HOW TO REGISTER A TATTOO ESTABLISHMENT

Use these instructions to register if you are a **New Company** using the online system for the **first time**.

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 to your existing account.

![Sign In Page](image)

From your Profile page, click **Continue**.
STEP 2: REGISTER A TATTOO ESTABLISHMENT

From the Programs page, click on New Company Registration.

NOTE: If you believe your company should already be registered into the new system and you do not see your business information, please stop here and contact the Help Desk at 855-824-4357.

STEP 3: COMPLETE THE ESTABLISHMENT PROFILE

Enter the Company Details and Address Details on the following screen. (Fields with red asterisks are required.)

- Do not use spaces or dashes when entering the Tax ID / EIN/ SSN.
- Choose your Company Type, then choose Program Type as Tattoo Facility.
- Choose preferred address, add an email, and fill out the address for the business.
- Click on Continue when you have entered in all the required details.
STEP 4: MANAGE ESTABLISHMENT INFORMATION

After registering you will be taken to the **My Programs** page for your business. You can view your current licenses, **Apply for a Program**, view your **Company Profile**, and **Manage Members** of your company.

For the **Instructions to Apply for a Tattoo Establishment Permit**, return to the How-To instructions on the IDPH Regulatory Programs Page – Tattoo.