HOW TO REGISTER A COMPANY

Use these instructions to register as a **New** Company or enter an **Existing** Company into the online system for the **first time**.

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

For assistance with finding a username or resetting a password, contact the OICO Help Desk: 515-281-5703 or 1-800-532-1174.

**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 Page and follow the “How to create an account” instructions.

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

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**

Sign in to your existing account.

From your Profile page, click **Continue**.
STEP 2: REGISTER A COMPANY

From the Programs page, click on New Company Registration.

NOTE: If you believe your company should already be registered into the new system and you do not see your business information, please stop here and contact the Help Desk at 855-824-4357.

STEP 3: COMPLETE THE COMPANY PROFILE

Enter the Company Details and Address Details on the following screen. (Fields with red asterisks are required.) Click on Continue when you have entered in all the required details.

Tip: Do not use dashes or spaces when entering the Tax ID / EIN / SSN number.
STEP 4: MANAGE COMPANY INFORMATION

After registering you will be taken to the My Programs page for your company. You can view your current licenses, Apply for a Program, view your Company Profile, and Manage Members of your company.

For instructions on How to Apply for Program to be licensed with the Iowa Department of Public Health, return to the IDPH Regulator and locate the appropriate instructions under your program.