INSTRUCTIONS TO RENEW A RADON LAB CERTIFICATION

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

These instructions assume you have already created an A&A account & set up your Profile Page. If you have not created an account, go back to the IDPH Regulatory Programs - RADON Page and follow the "How to create an account" instructions.
NOTE: You must use either **Google Chrome** or **Safari** when applying online.

For assistance with finding a username or resetting a password, contact the **OICO Help Desk: 1-800-532-1174**.
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

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

STEP 2: SELECT THE LAB

On your profile page the facility will be listed on the left side under **Registered User's Memberships**. Click on the Facility's name so it appears highlighted, then click **Continue**.
If you do not see your company listed here, please call **855-824-4357** to be linked to your Lab.
Do not Create a New Lab or perform a New Company Registration.

STEP 3: RENEW

Next, you will be directed to the **My Programs** page for your Lab. Click on the word **Renew**.

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

STEP 4: APPLICATION FORM

The renewal application will appear on the next screen. Click **Expand All** on the right side of the **Application Form**. Questions with a red asterisk * or highlighted are mandatory.

STEP 5: RADON TESTING METHODS

You existing testing method will appear here. You may adjust your testing method at this time if you wish, and upload a new QA/QC plan. (See step 11 to on how to add attachments.)
The proceeding question will be pre-filled as **Yes** and you may move on to the next section.

STEP 7: RADON AFFIRMATION STATEMENTS

These questions will be pre-filled. Do not change the answers.
Answer the questions below by selecting **Yes** or **No**.
Note: you do not need to upload a new QA/QC plan **unless** you are making changes to your testing method, or other information.

STEP 8: RADON RENEWAL QUESTIONS

Answer **Yes** or **No** and proceed to the next section. If you select **No** you will need to attach a QA/QC Plan – see Step 11 for instructions on how to add attachments.

STEP 10: AFFIRMATION

Answer **Yes** or **No** to the following questions. If you answer **Yes** you must provide additional information in the text box proceeding the question. (Note: You may be asked to provide additional documentation in the form of an attachment.)

Click **Continue** at the bottom of the page when you are finished. (If you need to add attachments first, see Step 11.)

STEP 11: ADD ATTACHMENTS & CONTINUE

To add any required documentation, you will need to click **Add New Attachment**. Skip this step if you do not have any attachments to add.
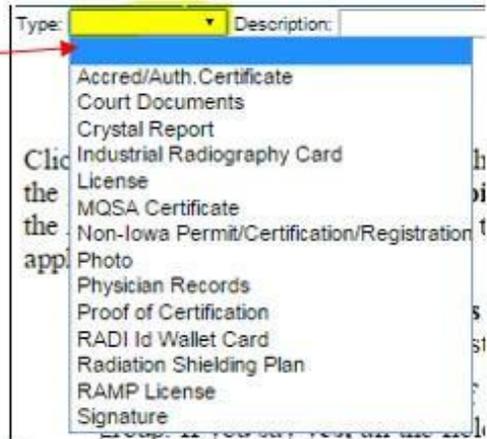

- Click to select the **Type** of attachment and Select one of the following from the list:
- Enter a description of the file, and then Click Choose File .
- This will open your file explorer. Navigate to where the document you want to attach is located on your computer.
- Double click the document to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

The name of the document should appear next to the Choose File button.
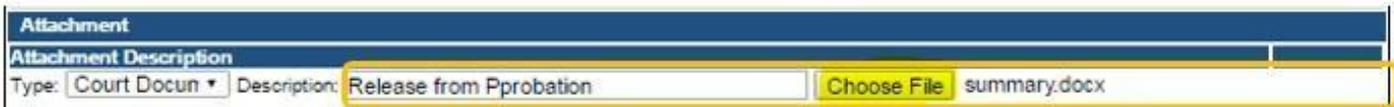
Continue this process for each document needing to be attached.

NOTE: 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.

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

You must attach all supporting information before completing the application, or your application could be delayed or denied.

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

STEP 13: RDNL CONTACT LIST

Expand this section to see the pre-filled information IDPH has on file. If the information that appears does not match, click "Removed thru Web" and then add a new information.
To add new contact information, click **Add** and enter the contact details, then click **Save**.
When you have finished reviewing/editing, click **Continue** at the bottom of the screen.

STEP 13: TERMS AND CONDITIONS

Check the box as show to agree to Terms and Conditions and click **Continue**.

STEP 14: PAYMENT

How does the system determine in-state vs out-of-state fees?

Home > My Programs > Apply for Program > Application Form > Application Form Supplemental > Terms and Conditions > Make Payment

Home

Sign Off

Help

Thank you for completing your Application or Request. You may now select the **Pay Now** button to continue for Payment. If you have additional Licenses to Apply for, Renew, or Reactivate you can select the **Pay Later** button.

Note: An application is not considered submitted until payment is made. You may check the status of your License(s) by signing into the website at a Later Date and reviewing on the **My Programs** page. Application fees are non-refundable.

License Details

Reference (Row ID) #	Program	Program Detail	Status	Fee Description	Fee Amount	Paid in Full
189071	Radon Laboratory	Measurement Laboratory	Renewal	Laboratory Renewal Fee	$500.00	No
Total						
Fee Amount: $500.00		Paid Amount: $0.00			Fee Due: $500.00	

Pay Later   Pay Now

Click **OK** to proceed to the online payment system.

dphregprograms.iowa.gov says:

Are you sure you really want to pay your program(s) online ?

OK   Cancel