INSTRUCTIONS TO REGISTER RADIATION MACHINES

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, and Created your Business. If you have not created an account and set up your profile and business, go back to the IDPH Regulatory Programs – Radiation Machines page and follow the “How to create an account” and/or “How to create your business” 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

1) Click Sign In on the Licensing Portal home page.

2) Enter your Account ID and password, then click Sign In.

[Image of the Licensing Portal home page with the Sign In button highlighted]

[Image of the Sign In page with Account ID and Password fields highlighted]
STEP 2: SELECT THE FACILITY
On your profile page the facility will be listed on the left side under Registered User’s Memberships. If you do not see your Facility listed, please call 855-824-4357 to be linked.

1) Click on the Facility’s name so it appears highlighted.
2) Click Continue.

STEP 2: APPLY FOR A PROGRAM
Next, you will be directed to the Programs page for your facility.

1) Click Apply for a Program.

2) A pop-up will appear. Click OK to Continue.
3) Choose the Program “Radiological Facility”
4) Then, choose the type of facility you wish to apply as under Program Detail.

WELCOME TO YOUR PROFILE PAGE!
STEP 3: APPLICATION FORM
The renewal application will appear on the next screen.

1) Click Expand All on the right side of the Application Form section.
2) Check “Yes” or “No” to the questions provided. (NOTE: If you answer “Yes” to any of the affirmation questions, you must provide the details in a text box below the question.)

STEP 4: APPLICATION FORM DETAILS
1) Click the second Expand All on the right side of the Application Form Details section.
2) Under “Equipment List” click Add and enter the details for your machines, then click Save. REPEAT THIS PROCESS FOR EACH PIECE OF EQUIPMENT.
3) Follow the same steps for “Mobile Sites.”
4) Click Continue when you are finished.
**STEP 5: FACILITY CONTACT LIST**
The Contact List for the Facility will appear on the next page.
1) Click Add.
2) Enter the contact details, then click Save.
3) Repeat this process for each contact.
4) When you have finished, click Continue.

**STEP 6: UNIT INFORMATION**
1) On the following page, enter information for the first machine added.
2) Select an answer under Public Portal Affirmation
3) Click Continue to be taken to the next page of Unit Information.

NOTE: The number of “Unit Information” pages corresponds to the number of equipment added to the “Equipment List.” For example: if 5 pieces of equipment were added to the “Equipment List” there will be 5 pages of “Unit Information” to click Continue through.
STEP 7: TERMS AND CONDITIONS

1) Check the box as show to agree to the “Terms and Conditions.”
2) Click Continue.

STEP 8: MAKE A PAYMENT

To make a payment:

1) Click Pay Now, and then click Pay Now again on the next screen.
2) Click OK on the pop-up.
   (If you would like to return to your application later to pay, click Pay Later.)
3) You will be prompted to enter your payment information.
4) Once you have entered the payment information, click **Continue**.
5) On the following Review page, click **Confirm**.

6) On the “Confirmation” page, click **Continue**.
7) You will then be taken to your receipt.