INSTRUCTIONS TO RENEW A POOL / SPA REGISTRATION

Use the following link to access the online licensing system:
https://dphregprograms.iowa.gov

These instructions assume you have already created a Personal A&A account & set up your Profile Page. If you have not created an account, go to the IDPH Regulatory Programs webpage and follow the instructions https://idph.iowa.gov/regulatory-programs/swimming-pools

NOTE: The online system works best in either Google Chrome or Safari when applying online.

For assistance navigating the licensing system after reviewing these instructions, or retrieving a username or password, contact the Help Desk at 1-855-824-4357.

STEP 1: SIGN IN

Sign In on the portal home page.

STEP 2: SELECT YOUR BUSINESS / FACILITY

On the My Profile page your business/facility will appear under Registered User’s Memberships. Click on the name of the business/facility so it appears highlighted, then click Continue.

If the existing registration is not listed, please contact the Help Desk at 1-855-824-4357.
STEP 3: REVIEW THE POOL/SPA REGISTRATION DETAILS

Click Details on the Pool & Spa registration.

STEP 4: RENEW THE ACTIVE POOL / SPA

The following page will display the Details of the registration. Go to the SPAF Pool & Spa tab.
1) In the **SPAF Pool & Spa** tab, click on the drop-down(s) under the **Action Requested** column.

2) Make your selection from the drop-down(s) for each Pool/Spa listed.

   *(To view the details for each Pool/Spa, use the scroll bar to see hidden fields.)*

3) Click **Save**.

4) Click **OK** on the pop-up.
STEP 5: COMPLETE THE POOL / SPA RENEWAL FORM(S)

Next, you will be taken to the Application form Supplemental to answer the renewal questions.

1) Answer all 3 questions under the SPAF Renewal Info tab and Public Portal Affirmation tab.
   If the CPO, Owner, or Both have changed, you must complete Supplemental Part 2 of the instructions after completing all of the renewal steps.

2) Click Continue/Edit to be taken to the next page. (Do not complete any other sections.)

   NOTE: You will see this page for each pool/spa registered.

   Example: If you have 4 pools registered, you will see this page 4 times, once for each pool, and you will need to answer the questions 4 times.

   The page will display which pool / spa renewal form you are completing.

   ![Screenshot of the application form]

3) When you click Continue/Edit, a pop-up will appear. Click OK.

   ![Screenshot of the pop-up message]

   Are you sure you really want to submit the application form supplemental?

   ![OK and Cancel buttons]
STEP 6: MAKE A PAYMENT – PAY NOW

Once you have progressed through the entire renewal application, the system will automatically return you to the Details page. The renewal fees will appear and the system will allow you to make a payment. *Review the fees to ensure you have completed the renewal for each poo/spa registered with the department. If fees are missing, review the Supplemental Part 1 section to complete missing information.

Follow these steps to make an Online Payment with a Credit/Debit card or Checking/Savings account. To pay by Check or Money Order, skip to Step 7.

1) To make a payment online, scroll to the bottom of the screen and click Make a Payment.

2) Click Pay Now on the following screen.

3) Click Pay Now again on the next page.
4) Click OK on the pop up.

5) You will be taken to the State of Iowa’s E-Payment system.
6) Select your Payment Method and fill in your payment details.
7) Click Continue to review your payment information - if the information is correct, click Confirm.
8) Your Confirmation Number will appear - keep a record of this number.
9) Click Continue to be taken to your Receipt.
STEP 7: MAKE A PAYMENT – PAY LATER

Once you have progressed through the entire renewal application, the system will automatically return you to the Details page. The renewal fees will appear and the system will allow you to make a payment. *Review the fees to ensure you have completed the renewal for each pool/spa registered with the department. If fees are missing, review the Supplemental Part 1 section to complete missing information.

Follow these steps to pay by Check or Money Order.
To make an Online Payment with a Credit/Debit card or Checking/Savings account return to Step 6.

1) To pay by check or money order, scroll to the bottom of the screen and click Print Bill.

2) Click Print to print an invoice to mail in with payment.

Payments can be made out to the Iowa Department of Public Health and mailed to:

Iowa Department of Public Health
Bureau of Environmental Health - Swimming Pool & Spa Program
321 E 12th Street
Des Moines, IA 50319
3) Click **Back** to return to the previous screen.

4) Click **Make a Payment**.

5) Choose an option from the drop-down menu.

6) Click **Pay Later**.
SUPPLEMENTAL PART 1: EDIT AN INCOMPLETE APPLICATION

Follow these steps if you need to leave the application page and want to return to complete the renewal at another time:

1) Repeat **Steps 1-3** to return to the **Details** of the renewal.
2) Open the **Pool & Spa Review** tab.
3) Click **Edit** to continue through the renewal process and complete any missing information. (The “Edit” option(s) will disappear once the form(s) is completed.)

4) After finishing all the sections of the **Pool & Spa Review**, go to the **Make a Payment** steps to complete a payment.
SUPPLEMENTAL PART 2: CHANGE IN CPO / OWNER / OTHER

If you indicated in the renewal questions that the Owner, CPO, and/or other information has changed, you must complete the following:

1) Go to the License Processes section.
2) Open the Action tab.
3) Click Edit.

4) Click Expand All.
5) Enter any new information for the CPO, Owner, and/or Business Details in the appropriate fields.

6) Add any new contact information on the Swimming Poo/Spa Contact List tab.

7) Once you have entered all the new details for the CPO/Owner/ Business, click Continue/Edit.
SUPPLEMENTAL PART 3: ATTACH SUPPORTING DOCUMENTS

If the department has requested supporting documentation, or you need to attach documents due to a change in your facility, such as owner, follow these steps to attach your files.

*For information on required documentation for changes to Pool/Spa registrations, please visit: https://idph.iowa.gov/swimmingpoolsandspas/registration

1) On Details of the renewal (see Steps 1-3 to find this page) scroll down and click Add Attachment.

2) Use the drop-down to choose the Type of document you wish to attach.
3) Provide a Description of the document.
4) Click Choose File and select the file you wish to upload.
5) Repeat this process for adding additional files
6) Once you have uploaded all the files, click Upload Attachments.