

# 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 connected to your lab.** 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 [adpereg@idph.iowa.gov](mailto:adpereg@idph.iowa.gov).

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

## 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.

The screenshot shows a web interface for a user profile. At the top, there is a navigation bar with 'Home > My Profile'. Below this is a sidebar with 'Home', 'Sign Off', and 'Help'. The main content area is divided into two sections: 'Basic Profile Details' and 'Physical Address Details'. In the 'Basic Profile Details' section, the 'PIN: 349246' is displayed in a red-bordered box. A red arrow points from the text above to this box. The 'Physical Address Details' section contains various input fields for address information, including 'Address is:', 'Street Number\*', 'Street Prefix:', 'Street Name\*', 'Street Type\*', 'Street Direction:', 'Unit Type:', 'Unit Number:', 'ATTN:', 'City\*', 'County:', 'State\*', 'Country:', 'Zip Code\*', 'Phone 1\*', and 'Phone 2:'. At the bottom of the form, there are 'Continue' and 'Reset' buttons, and an 'Addresses' button.

## 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** under your profile.

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

Home > My Profile

Home | Sign Off | Help

**Registered User's Memberships**

- Radon Lab

**Basic Profile Details** PIN: 349246

Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Email Address\*: \_\_\_\_\_  
Preferred Address: \_\_\_\_\_

**Physical Address Details**

Address is: \_\_\_\_\_ ATTN: \_\_\_\_\_  
Street Number\*: \_\_\_\_\_ City\*: \_\_\_\_\_  
Street Prefix: \_\_\_\_\_ County: \_\_\_\_\_  
Street Name\*: \_\_\_\_\_ State\*: \_\_\_\_\_  
Street Type\*: \_\_\_\_\_ Country: \_\_\_\_\_  
Street Direction: \_\_\_\_\_ Zip Code\*: \_\_\_\_\_  
Unit Type: \_\_\_\_\_ Phone 1\*: \_\_\_\_\_ Work \_\_\_\_\_  
Unit Number: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Select a Membership for your Actions

## 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.)

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Home > My Programs Dorothy Knight - Backflow

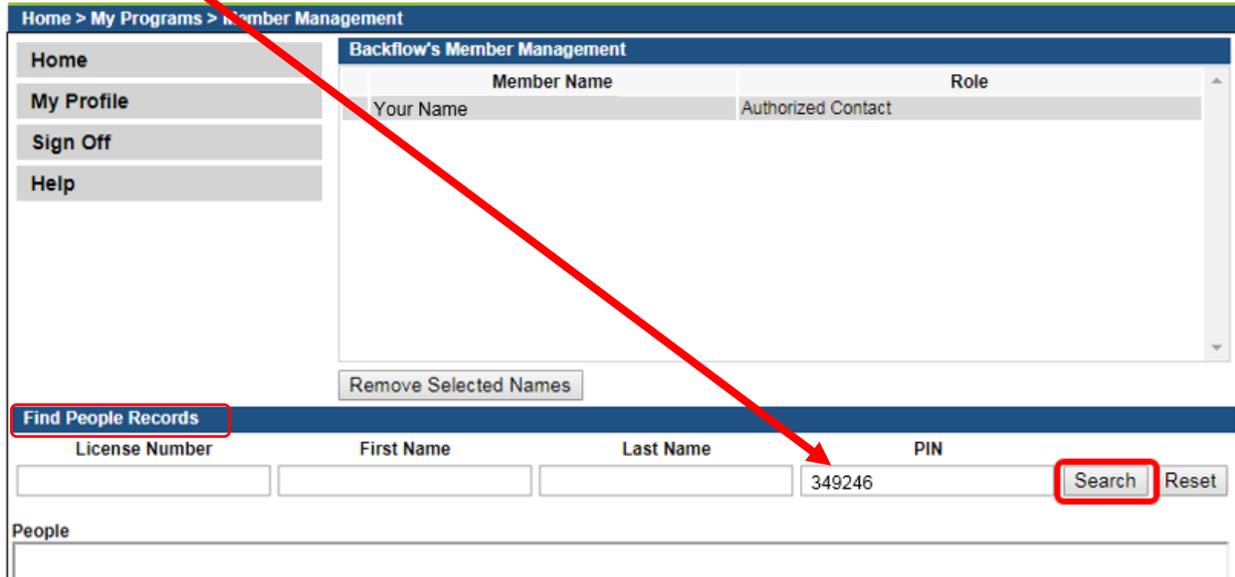
Home | Public Search | My Profile | Company Profile | **Member Management** | Apply for a Program | Sign Off | Help

**Programs for Backflow**

License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services	Renew
		Education Facility				Des Moines	<a href="#">Details</a>	<a href="#">Online Services</a>	

## 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**.

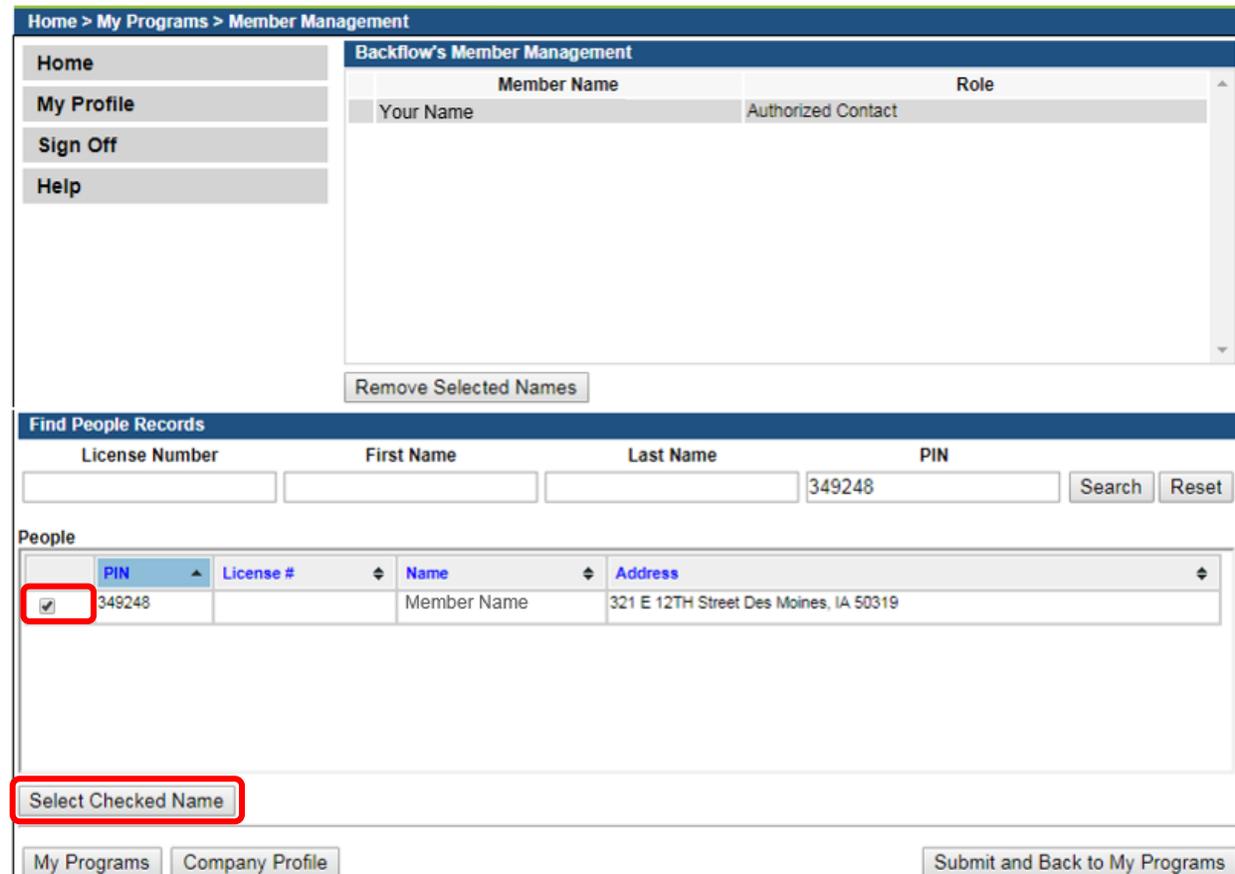


The screenshot shows the 'Find People Records' section of the 'Backflow's Member Management' interface. A red arrow points from the 'Find People Records' header to the 'PIN' input field. The 'Search' button is also highlighted with a red box.

License Number	First Name	Last Name	PIN	Search	Reset
			349246	Search	Reset

## STEP 4: SELECT AN ADMIN RECORD

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



The screenshot shows the search results for the PIN 349248. A red box highlights the checkbox next to the search result. The 'Select Checked Name' button is also highlighted with a red box.

	PIN	License #	Name	Address
<input checked="" type="checkbox"/>	349248		Member Name	321 E 12TH Street Des Moines, IA 50319

Select Checked Name

## 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.

The screenshot displays the 'Backflow's Member Management' interface. On the left is a navigation menu with 'Home', 'My Profile', 'Sign Off', and 'Help'. The main area shows a table with columns for 'Member Name' and 'Role'. The first row shows 'Your Name' with the role 'Authorized Contact'. The second row shows 'Member Name' with a dropdown menu open, listing 'Authorized Contact', 'Contact', and 'Member'. Below the table is a 'Remove Selected Names' button. A search section titled 'Find People Records' includes fields for 'License Number', 'First Name', 'Last Name', and 'PIN' (containing '349248'), with 'Search' and 'Reset' buttons. Below this is a 'People' table with columns for 'PIN', 'License #', 'Name', and 'Address'. The first row shows '349248', an empty license number, 'Member Name', and '321 E 12TH Street Des Moines, IA 50319'. At the bottom, there is a 'Select Checked Name' button, 'My Programs' and 'Company Profile' buttons, and a 'Submit and Back to My Programs' button highlighted with a red box.

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

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

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Home > My Programs Dorothy Knight - Backflow

- Home
- Public Search
- My Profile
- Company Profile
- Member Management**
- Apply for a Program
- Sign Off
- Help

Programs for Backflow

License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services	Renew
		Education Facility				Des Moines	<a href="#">Details</a>	<a href="#">Online Services</a>	

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**.

Are you sure you really want to remove the selected people from the membership list?

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

Home > My Programs > Member Management

Home  
My Profile  
Sign Off  
Help

Backflow's Member Management

	Member Name	Role
	Your Name	Authorized Contact
<input checked="" type="checkbox"/>	Member Name	<input type="button" value="v"/> Authorized Contact Contact Member

Find People Records

License Number	First Name	Last Name	PIN	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>

People