INSTRUCTIONS TO REGISTER RADIATION MACHINES

Use the following link to access the online licensing system:
https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp

For assistance with finding a username or resetting a password, contact the OICO Help Desk: 515-281-5703 or 1-800-532-1174.
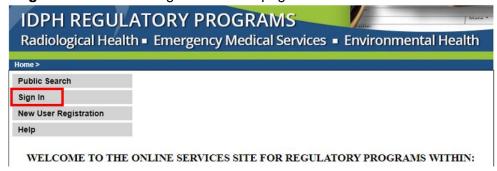
These instructions assume you have already created an A&A account, set up your Profile Page, and Created your Business. If you have not created an account and set up your profile and business, go back to the IDPH Regulatory Programs – Radiation Machines page and follow the "How to create an account" and/or "How to create your business" instructions.
NOTE: You must use either **Google Chrome** or **Safari** when applying online.

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

STEP 1: SIGN IN

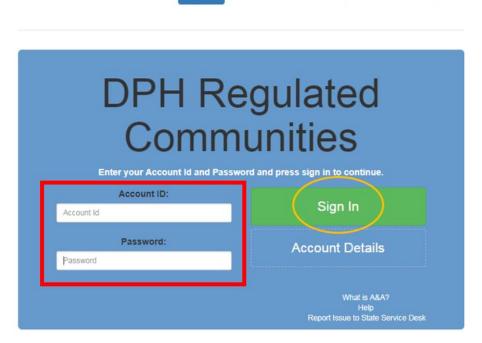1) Click **Sign In** on the Licensing Portal home page.

2) Enter your Account ID and password, then click **Sign In**.

STEP 2: SELECT THE FACILITY

On your profile page the facility will be listed on the left side under **Registered User's Memberships**. If you do not see your Facility listed, please call 855-824-4357 to be linked.
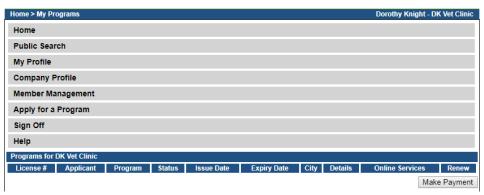
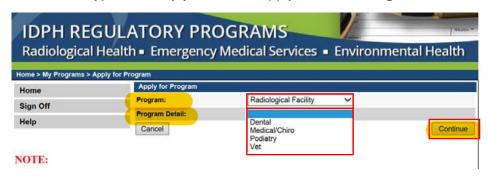1) Click on the Facility's name so it appears highlighted.
2) Click **Continue**.

STEP 2: APPLY FOR A PROGRAM

Next, you will be directed to the **Programs** page for your facility.

1) Click **Apply for a Program**.

2) A pop-up will appear. Click **OK** to Continue.
3) Choose the **Program** "Radiological Facility"
4) Then, choose the type of facility you wish to apply as under **Program Detail.**

STEP 3: APPLICATION FORM

The renewal application will appear on the next screen.
1) Click **Expand All** on the right side of the **Application Form** section.
2) Check "Yes" or "No" to the questions provided. (NOTE: If you answer "Yes" to any of the affirmation questions, you must provide the details in a text box below the question.)
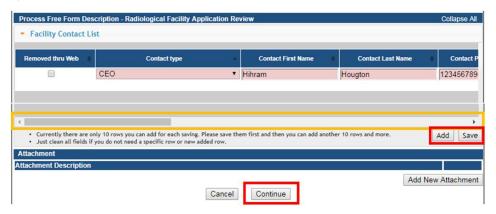

STEP 4: APPLICATION FORM DETAILS

1) Click the second **Expand All** on the right side of the **Application Form Details** section.
2) Under "Equipment List" click **Add** and enter the details for your machines, then click **Save**. REPEAT THIS PROCESS FOR EACH PIECE OF EQUIPMENT.
3) Follow the same steps for "Mobile Sites."
4) Click **Continue** when you are finished.

STEP 5: FACILITY CONTACT LIST
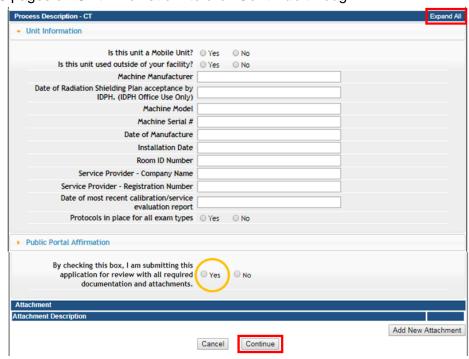The Contact List for the Facility will appear on the next page.
1) Click **Add**.
2) Enter the contact details, then click **Save**.
3) Repeat this process for each contact.
4) When you have finished, click **Continue**.

STEP 6: UNIT INFORMATION
1) On the following page, enter information for the first machine added.
2) Select an answer under **Public Portal Affirmation**
3) Click **Continue** to be taken to the next page of Unit Information.

NOTE: The number of "Unit Information" pages corresponds to the number of equipment added to the "Equipment List."   For example: if 5 pieces of equipment were added to the "Equipment List" there will be 5 pages of "Unit Infromation" to click **Continue** through.

STEP 7: TERMS AND CONDITIONS

1) Check the box as show to agree to the "Terms and Conditions."
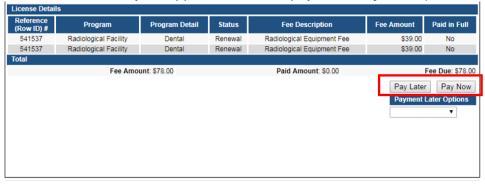2) Click **Continue**.
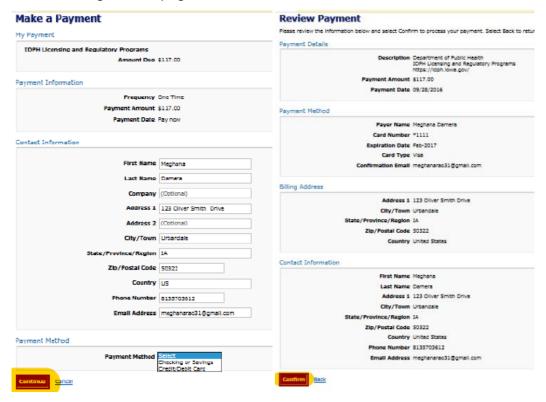

STEP 8: MAKE A PAYMENT

To make a payment:

1) Click **Pay Now,** and then click **Pay Now** again on the next screen.
2) Click **OK** on the pop-up.

(If you would like to return to your application later to pay, click **Pay Later**.)

3) You will be prompted to enter your payment information.
4) Once you have entered the payment information, click **Continue**.
5) On the following Review page, click **Confirm**.

6) On the "Confirmation" page, click **Continue.**
7) You will then be taken to your receipt.