INSTRUCTIONS TO UPLOAD DOCUMENTS TO A COMPLETED LICENSE / PERMIT / CERTIFICATION / REGISTRATION

Use the following link to access the online licensing system: https://dphregprograms.iowa.gov

For assistance with navigating the licensing portal, or finding a username / resetting a password, contact the Regulatory Programs AMANDA Help Desk: 1-855-824-4357 adperehreg@idph.iowa.gov.

These instructions assume you have already created an A&A account to login. If you have not created an account, go back to the IDPH Regulatory Programs site and follow the “How to create an account” instructions.

NOTE: It is recommended to use this site with either Google Chrome or Safari.

If you are uploading documents for a mammography and/or stereotactic biopsy registration, you must upload proof of continuing education and experience.

STEP 1: SIGN IN WITH YOUR EXISTING ACCOUNT

1) Click Sign In on the Public Portal and login to your account using you’re A&A credentials.

2a) Adding attachments to Individual Licenses / Permits / Certifications: After signing in, click Continue at the bottom of the profile page.
2b) **Adding attachments to Business or Facility Registrations ONLY:**

After signing in, select the company located in the “Registered User’s Memberships Box” first, then click “Continue” at the bottom of the page.

**STEP 2: ENTER INTO THE DETAILS OF THE LICENSE**

1) Locate the Active license number you wish to attach documents to.
   a. NOTE: If you are attaching documents to a completed New or Renewal application, look for the license application that has a status of “New” or “Renewal.”

2) Click on Details. (Note: if the application is incomplete, there will be an “Edit” option instead. Refer to the renewal instructions for details on adding attachments.)
STEP 3: ADD ATTACHMENTS

If you are uploading documents for a mammography and/or stereotactic biopsy registration, you must upload proof of continuing education and experience.

Go to https://idph.iowa.gov/mammography/physicists for additional information on mammography and stereotactic continuing requirements.

1) The details of the license/permit/certification/registration will appear. Scroll to the bottom of the page and click Add New Attachment.
2) Click the arrow on the drop-down menu to view the options for type of attachment; choose the closest match to the file you’re attaching.

3) Next, provide a short description of the type of document you are attaching.

4) Repeat this process for additional attachments.

5) When all files have been attached, click Upload Attachments.

STEP 3: LOG OUT

When you have finished uploading attachments, click **Sign Off**.