

INSTRUCTIONS FOR ENTERING RADON MITIGATION SYSTEMS

Use the following link to access the online licensing system:

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

Or go to the Regulatory Programs Radon page and click the Portal link:

<http://www.idph.iowa.gov/regulatory-programs/radon>

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

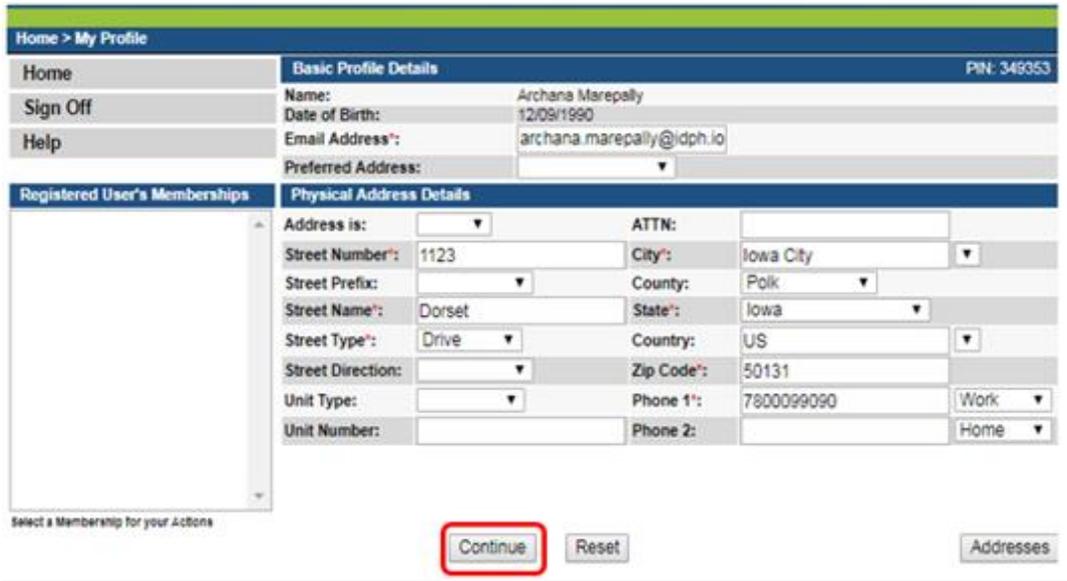
STEP 1: SIGN IN

If you are not already signed in, click **Sign In** on the portal home page.



STEP 2: CONTINUE FROM THE PROFILE PAGE

After signing in you will be taken to your **Profile Page**. Click **Continue** at the bottom.



STEP 3: ACCESS YOUR LICENSE INFORMATION

At this point, you will be on your program page.

- 1) Click on the word "Details" as shown in the image below:

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

Home > My Programs

- Home
- Public Search
- My Profile
- New Company Registration
- Apply for a Program
- Sign Off
- Help

Programs for Matt Griswold

License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services	Renew
		Radon Individual	Active	04/10/2018	04/30/2019	Aurora	Details	Online Services	

Make Payment

- 2) Clicking "Details" will take you inside your active license.

STEP 4: ENTERING MITIGATION SYSTEMS

When you are on the Program Details of your active license:

- 1) Scroll down until you see "Radon Mitigation Specialist Application Review"
- 2) Click directly on "Radon Mitigation Specialist Application Review. (See the highlighted area in the image below.)

Home > My Programs > Program Details

Home

Sign Off

Help

Radon Individual - Mitigation Specialist

License #	Application Date	Issue Date	Expiry Date	Status	Description
	04/01/2018	04/10/2018	04/30/2019	Active	Renewal Folder

People Details

Role	Name
Applicant	

Application Form Expand All

- ▶ Radon Training and Testing
- ▶ Radon Work and Education
- ▶ Radon Affirmation Statements
- ▶ Radon Biennium Date
- ▶ Radon Renewal Questions
- ▶ Affirmation

Application Form Details Collapse All

- ▶ Education
- ▶ Experience

License Processes Expand All

Description	Status	Requested Date	Expiry Date	Action
▶ Application Review				
▶ Radon Mitigation Specialist Application Review	Complete	04/03/2018		

STEP 5: ENTERING MITIGATION SYSTEMS

This will take you into a details sections that will allow you to add more systems.

- 1) Click on the tab "Mitigation Systems Installed" and it will pop-open with more details.
(See image below.)
- 2) Click the **Add** button in the bottom right corner.
- 3) Enter 1 mitigation system installed, then click **Save**. (You can enter more than one without saving, however it is best to save after each entry, rather than saving after 10 rows, to ensure no data is lost.)
- 4) Repeat this process for each system.

The screenshot shows a web application interface for "Radon Mitigation Specialist Application Review". The breadcrumb trail is "Home > My Programs > Program Details > Process Details". The user is logged in as "Radon Individual - Mitigation Specialist" with the role of "Applicant". The page title is "Process Description - Radon Mitigation Specialist Application Review". The "Mitigation Systems Installed" section is expanded, showing a table with the following columns: "No Systems installed for this renewal period", "Building Owner Name", "Building Owner Phone Number", "Mitigation Address", and "Mitigation State". The table is currently empty. At the bottom of the table, there is 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." Below this message are "Add" and "Save" buttons. There is also a "Back" button at the bottom right of the page.

- 5) When you have finished saving, you may click **Sign off**.

NOTE: Systems entered during previous renewal may be visible here.