

INSTRUCTIONS TO CREATE AN ACCOUNT

Use the following link to access the online licensing system:

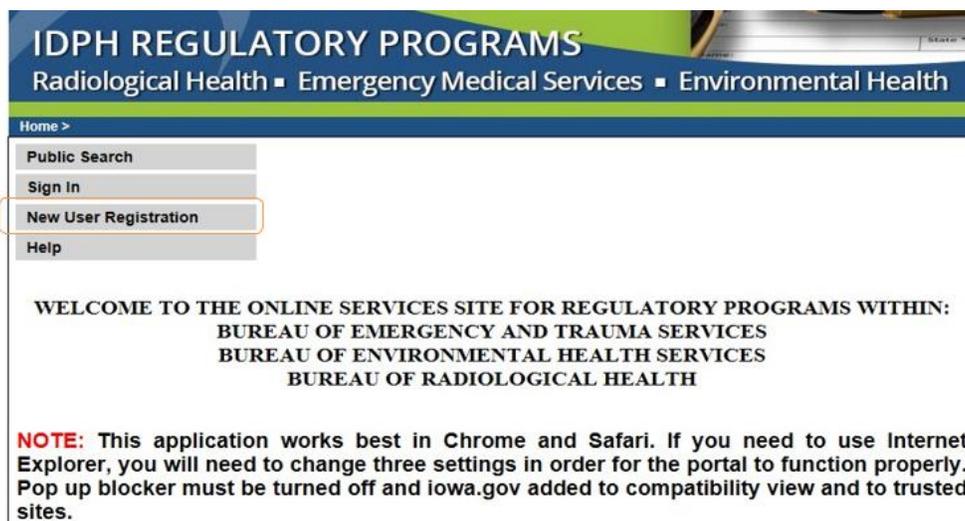
<https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp>

For assistance with creating an account, finding a username, or resetting a password, call the OICO Help Desk: 515-281-5703 or 1-800-532-1174.

If you need assistance navigating the licensing portal after reviewing these instructions, contact the AMANDA Support Team: 1-855-824-4357.

STEP 1: NEW USER REGISTRATION

To start the application process, you will need to create an account. From the licensing portal home page, click **New User Registration**.



The screenshot shows the IDPH Regulatory Programs website. The header includes "IDPH REGULATORY PROGRAMS" and navigation links for "Radiological Health", "Emergency Medical Services", and "Environmental Health". A sidebar menu on the left contains "Home >", "Public Search", "Sign In", "New User Registration" (highlighted with an orange box), and "Help". The main content area features a welcome message for the Bureau of Emergency and Trauma Services, Bureau of Environmental Health Services, and Bureau of Radiological Health. A red note below states: "NOTE: This application works best in Chrome and Safari. If you need to use Internet Explorer, you will need to change three settings in order for the portal to function properly. Pop up blocker must be turned off and iowa.gov added to compatibility view and to trusted sites."

STEP 2: ENTER REGISTRATION DETAILS

- 1) Enter your First and Last name in the appropriate boxes.
- 2) Click **Register**. (You must have a valid email address to complete the next steps.)



The screenshot shows the "DPH Regulated Communities" registration form. The title "DPH Regulated Communities" is prominently displayed. Below the title, a sub-header reads "Sign up now to get credentials you can use for Enterprise A&A enabled sites." The form includes two input fields: "First Name:" and "Last Name:". The "First Name" field contains the letter "I". To the right of these fields is a green "Register" button. Below the input fields, there is a link for "Possibly have an account already?" and a note: "Click here for a listing of all A&A enabled applications. If you created an account for any of these applications you don't need to create a new account." At the bottom right, there are links for "What is A&A?", "Help", and "Report Issue to State Service Desk".

- 3) Your Account ID will automatically fill in the format of “*FIRSTNAME.LASTNAME.*”
NOTE: If the Account ID field is blank, this means that the Account ID in the above format may have already been claimed. You may create your own unique Account ID and enter that instead.
- 4) When you have completed all the required fields, click **Save Account Details**.

Create Account

DPH Regulated Communities

Account Id:
@IOWAID

First Name:

Last Name:

Email:

Confirm Email:

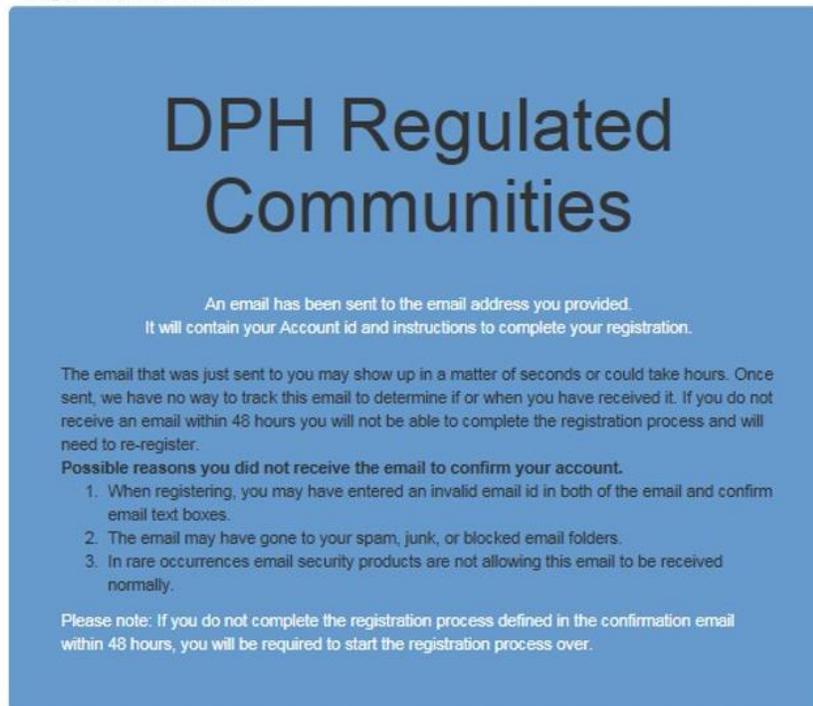
- 5) A pop-up will appear. Click **OK** to continue.



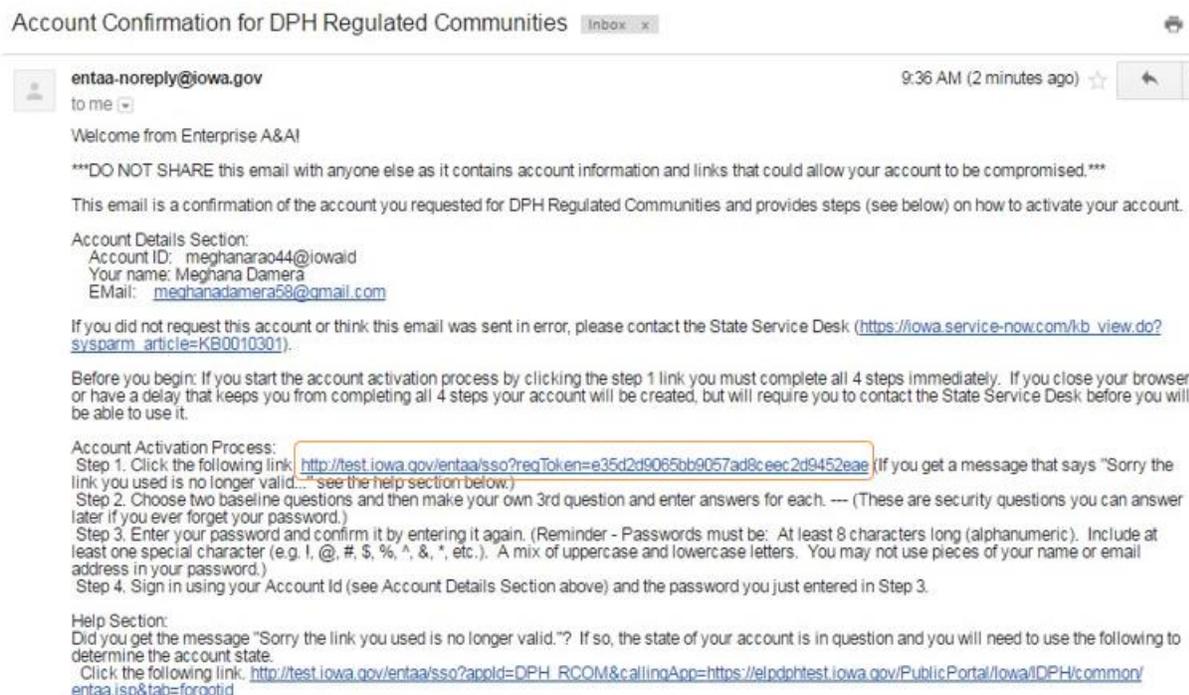
STEP 3: ACCOUNT ACTIVATION

The next page will direct you to check your email address you provided to complete the process of creating an account.

Registration Confirmation



- 1) Access your email account and open the email that was sent to you with the subject **“Account Confirmation”**.
- 2) Click the link in the body of the email to complete the activation process.



STEP 4: ENTER SECURITY QUESTIONS

Clicking on the link provided in the activation email will take you to a page to set up your account security details.

- 1) Select your security questions and provide the answers.
(For Question 3, write your own security question and provide your answer.)
- 2) Click **Save Identity Baseline** when finished.

Identity Baseline

DPH Regulated Communities

Identity Baseline for MECHANARAO44@IOWAID

On this page, you must create your identity baseline. This is a set of questions and answers you establish for your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

Question 1:

— Select Question —

Answer 1:

Confirm:

Question 2:

— Select Question —

Answer 2:

Confirm:

(Create your own questions)

Question 3:

Answer 3:

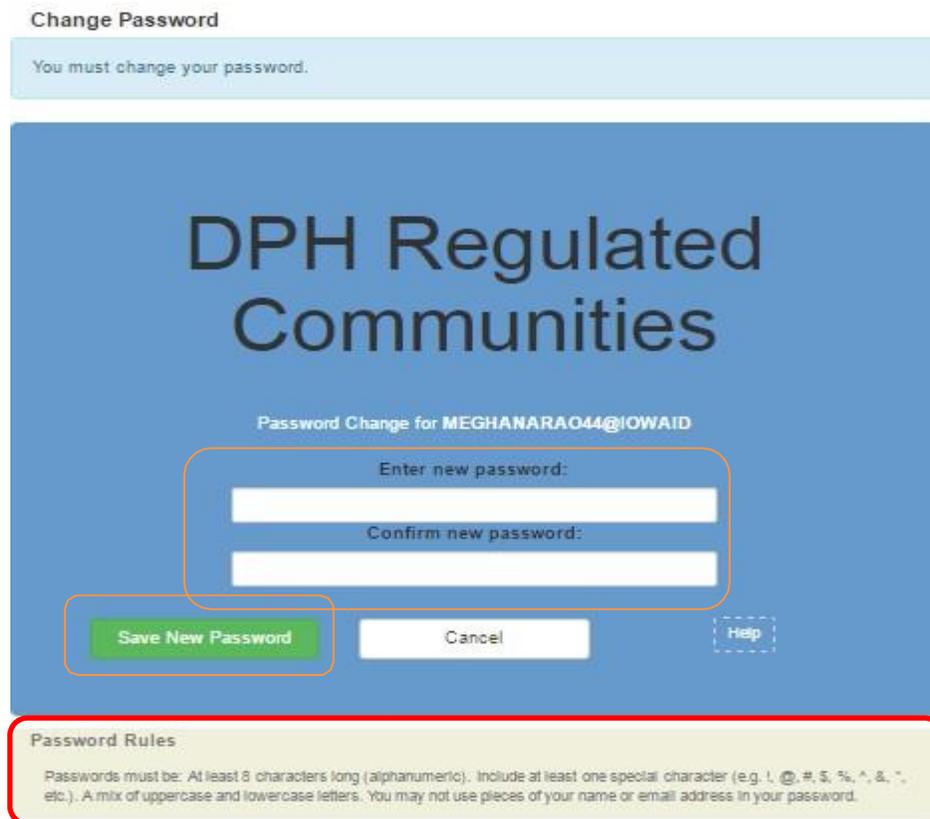
Confirm:

[Save Identity Baseline](#) [Help](#)

STEP 5: SET PASSWORD

Next, you will need to **create a password** for your account.

- 1) Type in your password twice and click **Save New Password**.
- 2) Your password will need to meet all the password rules listed below.



Change Password

You must change your password.

DPH Regulated Communities

Password Change for MEGHANARAO44@IOWAID

Enter new password:

Confirm new password:

Save New Password Cancel Help

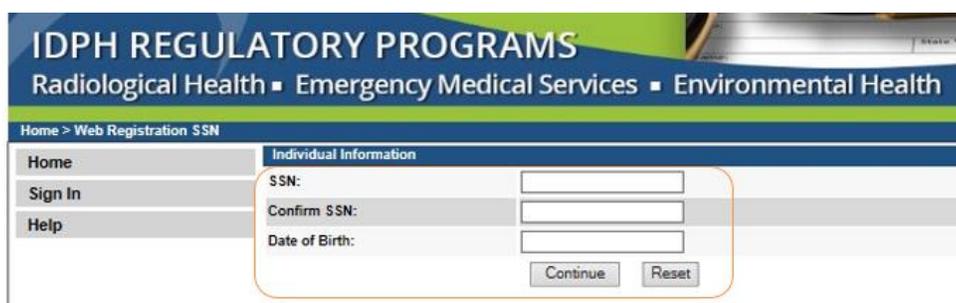
Password Rules

Passwords must be: At least 6 characters long (alphanumeric). Include at least one special character (e.g. !, @, #, \$, %, ^, &, *, etc.). A mix of uppercase and lowercase letters. You may not use pieces of your name or email address in your password.

STEP 6: ENTER INDIVIDUAL ACCOUNT INFORMATION

After creating your Password, you will be taken to the sign in page.

- 1) Sign in using your new Account ID and Password.
- 2) The next screen will ask you to enter your SS# and Date of Birth in the corresponding box.
 - a. SS# must be entered without dashes or spaces.
 - b. When using the calendar, select "Month" then "Year" then select the "Day."
- 3) Click **Continue** after completing the required fields.



IDPH REGULATORY PROGRAMS

Radiological Health ■ Emergency Medical Services ■ Environmental Health

Home > Web Registration SSN

Home Sign In Help

Individual Information

SSN:

Confirm SSN:

Date of Birth:

Continue Reset

STEP 7: PROVIDE PROFILE DETAILS

- 1) Complete the **Basic Profile Details** and **Physical Address Details**.
(Fields with red asterisks are required.)
- 2) When you have finished entering your information, click **Continue**.

Home > Web Registration Profile

Basic Profile Details

Home
Sign In
Help

First Name*
Middle Name
Last Name*
Suffix
Email Address*
SSN:
Date of Birth:

Physical Address Details

Address Is: [dropdown] ATTN: [text]
Street Number*: [text] City*: [text]
Street Prefix: [dropdown] County: [dropdown]
Street Name*: [text] State*: [dropdown]
Street Type*: [dropdown] Country: [dropdown]
Street Direction: [dropdown] Zip Code*: [text]
Unit Type: [dropdown] Phone 1*: [text]
Unit Number: [text] Phone 2*: [text]

Continue Reset

Next, you will be taken to your **Profile** page.

The Basic Profile Details and Physical Address Details you entered will appear here. Your account PIN number will show in the upper right corner.

Home > My Profile

Basic Profile Details

Home
Sign Off
Help

Name:
Date of Birth:
Email Address*:
Preferred Address: [dropdown]

Physical Address Details

Address Is: [dropdown] ATTN: [text]
Street Number*: [text] City*: [text]
Street Prefix: [dropdown] County: [dropdown]
Street Name*: [text] State*: [dropdown]
Street Type*: [dropdown] Country: [dropdown]
Street Direction: [dropdown] Zip Code*: [text]
Unit Type: [dropdown] Phone 1*: [text]
Unit Number: [text] Phone 2*: [text]

Select a Membership for your Actions

Continue Reset Addresses

WELCOME TO YOUR PROFILE PAGE!

To apply for individual licenses, click **Continue** to be taken to the “My Programs” page.

FOR FACILITIES AND BUSINESSES ONLY: LINK TO A COMPANY

If you need to manage an existing license/permit/certification/registration for a facility or business and do not see your company listed under “Registered User’s Memberships” on your profile page, please **STOP** here, have your PIN number ready, and call (855)-824-4357 or email adperereg@idph.iowa.gov to link your Profile to your Company.

The screenshot shows a web interface for a user profile. At the top, there is a navigation bar with "Home > My Profile". Below this is a sidebar with links for "Home", "Sign Off", and "Help". The main content area is divided into two sections: "Basic Profile Details" and "Physical Address Details".

In the "Basic Profile Details" section, the "PIN: 349701" field is highlighted with a red box. Below this section is the "Physical Address Details" section, which contains various input fields for address information. The "Registered User's Memberships" section is also highlighted with a red box and is currently empty, with a note at the bottom that says "Select a Membership for your Actions".

At the bottom of the form, there are buttons for "Continue", "Reset", and "Addresses".

WELCOME TO YOUR PROFILE PAGE!