INSTRUCTIONS TO RENEW A TATTOO MOBILE UNIT

Use the following link to access the online licensing system:
https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp

For assistance with login or password issues, contact the OICO Help Desk: 1-800-532-1174.

These instructions assume you have already created an A&A account, set up your Profile Page and linked to the Company. 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: This site works best in Google Chrome.

If you need assistance navigating the licensing portal after reviewing these instructions, or if you need linked to your existing business, contact the AMANDA Help Desk Support Team: 1-855-824-4357.

STEP 1: SIGN IN

Sign In on the portal home page.

STEP 2: CHOOSE ESTABLISHMENT WITH MOBILE UNIT

On the My Profile page, your Mobile Tattoo establishment will appear under Registered User’s Memberships. Click on the name so it appears highlighted, then click Continue.

If your existing company is not listed here, please contact Help Desk at 1-855-824-4357.
STEP 3: RENEW

Next, you will be directed to the My Programs page for your Establishment with the Mobile Unit. Click Renew next to your active license as shown.

A pop-up will appear. Click OK to Continue.

If you do not see an option to click Renew, then look for the Edit option under the Details column.

STEP 4: APPLICATION FORM & APPLICATION FORM DETAILS

The renewal application will appear on the next screen. Click Expand All on the right side of the Application Form. Questions with a red asterisk * or in pink/red are mandatory.
STEP 5: AFFIRMATION & ESTABLISHMENT DETAILS

The Application Form section is required and all questions must be answered. If you answer Yes to any of these questions, provide a brief description as directed. Additional details can be attached. (See Step 7.)

Your business hours and county info will appear here. (If hours have changed, please edit this section.)

STEP 6: MOBILE EVENT

Note: You may skip this section if you have no events to add at this time.

To add a Mobile Event, click Add and fill out the information for the event. Click Save when finished. When you have finished all the application form sections, click Continue.

A pop up message will appear. Click OK to continue.
STEP 7: APPLICATION FORM SUPPLEMENTAL

Click on TATI – Contact List to open the tab. Review the current contacts listed.

To add a new contact, click Add and enter the contact information. (Use the scroll bar to see additional fields.) When you have finished entering the required information, click Save.

If you have attachments to add, proceed to Step 8, otherwise click Continue.

STEP 8: ADD ATTACHMENTS & CONTINUE

Copies of your updated Blood Born Pathogen and First Aid training are required to be attached.

*If you added a Mobile Event, you must also attach the Promotional Materials for the event.

Click Add New Attachment at the bottom of the application form.

- Click to select the Type of attachment and Select one of the following from the list.
- Enter a description of the file, and then Click Choose File.
- This will open your file explorer. Navigate to where the document you want to attach is located on your computer.
- Double click the document to attach it.

The name of the document should appear next to the Choose File button.

Continue this process for each document needing to be attached.
**NOTE**: 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.

**DO NOT CLICK CANCEL** – this will void your entire application.

**WHEN ALL SECTIONS ARE COMPLETE, CLICK CONTINUE.**

A pop-up message will appear. Click **OK**.

**STEP 9: TERMS & CONDITIONS**

Please read the terms and conditions. If you agree, click the box next to the “I agree with the terms and conditions.” Then click **Continue**.
STEP 10: MAKE A PAYMENT

Select Pay Now if you are ready to pay. Click Pay Now again on the proceeding screen. You will then be directed to the online payment system.

Select Pay Later if you are not ready to make a payment, or need to attach additional documents. You can return to your programs page at any time and click Make a Payment when you are ready to pay. (Note: your application is not submitted until payment is made.)

After clicking the Make a Payment and Pay Now options, you will be directed to the online payment system. Choose your Payment Method and fill out your payment details. Click Continue when you have entered your payment information. Click Confirm on the Review Payment page if the payment details are correct.

The system will process the payment and provide a Confirmation Number – save this for your records. Click Continue at the bottom of the Confirmation screen to be taken to your receipt.