



Creating a New RespondNH Account

Purpose

This guide will outline the process to create a NEW RespondNH Account. Only Individuals who have never filled out a General Admission Application, taken an online course through the FST-EMS site, or applied for a NH EMS Provider License will need to create new RespondNH accounts.

All EMS Providers and NH Firefighters who have taken training before have RespondNH Accounts already.

Please do not attempt to create a duplicate account. Your prior training records, service affiliations, EMS License information, and transcripts could be lost. If you have any questions about this process, please reach out to NHFA-EMS at 603-223-4200 or FSTEMS@dos.nh.gov

Procedure

1. Please see “Claiming your RespondNH Account” before continuing.
2. If you have searched for and do not believe you have an account, please continue.
3. Navigate to <https://www.respondnh.org> We recommend using Google Chrome as the web browser.
4. Scroll to the bottom of the main page and look for the “Login” section.
5. Choose “Create Account”:

6. The “Create Your Account Page” will populate a blank demographics form for you to complete.

Create Your Account

7. Please review the new account instructions below:

PLEASE READ THIS BEFORE CREATING YOUR ACCOUNT!

You must complete all of the required fields (marked with a red asterisk below).

Full Name:

- Please provide your full legal name as it appears on your driver's license, birth certificate, or passport.
- Multiple users have the same or similar first & last names; please provide your middle name and suffix, if applicable.
- If you prefer to be called by your middle name or nickname, please *do not* abbreviate your legal first name. Instead, please enter your middle name in the separate field for "preferred name."

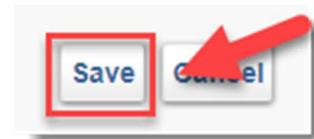
Email Address:

- You must enter a unique email address; you cannot share an email address with any other system user. Additionally:
- You may only enter one email address.
- You must be able to access the email address to reset your password.
- Email is our primary means of communication for all training and EMS licensing purposes.
- The email address provided will also be linked to TEMSIS/NHESR, if applicable.

Miscellaneous Information:

- We cannot require the last four of your SSN#. However, we strongly recommend providing it for account verification purposes.
- If you plan to participate in firefighter courses, we strongly encourage you to enter emergency contact information and require your date of birth.
- If you are under 18, please provide your parent's contact information.

8. Complete all required fields as accurately and thoroughly as possible.
9. Choose "Save"
10. An email address will be sent to the email you provided with your login information (username & password reset link), similar to this one:



Dear EMR 1Test,

Your account in the Division of Fire Standards & Training and EMS's RespondNH system has been created, or you have requested your login username/password.

Below is your login information for the New Hampshire RespondNH public portal found at: www.respondnh.org

Username: ETest2

Click [HERE](#) to reset your password.

Please login to your account and update/confirm your profile and user demographics.

If you have TEMSIS Elite access, resetting your password in RespondNH will also change your password in TEMSIS - and vice versa. TEMSIS Elite can be found at <https://www.nhtemsis.org/Elite>.

If you have any questions about this process, please contact the division at: fstems@dos.nh.gov or by calling: (603) 223-4200.