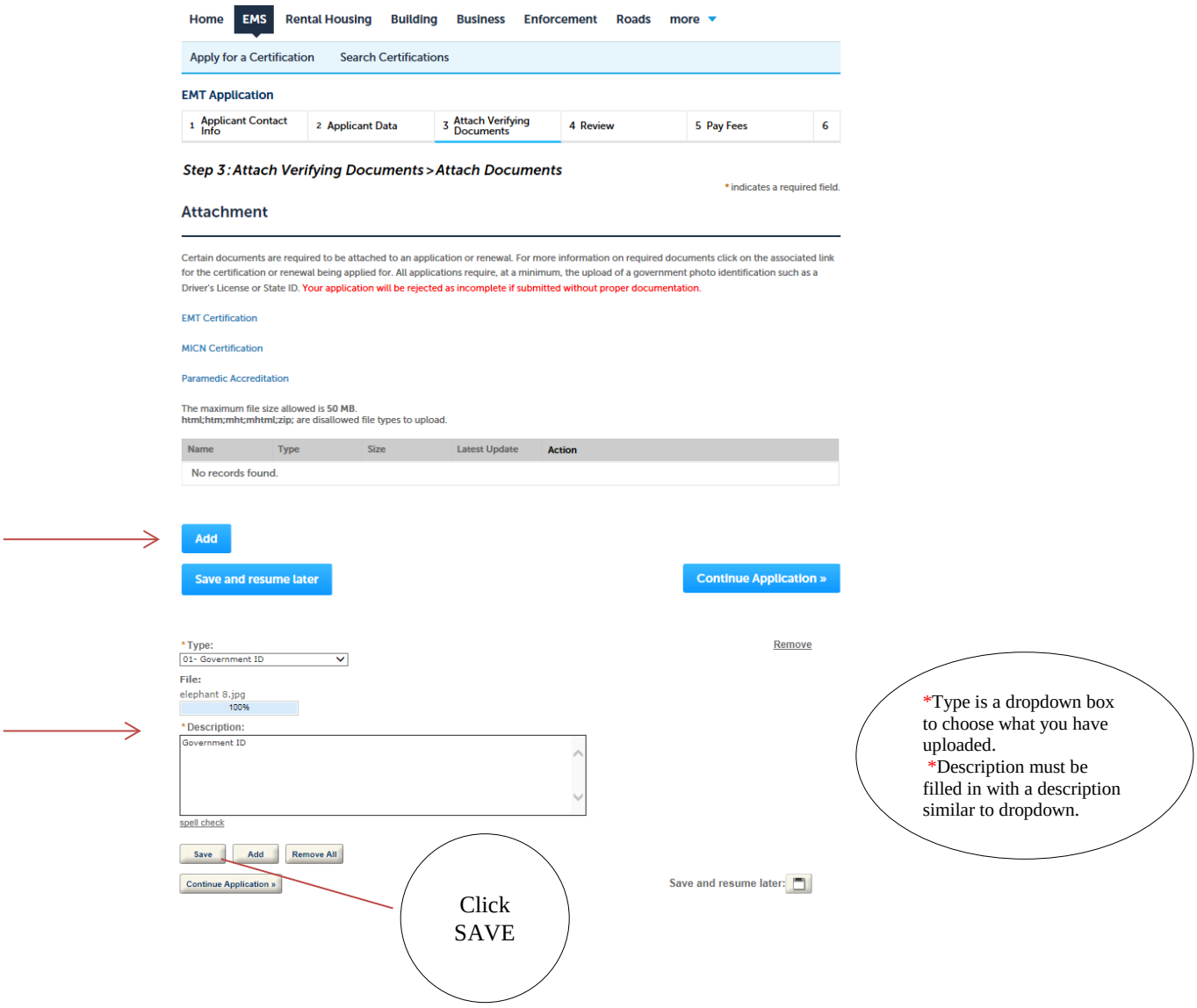
1. **Complete** Applicant Info.
    a. **Note:** If you are recertifying, answer YES to the first question, "Previously Certified with Sacramento County"
    b. **Note:** If applying for Initial Application Only, answer NO to the first question "Previously Certified with Sacramento County." The questions will vary slightly from what is shown below.
2. Answer the additional questions and select **Continue Application**.

At any time that you need to leave application process click SAVE and RESUME LATER.



Step 3 Attach Verifying Documents

1. **Select** Add to include attachments, browse your computer.
2. **Select** Type of Attachment from the drop down list.
3. **Type** Description for the Attachment in the given box.
4. **Select** Save.
5. **Select** Continue Application.

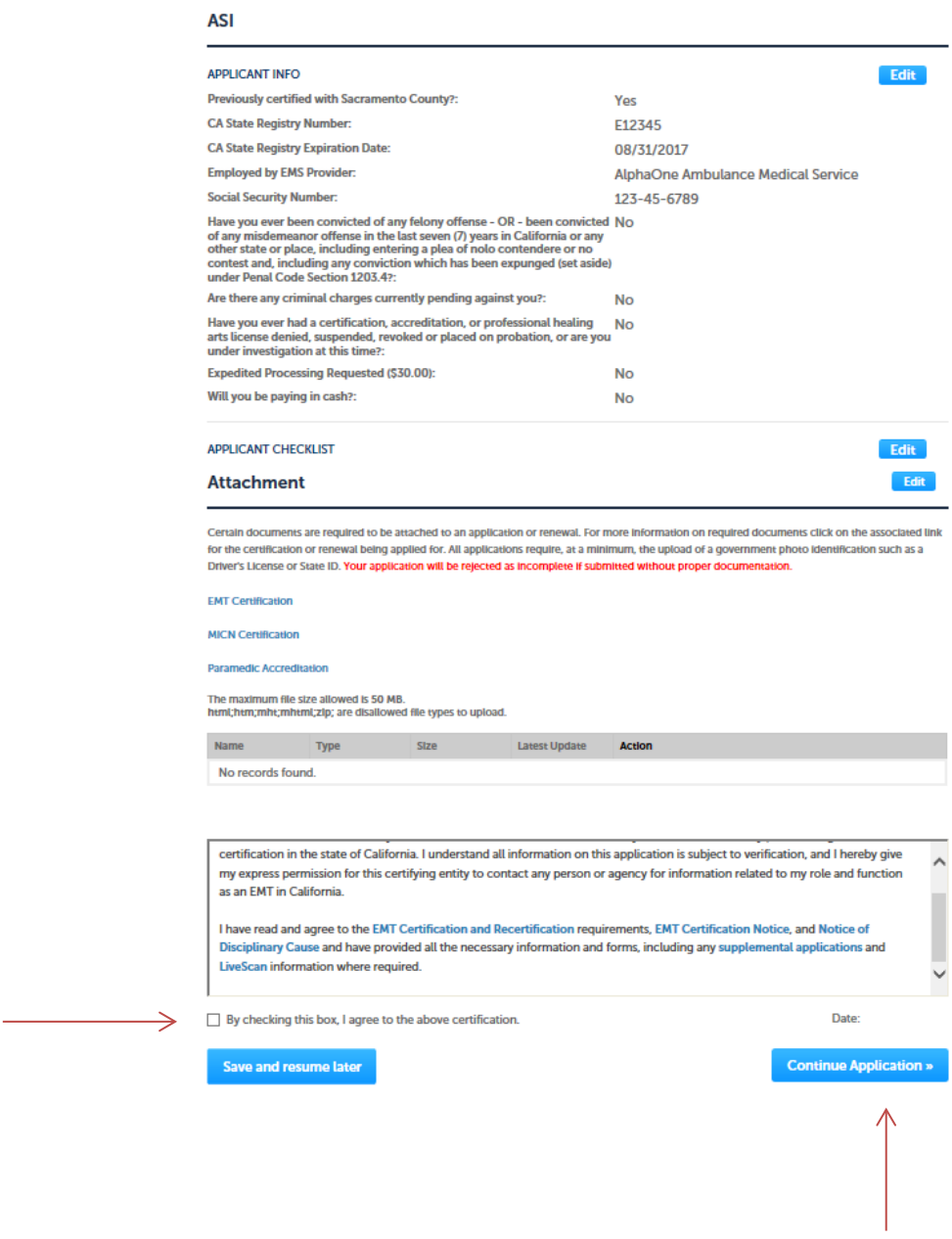


*Repeat this process until all required documents have been added.

Step 4 Review

In this section you have the opportunity to review your entries.

1. **Select** Edit, only if you want to make a change.
2. **Select** Save and Resume later, only if you want to save and continue later.
3. **Read & Review** The acknowledgement box section.
4. **Check** "By checking this box, I agree….."
5. **Select** Continue Application.

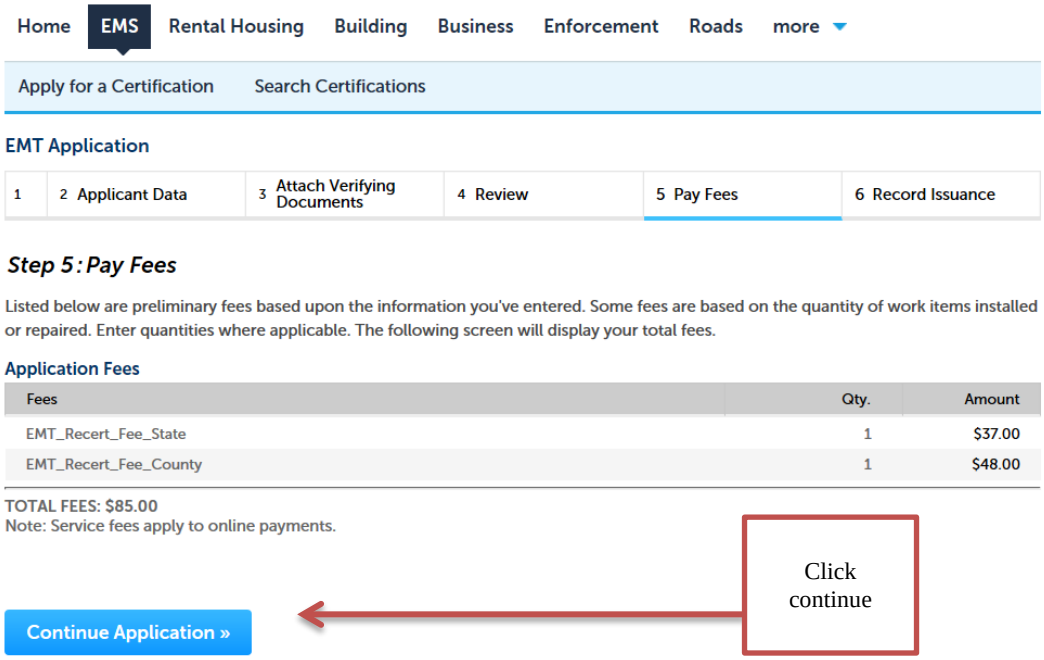


This is where you review what you've answered and uploaded to ensure everything is correct!

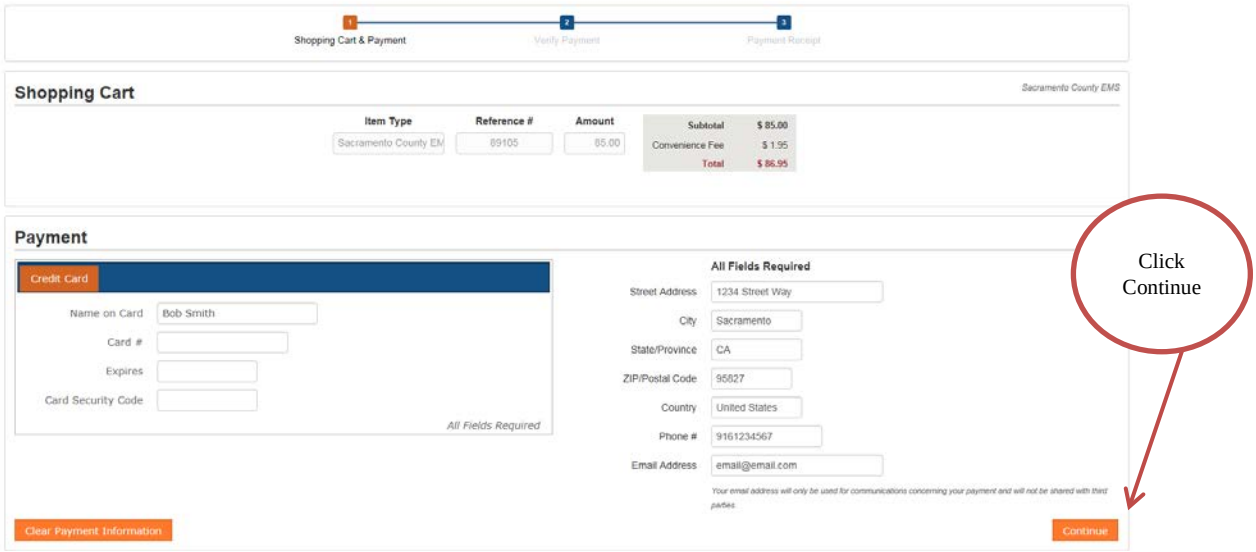
Step 5 Pay Fees

In this section you have the opportunity to review the fees (actual fees may vary from the example). Once you make a selection, the site will take you to the payment screen.

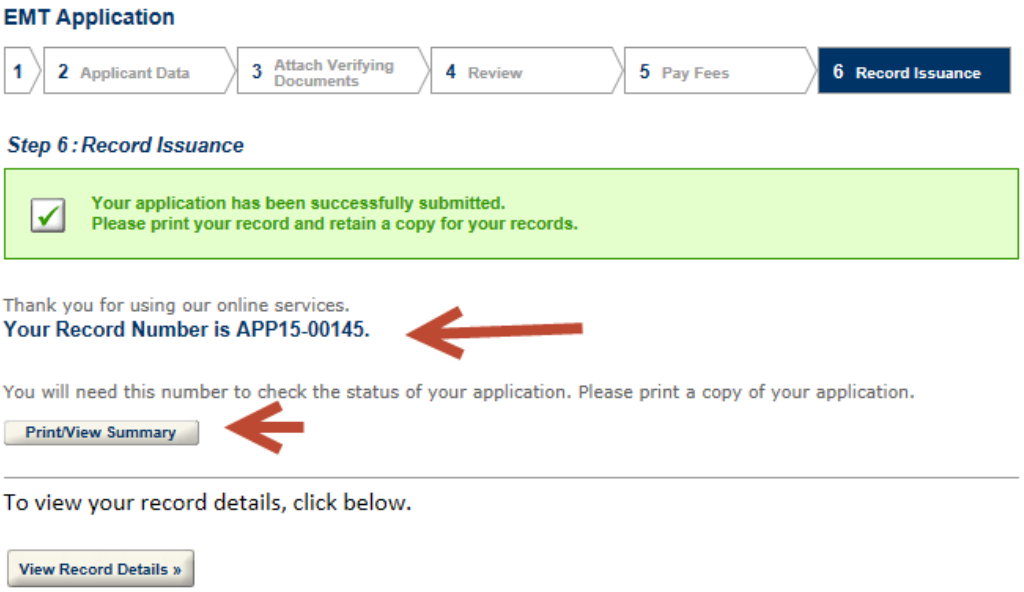
1. **Select** Continue Application.



2. Fill in required fields with credit card and contact information.
3. **Select** Continue.



4. After continuing to the next page, you will be asked to review your payment information. If the information you entered is correct, select "Submit Payment"
5. After submitting your payment, you will be given the option to print a receipt. After doing so, click the blue link that says "Return to Sacramento County Online Services."

Step 6 Record Issuance

Your Application has been successfully submitted.
Please print and retain a copy for your records.