INSTRUCTIONS TO APPLY FOR TANNING FACILITY

Once you sign in to the Public Portal, your screen should appear as follows. Click on the My Profile button.

- If you want to create a New Company or enter an existing company for the first time, click on the Continue Button (if you have never been registered for the license type you are applying for)

- If you are already an existing company, the company name should be listed in the left-hand column. Select the particular company and click on Continue.

If you want to create a Brand New Company or enter an existing company for the first time, click on New Company Registration. (If you have never been registered for the license type you are applying for)
Enter company and address details. Click on **Continue**. Your screen should appear as follows:

Once you click on **Continue**, it opens the following screen. Click on **Apply for Program**.
Once you have clicked on **Apply for Program**, you should see the following screen.
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.

This is how you have to select Program and Program details for Tanning Facility.

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.

**Affirmation:** If you answer **Yes** to any of the Affirmation questions or info questions, enter the details in the text field below each question.

**24 Hour/Electronic Tanning:** Select **Yes** or **No** for the 24hrs/electronic tanning rules.

**Tanning Facility Training:** All questions are mandatory.

**IDPH Reference:** If you are applying for Renewal say **Yes** and enter Previous License number. If you are applying for the first time say **No**.

Press the **Continue** button to continue the application process.

**NOTE:**
If you click on **Cancel** button application will stop completely.

Below are the examples how to enter the information by expanding the tab:
It will pop-up message box that “Are you sure you really want to apply for this program?”, Click ‘OK’
Note: If you click on **Cancel** button application will cancel completely.

While entering the information if you see any Pink fields those are mandatory it will not allow you to save if we don't give that information. Please make sure to complete all the fields before you can move to the next screen in the application process. Click on the orange arrow to expand the group tabs for entering all the information in the fields.

- **Contact List**: Manager and Owner contact details are mandatory. Expand the tab, click **Add** button to add Owner and Manager. You can only select the contact type by selecting contact type, and enter all the fields which are necessary. Once adding Owner and Managers Click **Save**.

- **Tanning Managers**: Tanning Manager is required. Expand the tab, the managers which you added in the contact list will display in the dropdown of Manager. You can select the tanning managers from the dropdown. Columns which are in pink color are mandatory. Click **Save**.

- **Tanning Device Information**: Expand the tab add the devices by clicking the **Add** button. Enter the information which is necessary for the device and **Save**.

Click on **Continue** button to complete the application.
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**

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.
Confirmation

Please keep a record of your Confirmation Number or print this page for your records.

Confirmation Number: IOWDPH0004002325

Payment Details

<table>
<thead>
<tr>
<th>Description</th>
<th>Department of Public Health, IDPH Licensing and Regulatory Programs</th>
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</thead>
<tbody>
<tr>
<td>Payment Amount</td>
<td>$3.00</td>
</tr>
<tr>
<td>Payment Date</td>
<td>11/22/2015</td>
</tr>
<tr>
<td>Status</td>
<td>PROCESSED</td>
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</table>

Payment Method

<table>
<thead>
<tr>
<th>Payer Name</th>
<th>Ander Amandaone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Number</td>
<td>411111</td>
</tr>
<tr>
<td>Card Type</td>
<td>Visa</td>
</tr>
<tr>
<td>Confirmation Email</td>
<td><a href="mailto:alper.amedo@gmail.com">alper.amedo@gmail.com</a></td>
</tr>
</tbody>
</table>

Billing Address

<table>
<thead>
<tr>
<th>Address</th>
<th>99 N Oliver Drive</th>
</tr>
</thead>
<tbody>
<tr>
<td>City/Town</td>
<td>Des Moines</td>
</tr>
<tr>
<td>State/Province/Region</td>
<td>IA</td>
</tr>
<tr>
<td>Zip/Postal Code</td>
<td>50309</td>
</tr>
<tr>
<td>Country</td>
<td>United States</td>
</tr>
</tbody>
</table>
# Receipt

**Receipt Information**

- **Receipt No.**: 1000
- **Payment Date**: 11/22/2016
- **Invoice No.**: 4289

**Payer Information**

- **Company**: Adpe Amandaone
- **Address**: 69 N Oliver Drive, Des Moines, IA 50312 US
- **Phone No.**: (386)989-9900

**Payment Information**

- **Payment Method**: Online Payment
- **Payment Amount**: $5.00
- **Comments**: Payment Type=Purchase Web Transaction ConfirmationID=IOWP0034002329 Name=Adpe Amandaone

**Receipt Details**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Internal Ref. No.</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Tanning Initial Fee</td>
<td>5041</td>
<td>$5.00</td>
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<tr>
<td></td>
<td></td>
<td>Total</td>
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</table>

Total: $5.00