HOW TO VIEW & PRINT A BILL / INVOICE

1) Login to https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp
2) Click "Continue" from your profile page.
   a. (For **business** invoices, click on your business FIRST then click “Continue.”)

On your programs page, you will see your license number.

3) If you need an invoice for fees generated for a Renewal license application, click "Details" on your renewal.
4) If you need an invoice for a fee generated on an Active license, click "Details" on your active license. This will take you into the details of the license or license renewal application.

5) Scroll to the bottom of the page and click “Print Bill.”
6) Click “Print” as shown: