

INSTRUCTIONS TO RENEW A 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. If you have not created an account, go back to the IDPH Regulatory Programs - LEAD Page and follow the "How to create an account" 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

Click **Sign In** on the portal home page.

The screenshot shows the IDPH Regulatory Programs home page. At the top, there is a navigation bar with "Radiological Health", "Emergency Medical Services", and "Environmental Health". Below this is a "Home >" breadcrumb. A menu on the left contains "Public Search", "Sign In" (highlighted with a red box), "New User Registration", and "Help". The main content area displays a welcome message: "WELCOME TO THE ONLINE SERVICES SITE FOR REGULATORY PROGRAMS WITHIN: BUREAU OF EMERGENCY AND TRAUMA SERVICES, BUREAU OF ENVIRONMENTAL HEALTH SERVICES, BUREAU OF RADIOLOGICAL HEALTH".

STEP 2: SELECT THE FACILITY

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**. **If you do not see your Facility listed, please call 855-824-4357.**

The screenshot shows the user profile page. The navigation bar is the same as in Step 1. The breadcrumb is "Home > My Profile". On the left, there is a "Registered User's Memberships" section with a red box around "Lead Firm". The main content area is divided into "Basic Profile Details" and "Physical Address Details". The "Basic Profile Details" section shows: Name: Archana Marepally, Date of Birth: 12/09/1990, Email Address, and Preferred Address. The "Physical Address Details" section shows: Address is, ATTN, Street Number: 10308, City: Des Moines, Street Prefix, County: Polk, Street Name: Dorset, State: Iowa, Street Type: Drive, Country: US, Street Direction, Zip Code: 50131, Unit Type, Phone 1: 7800099090, and Unit Number. The "Continue" button is circled in yellow. There are also "Reset" and "Addresses" buttons.

STEP 3: RENEW

Next, you will be directed to the **Programs** page for your facility. Click **Renew** next to your active license as shown below.

Home > My Programs

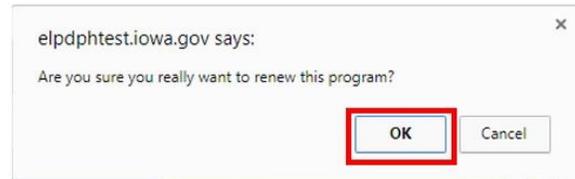
- Home
- Public Search
- My Profile
- Company Profile
- Member Management
- Apply for a Program
- Sign Off
- Help

Programs for IDPH Facility

License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services	Renew
FIRM10095		Lead Firm	Active	08/24/2017	08/31/2017	325235	Details	Online Services	Renew

Make Payment

A pop-up will appear. Click OK to **Continue**.



STEP 4: APPLICATION FORM

The renewal application will appear on the next screen. Click **Expand All** on the right side of the **Application Form**. Questions with a red asterisk * or highlighted in pink are mandatory.

Lead Poisoning Prevention

Home > My Programs > Apply for Program > Application Form

- Home
- Sign Off
- Help

Lead Firm - Firm

Applicant

Facility IDPH Facility

Application Form [Expand All](#)

- ▶ Affirmation
- ▶ Lead Firm Info Details

Application Form Details [Expand All](#)

- ▶ Certified Lead Professionals
- ▶ Notifications of Projects

Attachment

Attachment Description

Add New Attachment

Cancel Continue

STEP 5: AFFIRMATION AND FIRM DEATILS

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.)

Home > My Programs > Apply for Program > Application Form

Home	Lead Firm - Firm
Sign Off	Applicant Archana Marepally
Help	Facility IDPH Facility

Application Form

▼ Affirmation

Has any state or other jurisdiction of the United States or any other nation ever limited, restricted, warned, censured, placed on probation, suspended, revoked, or otherwise disciplined a professional license, permit, registration, or certification issued to you or the organization? * Yes No

If yes, include the date, location, reason, and resolution.

Have there ever been judgments or settlements paid on your behalf or on the organization's behalf as a result of a professional liability case? * Yes No

If yes, include the date, location, reason, and resolution.

Have you or the organization ever had a license, permit, registration, or certification denied, suspended, revoked, or otherwise disciplined by a certification body? * Yes No

If yes, provide a description of the circumstances.

▼ Lead Firm Info Details

Do you want us to list your work number on our list of certified professionals? *

STEP 6: CERTIFIED LEAD PROFESSIONALS

The **Certified Lead Professionals** for the Facility will appear on the same page. Edit your Certified Professionals as needed. To add a new professional to your list, click **Add** and enter the contact details, then click **Save**. When you have finished, click **Continue** at the bottom of the screen.

Application Form Details Expand All

▼ Certified Lead Professionals

Type of certified lead professional employed by firm	Employment Type	Certified Professional Name	Is This Professional Certified?	If Yes, Cer
Lead Abatement Contractor ▼	Employee ▼		No ▼	

- Currently there are only 10 rows you can add for each saving. Please save them first and then you can add another 10 rows and more.
- Just clean all fields if you do not need a specific row or new added row.

► Notifications of Projects

Attachment

Attachment Description

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.



The screenshot shows the top portion of the 'Attachment' form. The 'Attachment Description' field is empty. The 'Add New Attachment' button is highlighted with a yellow box.



The screenshot shows the 'Attachment' form with the 'Type' dropdown menu open. The 'Choose File' button is highlighted with a yellow box. The text 'No file chosen' is visible next to the button.

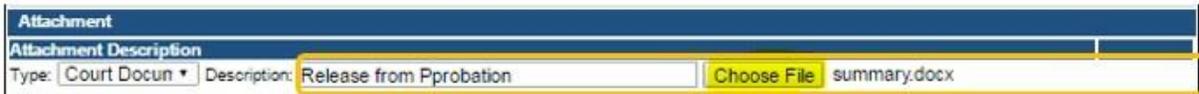
- Click to select the **Type** of attachment and Select one of the following from the list:
- Enter a description of the file, and then Click
- This will open your file explorer. Navigate to where the document you want to attach is located on your computer.
- Double click the document to attach it.



The screenshot shows the 'Type' dropdown menu with a list of attachment types. The text 'Click the the app' is written vertically to the left of the list.

Type	Description
Accred/Auth. Certificate	
Court Documents	
Crystal Report	
Industrial Radiography Card	
License	
MOSA Certificate	
Non-Iowa Permit/Certification/Registration	
Photo	
Physician Records	
Proof of Certification	
RADI Id Wallet Card	
Radiation Shielding Plan	
RAMP License	
Signature	

The name of the document should appear next to the button.



The screenshot shows the 'Attachment' form with the 'Type' dropdown menu set to 'Court Docun'. The 'Choose File' button is highlighted with a yellow box, and the filename 'summary.docx' is visible next to it.

Continue this process for each document needing to be attached.

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.

If you need to gather information, or add additional documentation, you can leave the application webpage and return later to complete or continue.

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

You must attach all supporting information before paying the registration fee or your application could be delayed or denied.

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

STEP 8: FACILITY CONTACT LIST

The Contact List for the Facility will appear on the next page. Edit your contact list as needed. To add a new contact to your list, click **Add** and enter the contact details, then click **Save**. When you have finished, click **Continue** at the bottom of the screen.

The screenshot shows a web application interface for "Process Free Form Description - LEDF Application Review". At the top right, there is a "Collapse All" link. Below the header, there is a section titled "LEDF Contact List" with a dropdown arrow. This section contains a table with the following columns: "Contact type", "Contact First Name", "Contact Last Name", "Contact Phone Number", and "Contact Email Address". The first row of the table has the following values: "Designated Firm Contact" (with a dropdown arrow), "Hiram", "Houghton", and two empty fields. Below the table, there is a scroll bar and a message: "Currently there are only 10 rows you can add for each saving. Please save them first and then you can add another 10 rows and more. Just clean all fields if you do not need a specific row or new added row." To the right of this message are two buttons: "Add" and "Save", both highlighted with a yellow box. Below the table is an "Attachment" section with an "Attachment Description" field and an "Add New Attachment" button. At the bottom of the interface are three buttons: "Cancel", "Continue" (highlighted with a yellow box), and "Add New Attachment".

STEP 9: TERMS AND CONDITIONS

Check the box as show to agree to Terms and Conditions and click Continue.

The screenshot shows a web application interface for "Terms and Conditions". The breadcrumb trail at the top reads: "Home > My Programs > Apply for Program > Application Form > Application Form Supplemental > Terms and Conditions". On the left side, there is a navigation menu with "Home", "Sign Off", and "Help" links. The main content area is titled "Terms and Conditions" and contains the following text: "I am authorized to complete this application on behalf of the organization. As representative of the organization, I hereby certify and declare under penalty of perjury that the information I provided in this document, including any attachments, is true and correct. As said representative of the organization, I am responsible for the accuracy of the information provided regardless of who completes and submits the application. I understand that providing false and misleading information in or concerning this application may be cause for disciplinary action, denial, revocation, and/or criminal prosecution. I also understand that a representative of the organization is responsible to update information submitted herewith if the response or the information changes. In submitting this application, the organization agrees to any reasonable inquiry that may be necessary to verify or clarify the information provided on or in conjunction with this application. I understand this information is a public record in accordance with Iowa Code chapter 22 and that application information is public information, subject to the exceptions contained in Iowa law. I have read the Administrative Rules governing this license, permit, registration, or certification and will make employees aware as required and will comply with those provisions." At the bottom of the page, there is a checkbox labeled "I agree with the terms and conditions." which is checked, and a "Continue" button. Both the checkbox and the button are highlighted with a red box.