

HOW TO RENEW AN IDPH RADIATION MACHINE SERVICE PROVIDER LICENSE

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.

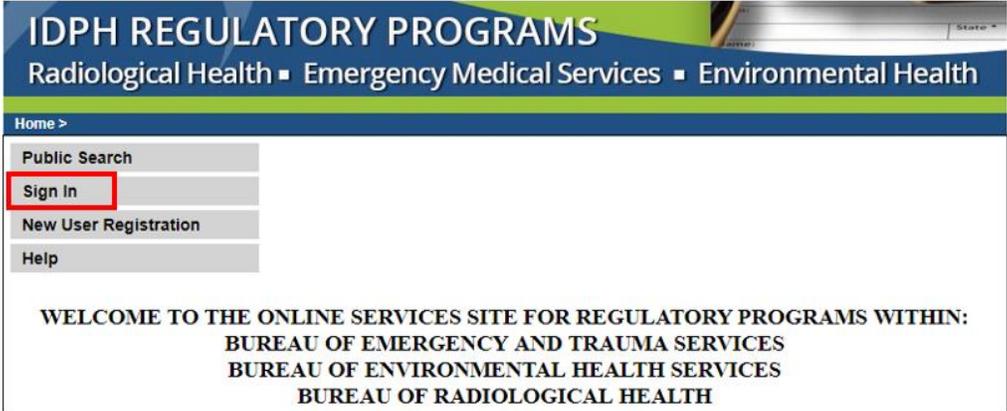
These instructions assume you have already created an A&A account, set up your Profile Page, and contact the department to be linked to the registration. If you have not created an account, go back to the IDPH Regulatory Programs Page and follow the “How to create an account” instructions.

NOTE: You must use either **Google Chrome** or **Safari** when applying online.

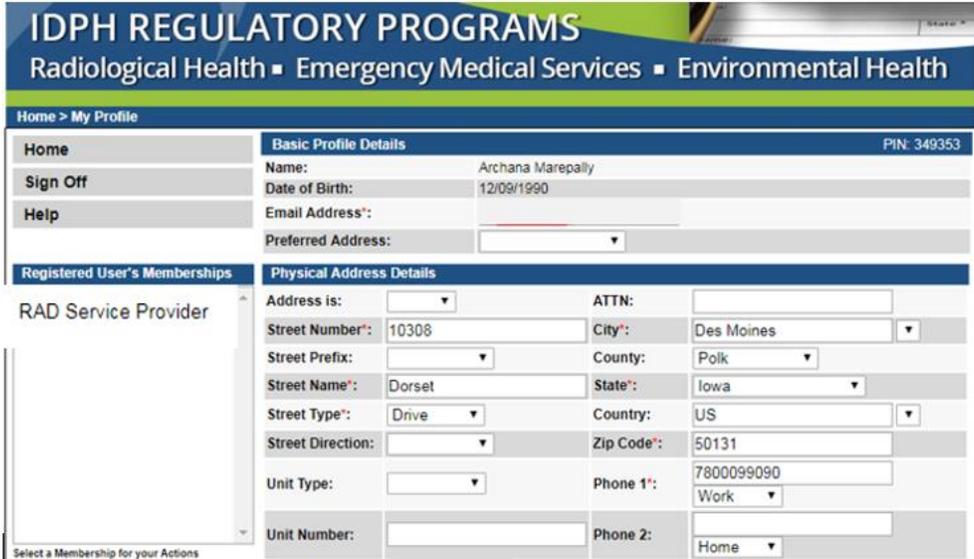
If you need assistance navigating the licensing portal after reviewing these instructions, contact the AMANDA Support Team: 1-855-824-4357.

STEP 1: SIGN IN

Sign In on the portal home page.



After signing in, you will be taken to the **My Profile** page.



STEP 2: SELECT THE SERVICE PROVIDER COMPANY

On your profile page the company will be listed on the left side under Registered User's Memberships. Click on the company's name so it appears highlighted, & click **Continue**.
NOTE: If you do not see your Company listed, please call 855-824-4357.

WELCOME TO YOUR PROFILE PAGE!

STEP 3: RENEW

You will be taken to the **My Programs** page for your company. This is where you will apply as Radiation Machine Service Provider. Click on **Renew**.

Home > My Programs							Dorothy Knight - RAD Service Provider			
Home										
Public Search										
My Profile										
Company Profile										
Member Management										
Apply for a Program										
Sign Off										
Help										
Programs for RAD Service Provider										
License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services	Renew	
		Radiation Machine Service Providers	Active	07/24/2017	08/01/2017	Des Moines	Details	Online Services	Renew	
										Make Payment

NOTE: If you do not see the option to click "Renew" you may have the option to click "**Edit**" under the **Details** column instead.

A pop-up message will appear. Click **OK** to continue with the application.

elppdptest.iowa.gov says:

Are you sure you really want to renew this program?

OK
Cancel

STEP 3: APPLICATION FORM

All Four sections of this application are required. Click the **Expand All** to view all information fields in a section. Questions with a red asterisk * or highlighted in pink are mandatory.

The screenshot shows the navigation menu for the 'Application Form' section. The breadcrumb trail is 'Home > My Programs > Apply for Program > Application Form'. The main title is 'Radiation Machine Service Providers - Service Provider'. Below this, there are links for 'Home', 'Sign Off', and 'Help'. The 'Application Form' section is highlighted with a yellow box and contains sub-sections: 'Affirmation', 'Service Provider Details', 'Application Form Details', and 'Attachment'. The 'Application Form Details' section is further expanded to show 'Equipment' and 'Iowa Locations'. 'Expand All' buttons are visible for both the 'Application Form' and 'Application Form Details' sections. At the bottom, there are 'Cancel' and 'Continue' buttons, and an 'Add New Attachment' button.

STEP 4: AFFIRMATION & SERVICE PROVIDER DETAILS

This section is required for all license and Contractor License submissions, and all questions must be answered.

Click **Expand All** on the right side of the application form to view all the questions.

If you answer **Yes** to any of these questions, provide a brief description of all relevant activities into the text box provided below.

Additional details can be provided in an attachment if necessary.

(See Step 8 for instruction on how to add attachments.)

The screenshot shows the 'Affirmation' and 'Service Provider Details' sections of the application form. The 'Affirmation' section contains several questions with radio button options for 'Yes' and 'No'. The first question asks about a medical condition that impairs or limits the ability to perform duties. The second question asks about the use of drugs or other chemical substances. The third question asks about conviction or entry of a plea of no contest to a misdemeanor or felony crime. The 'Service Provider Details' section contains questions about employee training, equipment demonstrations, and services provided. The 'Service Provider Details' section also includes a list of services and equipment types that can be selected. The 'Affirmation' section has an 'Expand All' button on the right side.

STEP 5: EQUIPMENT & IOWA LOCATIONS

These fields are for service providers who have reported placing radiations emitting equipment - for things such as demonstration purposes - at locations in Iowa. **If your service does has not placed any temporary radiation emitting equipment at any facilities in Iowa, you may skip this section.**

This section will display current information about your service's equipment in Iowa make sure the information displayed is accurate, and update as needed.

The screenshot shows a web application interface with three main sections:

- Equipment:** A table with columns: Machine Identifier, Machine Type, Machine Manufacturer, Machine Model, Machine Serial Number, and a dropdown menu. Below the table is a scrollable area with a message: "Currently there are only 10 rows you can add for each saving. Please save them first and then you can add another 10 rows and more. Just clean all fields if you do not need a specific row or new added row." and buttons for "Add" and "Save".
- Iowa Locations:** A table with columns: Machine Identifier, Facility Name, Address, City, State, and Zip Code. Below the table is another scrollable area with the same message and "Add" and "Save" buttons.
- Attachment:** A section with a header "Attachment" and a sub-header "Attachment Description". Below it is a scrollable area and a button "Add New Attachment".

At the bottom of the interface are three buttons: "Cancel", "Continue", and "Add New Attachment".

If you need to add attachments, proceed to Step 6.

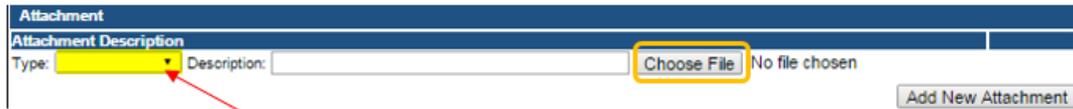
If you do not need to add attachments, click "Continue" and proceed to Step 7.

STEP 6: ADD ATTACHMENTS & CONTINUE

To add any required documentation, you will need to click the **Add New Attachment** button at the very end of the application form. Skip this step if you do not have any attachments to add.

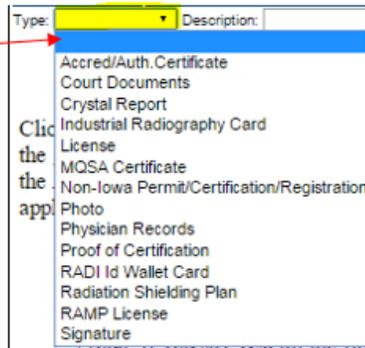


The screenshot shows the top portion of the 'Attachment' form. It includes a header 'Attachment' and a sub-header 'Attachment Description'. At the bottom right of this section, there is a button labeled 'Add New Attachment' which is highlighted with a red rectangular box.



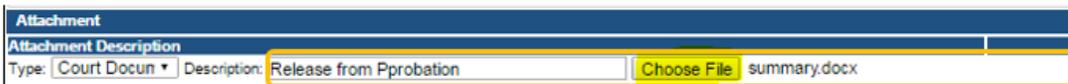
The screenshot shows the 'Attachment' form with the 'Type' dropdown menu open. The 'Choose File' button is highlighted in a yellow box. The text 'No file chosen' is visible next to the button. The 'Add New Attachment' button is also visible at the bottom right.

- Click to select the **Type** of attachment and Select one of the following from the list:
- Enter a description of the file, and then Click
- This will open your file explorer. Navigate to where the document you want to attach is located on your computer.
- Double click the document to attach it.



The screenshot shows the 'Type' dropdown menu with a list of attachment types. The list includes: Accred/Auth. Certificate, Court Documents, Crystal Report, Industrial Radiography Card, License, MQSA Certificate, Non-Iowa Permit/Certification/Registration, Photo, Physician Records, Proof of Certification, RADI Id Wallet Card, Radiation Shielding Plan, RAMP License, and Signature. A red arrow points from the first bullet point in the list to the 'Type' dropdown menu.

The name of the document should appear next to the button.



The screenshot shows the 'Attachment' form with the 'Type' dropdown menu set to 'Court Docun'. The 'Choose File' button is highlighted in a yellow box. The text 'summary.docx' is visible next to the button. The 'Add New Attachment' button is also visible at the bottom right.

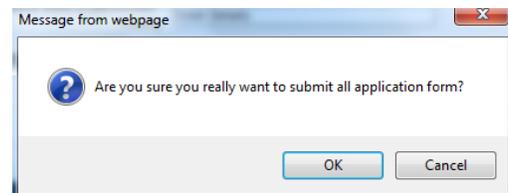
Continue this process for each document needing to be attached.

- If you attach a document in error, it cannot be removed by you. You will need to contact the IDPH Program staff to have it removed.
- If you need to gather information, or add additional documentation, you can leave the application webpage and return later to complete or continue.
- You must attach all supporting information before paying the registration fee or your application could be delayed or denied.

DO NOT CLICK CANCEL – this will void your entire application.

WHEN ALL SECTIONS OF THE FORM ARE COMPLETE, CLICK CONTINUE.

A pop-up message will appear. Click **OK** to proceed to the next page.



STEP 7: CONTACT LIST

Click on XSVP – Contact List to open the tab. Your current contact(s) will appear here. To add a new contact, click **Add** and enter the required information, using the scroll bar to see additional fields, then click **Save**. When you have finished editing the contact information, click **Continue**.

The screenshot shows the 'Medical Physicists' application form. The breadcrumb trail is: Home > My Programs > Apply for Program > Application Form > Application Form Supplemental. The page title is 'Radiation Machine Service Providers - Service Provider'. The applicant is 'Adper Amandaone' and the facility is 'Mercy Hospital'. The main section is 'Process Free Form Description - XSVP Application Review' with a 'Collapse All' button. Underneath is the 'XSVP - Contact List' section, which contains a table with columns: Contact type, Contact First Name, Contact Last Name, Contact Phone Number, and Contact Email Address. Below the table is a scroll bar and a message: 'Currently there are only 10 rows you can add for each saving. Please save them first and then you can add another 10 rows and more. Just clean all fields if you do not need a specific row or new added row.' There are 'Add' and 'Save' buttons. Below this is an 'Attachment' section with an 'Attachment Description' field and an 'Add New Attachment' button. At the bottom are 'Cancel' and 'Continue' buttons.

A pop up message will appear, click **OK** to continue.

The screenshot shows a 'Message from webpage' dialog box. It contains a question mark icon and the text: 'Are you sure you really want to submit all application form?'. There are 'OK' and 'Cancel' buttons at the bottom.

STEP 8: TERMS & CONDITIONS

Please read the terms and conditions. If you agree, click the box next to the “I agree with the terms and conditions” statement to check it. Then click **Continue**.

The screenshot shows the 'Terms and Conditions' page. The breadcrumb trail is: Home > My Programs > Apply for Program > Application Form > Application Form Supplemental > Terms and Conditions. The page title is 'Terms and Conditions'. The text reads: 'I am authorized to complete this application on behalf of the organization. As representative of the organization, I hereby certify and declare under penalty of perjury that the information I provided in this document, including any attachments, is true and correct. As said representative of the organization, I am responsible for the accuracy of the information provided regardless of who completes and submits the application. I understand that providing false and misleading information in or concerning this application may be cause for disciplinary action, denial, revocation, and/or criminal prosecution. I also understand that a representative of the organization is responsible to update information submitted herewith if the response or the information changes. In submitting this application, the organization agrees to any reasonable inquiry that may be necessary to verify or clarify the information provided on or in conjunction with this application. I understand this information is a public record in accordance with Iowa Code chapter 22 and that application information is public information, subject to the exceptions contained in Iowa law. I have read the Administrative Rules governing this license, permit, registration, or certification and will make employees aware as required and will comply with those provisions.' At the bottom, there is a checkbox next to the text 'I agree with the terms and conditions.' and a 'Continue' button. A red arrow points to the checkbox.

STEP 9: MAKE A PAYMENT

If you need to attach additional documentation click the **Pay Later** button.

- If you click the Pay Later button, you will get a reminder pop-up that your application is not considered submitted until payment is made.
- You will be returned to your **My Programs** page where you will see your registration listed and its status.
- When you are ready to complete the application process, go to the appropriate section and double click on the details.

If you are ready to pay, select **Pay Now**, and then **Pay Now** again on the following screen, and you will be directed to the online payment system.

Reference (Row ID) #	Program	Program Detail	Status	Fee Description	Fee Amount	Paid in Full	
542288	Radiation Machine Service Providers	Service Provider	New	XSVP - Application Fee	\$100.00	No	
Total					Fee Amount: \$100.00	Paid Amount: \$0.00	Fee Due: \$100.00

Select **Payment Method**, and fill in your payment details. Click **Continue**.

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.
Confirmation Number **IOWDPH004000710**

Payment Details

Description: Department of Public Health
IDPH Licensing and Regulatory Programs
<https://idph.iowa.gov/>

Payment Amount: \$50.00
Payment Date: 11/22/2016
Status: PROCESSED

Payment Method

Payer Name: Adper Amandaone
Card Number: *1111
Card Type: Visa
Confirmation Email: adperamandaone@gmail.com

Billing Address

Address 1: 09 N Oliver Drive
City/Town: Des Moines
State/Province/Region: IA
Zip/Postal Code: 56789
Country: United States

Please keep a record of your **Confirmation Number** or **print this page** for your records. Click **Continue** to return to your A&A profile.