INSTRUCTIONS TO ADD A CT ENDORSEMENT TO AN EXISTING PERMIT

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: SIGN IN WITH EXISTING ACCOUNT

When you have signed in to the Public Portal, you will see your Profile page. Click Continue.

STEP 2: ONLINE SERVICES

You will be taken the My Programs page. Click Online Services next to your Active Permit.
If you do not see your license listed, please call 855-824-4357.
STEP 3: ADD CT ENDORSEMENT

From the drop-down menu, select Nuclear Medicine CT endorsement and click Confirm.

A pop-up will appear. Click OK to continue.

STEP 4: CLASSIFICATION DETAILS

Click on Classification Details or Expand All and answer Yes to the question provided. Then click Continue.

A pop-up will appear. Click OK to continue.

You will be returned to the My Programs screen.