INSTRUCTIONS TO APPLY FOR INDUSTRIAL RADIOGRAPHY

Once you sign into the Public Portal, you should see the following screen. Click on the My Profile button.

Under My Profile, click on the Continue button. The following screen should appear.
Click on **Apply for a Program** on the left-hand column. Your screen should appear as follows:

Please select the **Program** and the **Program Details** from the dropdown lists.

- Select the Program
- Select the Program Details – when selecting Program Details, please make sure you are selecting correctly.
- Click the **Continue** button.

For industrial radiography: select **Program as Industrial Radiography**

If you click on dropdown on **Program Details** you can see the related sub programs for **Industrial Radiography**, select the one which you are applying.

This is how you have to select Program and Program details for Industrial Radiography
It will pop-up message box that “Are you sure you really want to apply for this program?”, Click ‘OK’.

Click on the orange arrow to expand the group tabs above, enter the information in the fields by expanding all the groups. Fields with **Asterisks or pink color** must be completed before you can move to the next screen in the Application Process. Please enter the information in the non-required fields to assist us in reviewing your application.

**Below are the examples how to enter the information by expanding the tab:**

**In similar way there will be an Info questions for other programs in** Industrial Radiography. We need to fill all the info’s to complete the application form.
Click on **Continue** to complete the application process.

**Note:** If you press on **Cancel** button will stop the application completely.
ATTACHMENTS:
If you want to attach any document related to the license, click on Add New Attachment button.

It will pop-up message box that “Are you sure you really want to submit all the application form?”, Click ‘OK’

Please accept Terms and Conditions by reading the full description. If you agree with the Terms and Conditions, select the check box and click on Continue.
A payment page will open; you can choose the button **Pay Later** or **Pay Now**

**Note:** Your application is not considered submitted until payment is made.

**IF YOU SAY PAY LATER:**

If you want to send a check to IDPH Program Office, please enter a **Reference Row ID #** on the Memo field of the Check. **Reference Row ID #** is displayed below the Fee Details in Make Payment Page.

It will pop-up message box that “Are you sure you really want to pay later?” Click ‘OK’.
You can Pay through only by Clicking on Make Payment button.

**Note:** Your application is not considered submitted until payment is made.

PAY ONLINE-IF YOU CLICK ON PAY NOW:

Select **Online Payment** from dropdown. Click **Pay Now**.
Page will Refresh. Below screen displays, click **Pay Now**

![Image of a payment page for IDPH Regulatory Programs]

**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.

<table>
<thead>
<tr>
<th>Reference (Row ID) #</th>
<th>Product Fee Description</th>
<th>Fee Amount</th>
<th>Paid in Full</th>
</tr>
</thead>
<tbody>
<tr>
<td>5010</td>
<td>Industrial Radiography Tests</td>
<td>$75.00</td>
<td>No</td>
</tr>
</tbody>
</table>

Total
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- **Fee Amount:** $75.00
- **Paid Amount:** $0.00
- **Fee Due:** $75.00

It will pop-up message box that “Are you sure you really want to pay your program?”, Click ‘OK’.
You should see the following screen. Select **Payment Method**, and fill in your payment details. Click **Continue**.
Click Continue Payment.
Please review the information and select **Confirm** to process your payment. Select Back to return to the previous page to make changes to your payment.
Below is your confirmation page. Please keep a record of your Confirmation Number, or print this page for your records, click Continue.
Receipt

Receipt Information

Receipt No.: 1486  Payment Date: 11/22/2015  Invoice No.: 4248

Payee Information

Company: 
Payment Made By: Adair Amandaone
Address: 99 N Oliver Drive Des Moines, IA 50309 US
Phone No.: (515)240-6103
Payment Method: Online Payment
Payment Amount: $75.00
Comments: Payment Type=Purchase Web Transaction Confirmation ID=IDWDPH004001782 Name=Adair Amandaone

Receipt Details

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Internal Ref. No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial Radiographer Trainee Fee</td>
<td>5010</td>
<td>$75.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$75.00</td>
</tr>
</tbody>
</table>

Thank you for using the Online Services.
Please PRINT this receipt here.