## INSTRUCTIONS TO ADD & MANAGE ADMINISTRATORS FOR AN EXISTING LABORATORY

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

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

**These instructions assume you have already created an A&A account, set up your Profile Page, and are <u>connected to your lab</u>.** If you have not performed these steps, go back to the IDPH Regulatory Programs page and follow the "How to create an account" instructions. If you need to be connected to your existing facility, please contact the AMANDA Support Team: 1-855-824-4357 or adperehreg@idph.iowa.gov.

**NOTE**: <u>You must use either **Google Chrome** or **Safari** when applying online.</u>

## BEFORE ADDING AN ADMINISTRATOR

To add an admin to manage your facility, they must have first created an A&A Account and set up their Profile. (See instructions on how to create an account on the IDPH Regulatory Programs – Radon webpage.)

On their profile page will be a PIN number; they must provide you with this number to be added to the facility.

## STEP 1: LOGIN & SELECT YOUR FACILITY

1) Sign in to your existing account.
2) Click on the name of your company on left side under Registered User's Memberships, then click [Continue] **Continue** under your profile.



## STEP 2: MEMBER MANAGEMENT

Click **Member Management** to edit the admins for your facility. (Note: You must be listed as the **Authorized Contact** to see the **Member Management** option.)

## STEP 3: PERFORM A PEOPLE SEARCH

Under **Find People Records** enter the PIN number of the person you wish to add in the box under **PIN,** then click **Search**.
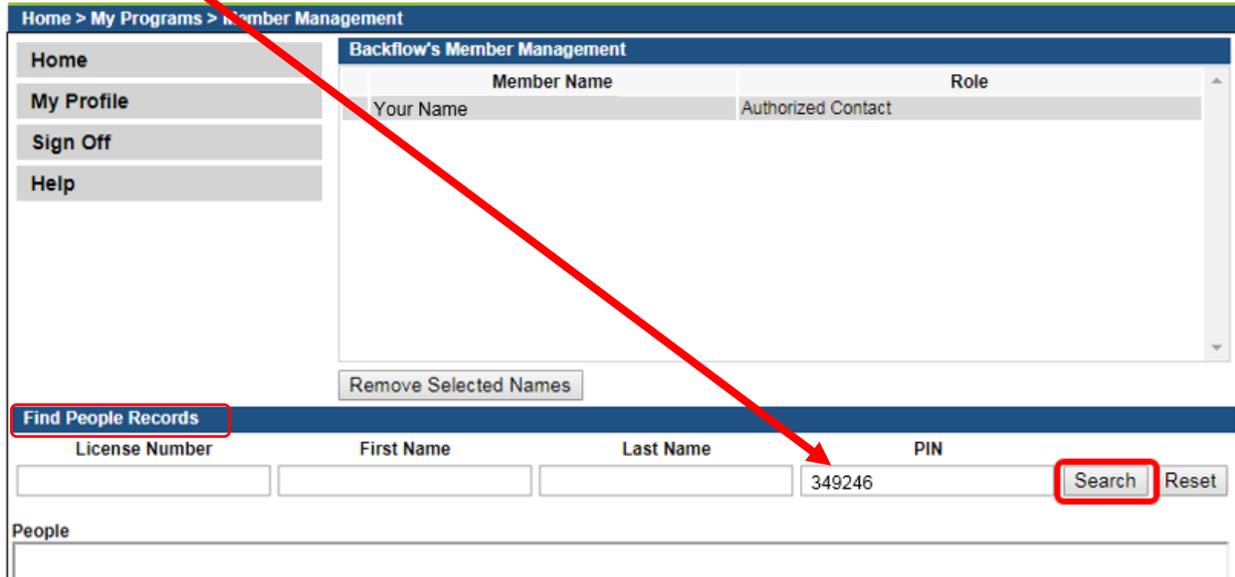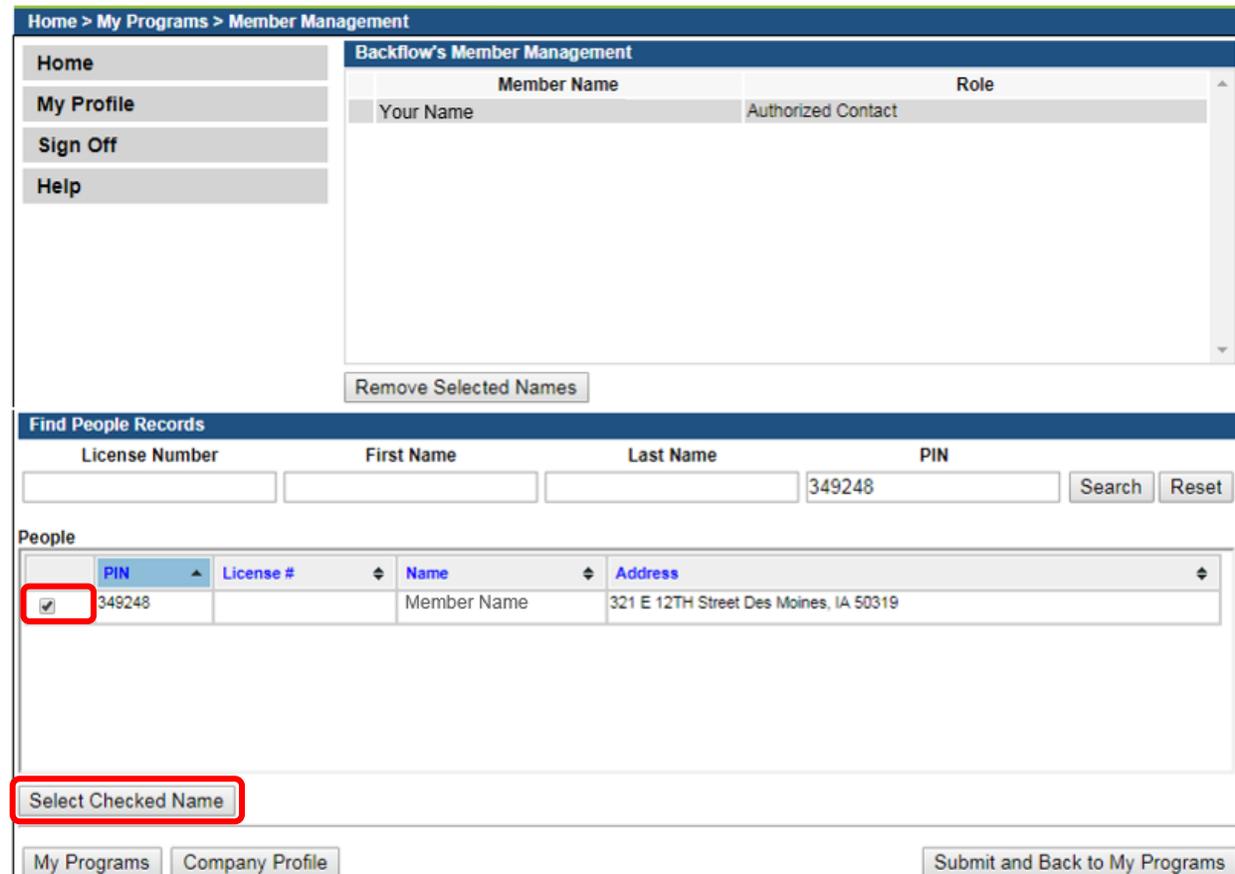


## STEP 4: SELECT AN ADMIN RECORD

Check the **box** next to the person you wish to add, then click **Select Checked Name**.

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## STEP 4: ASSIGN AN ADMIN ROLE

After clicking **Select Checked Name**, the name of the admin you are adding will appear under the Facility's **Member Management** box.

1) Click the **arrow** next to the person's name to select their role.
2) a. Choose **Member** for admins you want to have some access, but not full facility management rights.
   b. Choose **Authorized Contact** for admins you want to have full management rights.
3) Click the **Submit and back to My Programs** button below when you are done to return to the **Programs** page for your Facility.

More information on Admin Role assignment:
- **Contact:** Can view programs and applications and view details for the facility.
- **Member:** Can view and edit existing programs, apply for programs, and view details for the facility.
- **Authorized Contact**: Has full access to facility management. Able to perform all of the above, and can access **Member Management** for the facility. Note: if you add a person as an Authorized Contact, they will have the ability to edit member rolls and add or remove anyone from the facility, including your profile.

## STEP 5: REMOVE ADMIN OR CHANGE ADMIN'S ROLE

On the **My Programs** page for your Facility, click **Member Management**.



Existing admins will appear On the **Member Management** page for your facility. To change an admin's role, click on the drop-down menu next to their name and choose the role you would like to assign.

To remove an admin from the facility, click the box on the left side of their name and click **Remove Selected Names**. A pop-up will appear; click **OK**.



When you have finished editing, click the **Submit and Back to My Programs** button.