INSTRUCTIONS TO APPLY FOR A NEW LEAD FIRM LICENSE

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

These instructions assume you have already created an A&A account, set up your Profile Page, and Registered your Company. If you have not followed these steps, go back to the IDPH Regulatory Programs – LEAD Page and follow the instructions. **NOTE:** You must use either Google Chrome or Safari when applying online.

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.

**STEP 1: SIGN IN**

Sign In on the portal home page.

**STEP 2: SELECT THE FIRM**

On your profile page the facility will be listed on the left side under Registered User’s Memberships. Click on the Facility’s name so it appears highlighted, then click Continue. **(NOTE: If you have not yet registered your company, return to the IDPH Regulatory Programs page and follow the How to Create a New Company instructions.)**
STEP 3: APPLY FOR A PROGRAM

Next you will be taken to the My Programs page for your new company. To apply as Lead Firm, click on Apply for a Program.

On the next screen:
- Select Program as Lead Firm.
- Select Program Detail as Firm.
- Click Continue.

A pop-up message will appear. Click OK to continue with the application.
STEP 4: APPLICATION FORM

The Application Form will appear on the next screen. Click the Expand All to view all fields. Questions with a red asterisk * or highlighted in pink are mandatory.

STEP 5: AFFIRMATION AND FIRM DETAILS

This section is required for all License submissions, and all questions must be answered.

Click Expand All on the right side of the application form to view all the questions.

If you answer Yes to any of these questions, provide a brief description of all relevant activities into the text box provided below. Additional details can be provided in an attachment if necessary.
(See Step 8 for instruction on how to add attachments.)
**STEP 6: CERTIFIED LEAD PROFESSIONALS**

Click the **Certified Lead Professionals** tab to open it. Click **Add** and enter the required details, then click **Save**. When you have finished entering the details click **Continue** at the bottom of the application.

**NOTE:** If you attach a document in error, it cannot be removed by you. You will need to contact the IDPH Program staff to have it removed.

---

**STEP 7: ADD ATTACHMENTS & CONTINUE**

To add any required documentation, you will need to click **Add New Attachment**. Skip this step if you do not have any attachments to add.

- Click to select the **Type** of attachment and Select one of the following from the list:
- Enter a description of the file, and then Click **Choose File**
- This will open your file explorer. Navigate to where the document you want to attach is located on your computer.
- Double click the document to attach it.

The name of the document should appear next to the **Choose File** button.

Continue this process for each document needing to be attached.

---

4
If you need to gather information, or add additional documentation, you can leave the application webpage and return later to complete or continue. You must attach all supporting information before paying the registration fee or your application could be delayed or denied.

**DO NOT CLICK CANCEL** – this will void your entire application.

**WHEN ALL SECTIONS OF THE FORM ARE COMPLETE, CLICK CONTINUE.**

**STEP 8: CONTACT LIST**

Click on LEDF – Contact List to open the tab. Click **Add** and enter the required information, using the scroll bar to see additional fields, then click **Save**. When you have finished adding your contact information, click **Continue**.

**STEP 9: TERMS & CONDITIONS**

Please read the terms and conditions. If you agree, click the box next to the “I agree with the terms and conditions” statement to check it. Then click **Continue**.