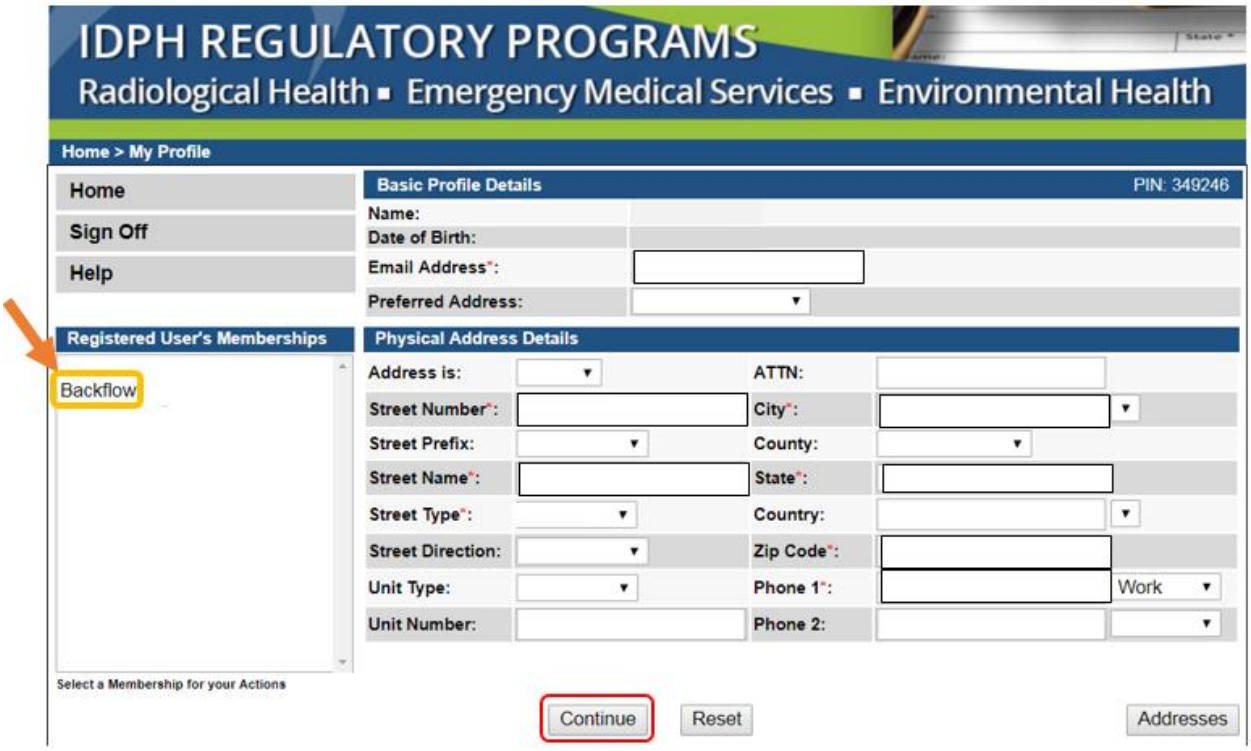
INSTRUCTIONS FOR BACKFLOW EDUCATION FACILITIES ADD A SESSION TO AN EXISTING COURSE

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.
If you need assistance navigating the licensing portal after reviewing these instructions, contact the AMANDA Support Team: 1-855-824-4357.
These instructions assume you have already created an A&A account & set up your Profile Page. If you have not created an account and set up your profile, 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.

STEP 1: SELECT YOUR EDUCATION FACILITY

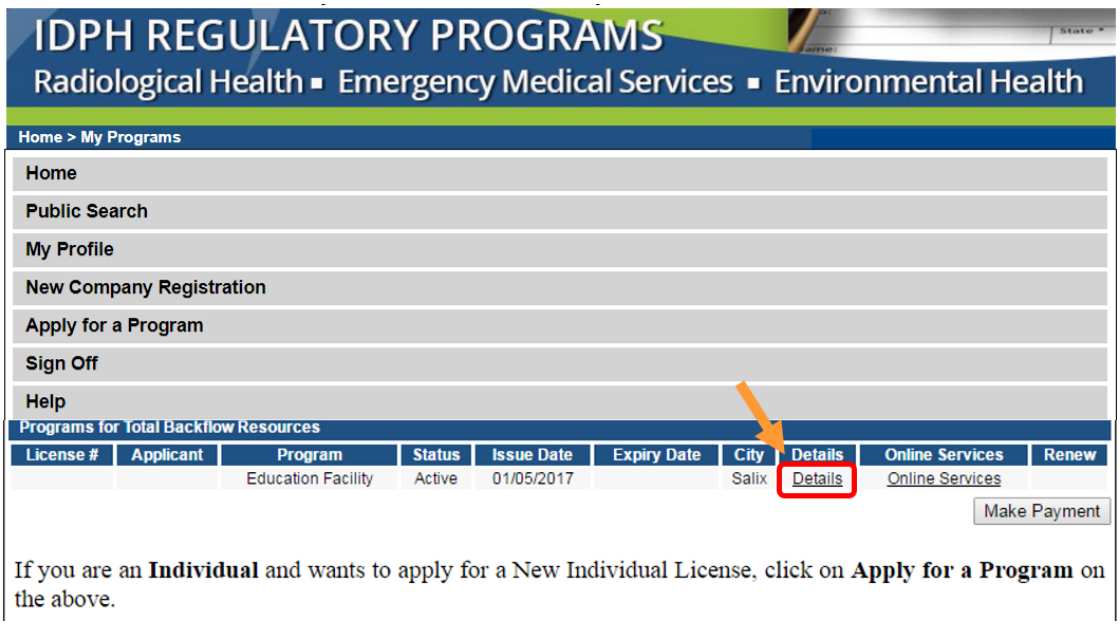
Sign in to your existing account. If you have not created and account yet, visit https://idph.iowa.gov/regulatory-programs/backflow and follow the instructions to create an account.

Click on the name of your company on left side under Registered User's Memberships, then click Continue [Continue] under your profile.



STEP 2: VIEW EDUCATION FACILITY DETAILS

Click **Details** on the row for your Education Facility record.

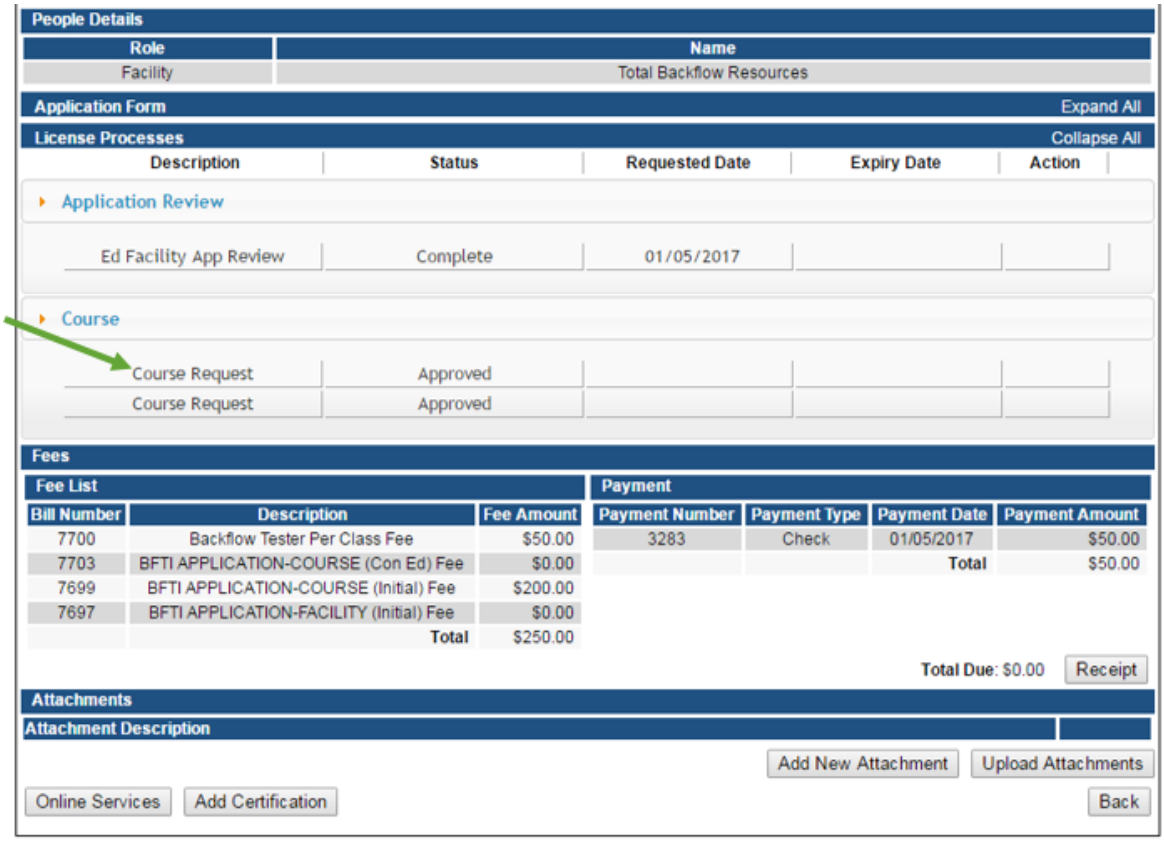


STEP 3: SELECT EXISTING COURSE

A page detailing your education facility account will come up.

Click on **Course Request** for the course you wish to add session to. You will have only one course for each type you offer (i.e. Initial Training or Continuing Education)

*Note – To identify which course is initial vs. continuing education, click on **Course Request** and then click on the course heading name to expand to see course name under title.*



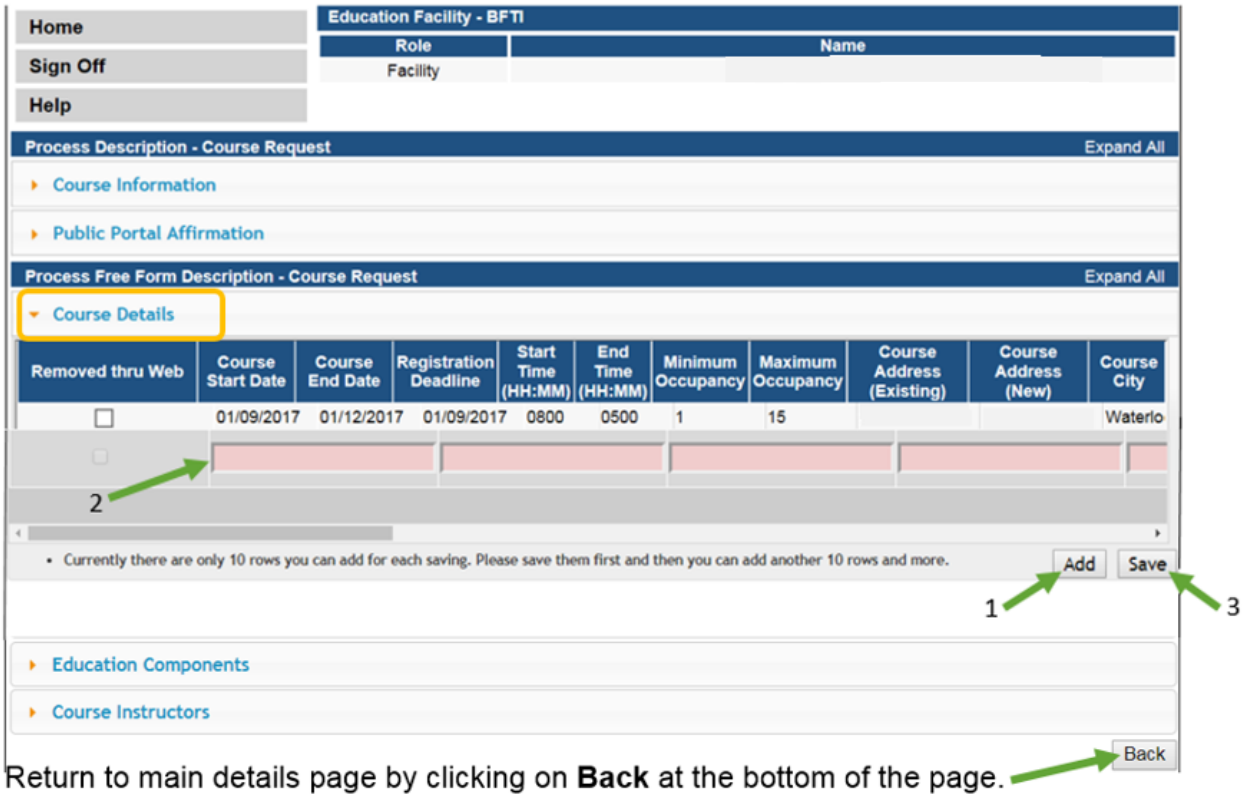
STEP 4: ADD SESSION DATES TO AN EXISTING COURSE

The course page will open. Click on the **Course Details** tab.

Note: You can only view the course information and education components. To edit these areas, please contact the department.

1) Click **Add** **2)** Enter the course information for the row. **3)** Click **Save** when finished

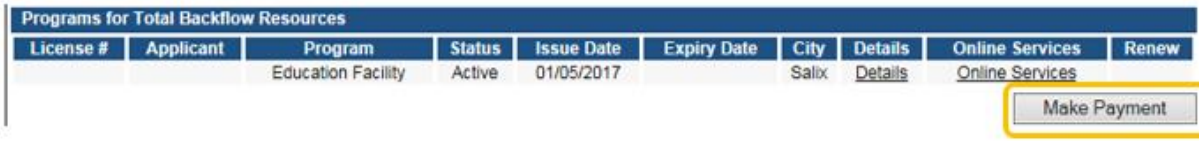
Repeat the above process for each session you would like to add. Each row added will charge the $50 course fee.



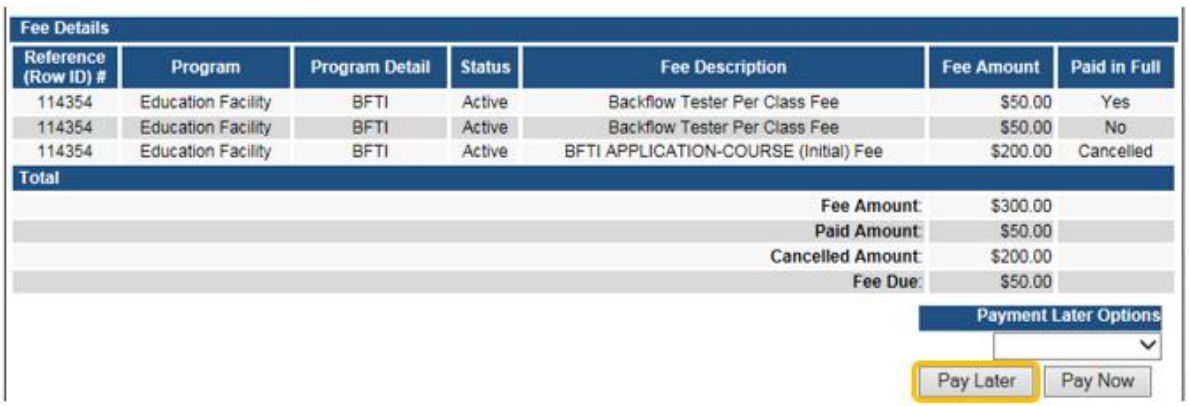
Return to main details page by clicking on **Back** at the bottom of the page.

STEP 5: MAKE A PAYMENT

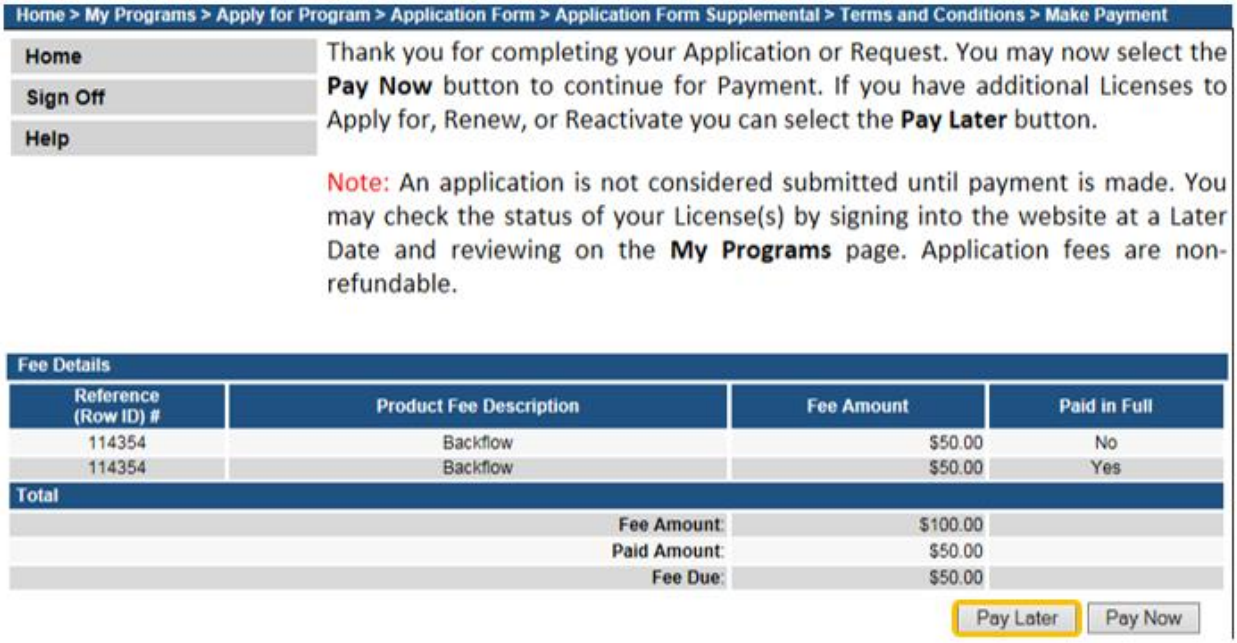
When are back to your Programs page, click on **Make Payment**



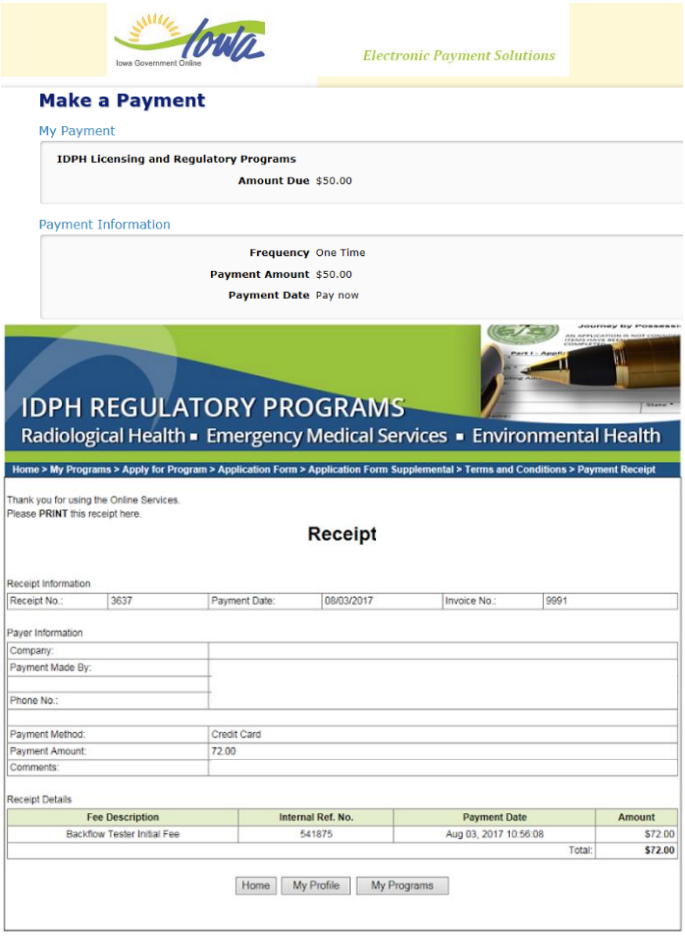
To pay online, click on **Pay Now**



A confirmation page will display – click **Pay Now** again.



When you click **Pay Now** you will be directed to the bank website to make a payment.



Continue to follow directions until you get to the Receipt screen where you can print a copy for your records.

You can click on **Home** to be taken to the Home screen. If you are finished, click **Sign Off**.

To make more changes to your profile or applications, click **My Profile** or **My Programs**.