

# INSTRUCTIONS TO UPLOAD DOCUMENTS TO A COMPLETED LICENSE / PERMIT / CERTIFICATION / REGISTRATION

Use the following link to access the online licensing system: <https://dphregprograms.iowa.gov>

For assistance with navigating the licensing portal, or finding a username / resetting a password, contact the Regulatory Programs AMANDA Help Desk: 1-855-824-4357 [adpereg@idph.iowa.gov](mailto:adpereg@idph.iowa.gov).

**These instructions assume you have already created an A&A account to login.** If you have not created an account, go back to the IDPH Regulatory Programs site and follow the “How to create an account” instructions.

**NOTE:** It is recommended to use this site with either **Google Chrome** or **Safari**.

If you are uploading documents for a mammography and/or stereotactic biopsy registration, you must upload proof of continuing education and experience.

## STEP 1: SIGN IN WITH YOUR EXISTING ACCOUNT

1) Click **Sign In** on the Public Portal and login to your account using you're A&A credentials.

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 menu on the left contains 'Home >', 'Public Search', 'Sign In' (highlighted with a red box), 'New User Registration', and 'Help'. Below the menu, a welcome message reads: 'WELCOME TO THE ONLINE SERVICES SITE FOR REGULATORY PROGRAMS WITHIN: BUREAU OF EMERGENCY AND TRAUMA SERVICES, BUREAU OF ENVIRONMENTAL HEALTH SERVICES, BUREAU OF RADIOLOGICAL HEALTH'.

2a) **Adding attachments to Individual Licenses / Permits / Certifications:** After signing in, click **Continue** at the bottom of the profile page.

The screenshot shows the 'My Profile' page. The header is the same as the previous screenshot. The page is divided into sections: 'Basic Profile Details' (Name: Dorothy Knight, Date of Birth: 08/04/1956, Email Address: dnite333@yahoo.com, PIN: 349491), 'Registered User's Memberships' (DK Dental), and 'Physical Address Details' (Address is: Home, Street Number: 312, City: Des Moines, County: Iowa, State: Iowa, Zip Code: 50319, Phone 1: 5157254147). At the bottom, the 'Continue' button is highlighted with a red box, along with 'Reset' and 'Addresses' buttons. A message at the bottom reads 'WELCOME TO YOUR PROFILE PAGE!'.

2b) Adding attachments to **Business or Facility Registrations ONLY**:

After signing in, select the company located in the “Registered User’s Memberships Box” first, then click “Continue” at the bottom of the page.

**IDPH REGULATORY PROGRAMS**  
Radiological Health ■ Emergency Medical Services ■ Environmental Health

Home > My Profile PIN: 349491

Home	<b>Basic Profile Details</b>		PIN: 349491	
Sign Off	Name:	Dorothy Knight		
Help	Date of Birth:	08/04/1956		
	Email Address*:	dnite333@yahoo.com		
	Preferred Address:	▼		
<b>Registered User's Memberships</b>	<b>Physical Address Details</b>			
DK Dental	Address is:	Home ▼	ATTN:	
	Street Number*:	312	City*:	Des Moines ▼
	Street Prefix:	East ▼	County:	Iowa ▼
	Street Name*:	12	State*:	Iowa ▼
	Street Type*:	Street ▼	Country:	▼
	Street Direction:	▼	Zip Code*:	50319
	Unit Type:	▼	Phone 1*:	5157254147 Work ▼
	Unit Number:		Phone 2:	▼

Select a Membership for your Actions

WELCOME TO YOUR PROFILE PAGE!

## STEP 2: ENTER INTO THE DETAILS OF THE LICENSE

- 1) Locate the Active license number you wish to attach documents to.
  - a. NOTE: If you are attaching documents to a completed New or Renewal application, look for the license application that has a status of “New” or “Renewal.”
- 2) Click on **Details**. (Note: if the application is incomplete, there will be an “Edit” option instead. Refer to the renewal instructions for details on adding attachments.)

**IDPH REGULATORY PROGRAMS**  
Radiological Health ■ Emergency Medical Services ■ Environmental Health

Home > My Programs Dorothy Knight

Home	Public Search	My Profile	New Company Registration	Apply for a Program	Sign Off	Help			
<b>Programs for Dorothy Knight</b>									
License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services	Renew
WORK10036	Dorothy Knight	Plumbing and Mechanical Systems	New	01/14/2019	01/14/2022	Des Moines	<a href="#">Details</a>	<a href="#">Online Services</a>	
RAD100131	Dorothy Knight	Lead Professionals	Active	04/09/2019	04/30/2020	Des Moines	<a href="#">Details</a>	<a href="#">Online Services</a>	
	Dorothy Knight	Permit To Practice						<a href="#">Online Services</a>	

## STEP 3: ADD ATTACHMENTS

If you are uploading documents for a mammography and/or stereotactic biopsy registration, you must upload proof of continuing education and experience.

Go to <https://idph.iowa.gov/mammography/physicists> for additional information on mammography and stereotactic continuing requirements.

- 1) The details of the license/permit/certification/registration will appear. Scroll to the bottom of the page and click **Add New Attachment**.

**IDPH REGULATORY PROGRAMS**  
**Radiological Health**  
**Permit to Practice**

Home > My Programs > Program Details

Permit To Practice - Permit to Practice						
License #	Application Date	Issue Date	Expiry Date	Status	Description	
RAD100131	03/12/2019	04/09/2019	04/30/2020	Active	Initial Folder	

**People Details**

Role	Name(LastName FirstName MiddleName NameSuffix)
Applicant	Knight Dorothy

**Application Form** Expand All

- Affirmation
- IDPH Managed Details
- IDPH Reference

**Application Form Details** Collapse All

- Classifications
- Continuing Education Details

**License Processes** Expand All

Description	Status	Requested Date	Expiry Date	Action
Application Review				
Permit to Practice Application Review	Complete	04/09/2019		
License/Permit				
Limited Exam Candidate	Exam Complete	03/12/2019		
Limited Radiologic Technologist	Approved	04/09/2019		
Podiatric Radiological Exam Candidate	Open	04/09/2019		<a href="#">Edit</a>

**Fees**

Fee List			Payment			
Bill Number	Description	Fee Amount	Payment Number	Payment Type	Payment Date	Payment Amount
16958	RADI Limited Radiography/ Exam Candidate	\$135.00	6569	Credit	04/09/2019	\$135.00
16959	RADI Ltd General Rad Tech Initial Fee	\$60.00	6570	Conversion	04/09/2019	\$60.00
		<b>Total</b>			<b>Total</b>	<b>\$195.00</b>
						Total Due: \$0.00 <a href="#">Receipt</a>

**Attachments**

Attachment Description

[Add New Attachment](#)
[Upload Attachments](#)

[Online Services](#)
[Back](#)

- 2) Click the arrow on the drop-down menu to view the options for type of attachment; choose the closest match to the file you're attaching.
- 3) Next, provide a short description of the type of document you are attaching.
- 4) Repeat this process for additional attachments.
- 5) When all files have been attached, click Upload Attachments.

Continuing Education Details

License

- Accred/Auth. Certificate
- Affidavit of Employment
- Application File
- Court Documents
- Crystal Report
- Diploma
- First aid certificate
- Industrial Radiography Card
- LEAD Individual Photo
- Letters
- License
- Non-Iowa Permit/Certification/Registration
- Photo
- Physician Records
- Proof of Age
- Proof of Certification
- RADI Id Wallet Card
- Radiation Shielding Plan
- Receipt

Type: ▼ Description: [Yellow Highlighted Field]

Choose File No file chosen

Add New Attachment Upload Attachments

Online Services Back

Status	Requested Date	Expiry Date
te Fees	03/05/2019	
oved	03/05/2019	

Total Due: \$0.00

## STEP 3: LOG OUT

When you have finished uploading attachments, click **Sign Off**.

IDPH REGULATORY PROGRAMS  
Radiological Health  
Permit to Practice

Home > My Programs > Program Details

Home

Sign Off

Help

People Details

Permit To Practice - Permit to Practice						
License #	Application Date	Issue Date	Expiry Date	Status	Description	
	03/05/2019		08/25/2021	New	Initial Folder	

People Details

Role	Name(LastName FirstName MiddleName NameSuffix)
Applicant	Knight Dorothy