HOW TO APPLY FOR AN IDPH RADIATION MACHINE SERVICE PROVIDER LICENSE

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.

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 Page and follow the “How to create an account” instructions.

NOTE: You must use either Google Chrome or Safari when applying online.

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.

After signing in, you will be taken to the My Profile page. Click Continue below your profile.
STEP 2: APPLY FOR A PROGRAM
You will be taken to the My Programs page for your new company. This is where you will apply as Radiation Machine Service Provider. Click on Apply for a Program.

On the next screen: Select Program as Radiation Machine Service Providers. Select Program Detail as Service Provider. Click Continue.

A pop-up message will appear. Click OK to continue with the application.

STEP 3: APPLICATION FORM
All Four sections of this application are required.
Click the Expand All to view all information fields in a section.
Questions with a red asterisk * or highlighted in pink are mandatory.
STEP 4: AFFIRMATION & SERVICE PROVIDER DETAILS

This section is required for all license and Contractor 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.)

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STEP 5: EQUIPMENT & IOWA LOCATIONS

Provide the list of Equipment & list of IOWA Locations. Click **Add** to add a line and enter in the required information fields. Click **Save** before adding another line. Use the scroll bar at the bottom of each box to view additional information fields.
STEP 6: ADD ATTACHMENTS & CONTINUE

To add any required documentation, you will need to click the Add New Attachment button at the very end of the application form. Skip this step if you do not have any attachments to add.

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.

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.

A pop-up message will appear. Click OK to proceed to the next page.
STEP 7: CONTACT LIST

Click on XSVP – 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**.

A pop up message will appear, click **OK** to continue.

STEP 8: 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**.
STEP 9: MAKE A PAYMENT

If you need to attach additional documentation click the Pay Later button.

- If you click the Pay Later button, you will get a reminder pop-up that your application is not considered submitted until payment is made.
- You will be returned to your My Programs page where you will see your registration listed and its status.
- When you are ready to complete the application process, go to the appropriate section and double click on the details.

If you are ready to pay, select Pay Now, and then Pay Now again on the following screen, and you will be directed to the online payment system.

Select Payment Method, and fill in your payment details. Click Continue.

The following page is your confirmation page.

Please keep a record of your Confirmation Number or print this page for your records. Click Continue to return to your A&A profile.