

INSTRUCTIONS TO CREATE AN ACCOUNT

Use the following link to access the online licensing Portal:

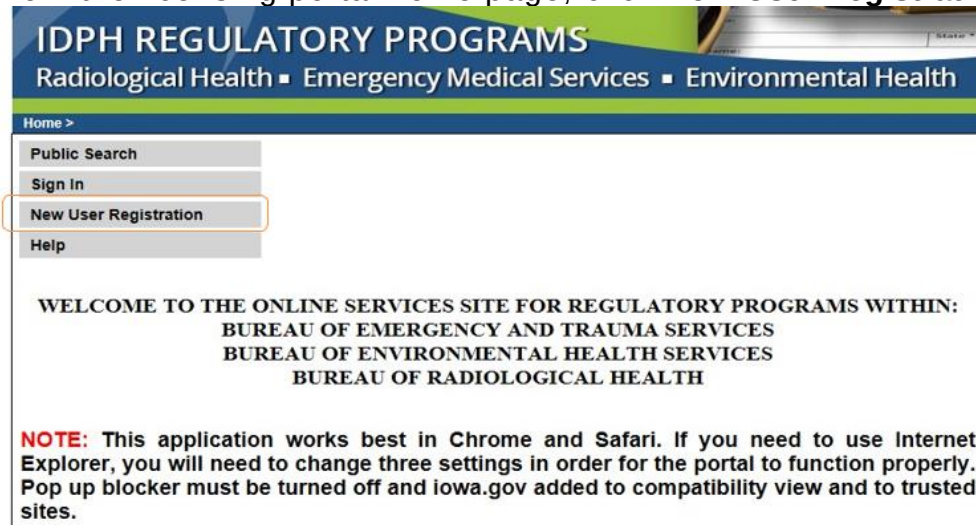
<https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp>

For assistance with creating an account, finding a username, or resetting a password, call the OICO Help Desk: 515-281-5703 or 1-800-532-1174.

If you need assistance navigating the licensing portal after reviewing these instructions, contact the AMANDA Support Team: 1-855-824-4357.

STEP 1: NEW USER REGISTRATION

In order to manage an individual license or Firm License, you must first create a personal account. From the licensing portal home page, click **New User Registration**.



The screenshot shows the IDPH Regulatory Programs website. The header includes "IDPH REGULATORY PROGRAMS" and navigation links for "Radiological Health", "Emergency Medical Services", and "Environmental Health". A sidebar on the left contains links: "Home >", "Public Search", "Sign In", "New User Registration" (highlighted with an orange box), and "Help". The main content area displays a welcome message for the online services site for regulatory programs within the Bureau of Emergency and Trauma Services, Bureau of Environmental Health Services, and Bureau of Radiological Health. A note at the bottom states: "NOTE: This application works best in Chrome and Safari. If you need to use Internet Explorer, you will need to change three settings in order for the portal to function properly. Pop up blocker must be turned off and iowa.gov added to compatibility view and to trusted sites."

STEP 2: ENTER REGISTRATION DETAILS

Enter your First and Last name in the appropriate boxes, then click **Register**. (Note: You must have a valid personal email address to complete the following steps to create an account.)



The screenshot shows the "DPH Regulated Communities" registration form. The title "DPH Regulated Communities" is prominently displayed. Below the title, a message states: "Sign up now to get credentials you can use for Enterprise A&A enabled sites." The form includes two input fields: "First Name:" and "Last Name:". The "Last Name:" field is currently empty. To the right of the input fields is a green "Register" button. Below the input fields, there is a link that says "Possibly have an account already?" and a note: "Click here for a listing of all A&A enabled applications. If you created an account for any of these applications you don't need to create a new account." At the bottom right, there are links for "What is A&A?", "Help", and "Report Issue to State Service Desk".

The following screen requires you to enter your email twice. Your Account ID, First, and Last names will be filled in automatically.

If the Account ID field is blank, enter a username in the following format: *firstname.lastname*

When you have completed all the required fields, click **Save Account Details**.

Create Account

DPH Regulated Communities

Account Id:
@IOWAID

First Name:

Last Name:

Email:

Confirm Email:

A pop-up will appear. Click **OK** to continue.

Message from webpage

 You are about to register for a new account using the Account Id located at the top of the form. All spaces and most special characters will be stripped from your Account Id.

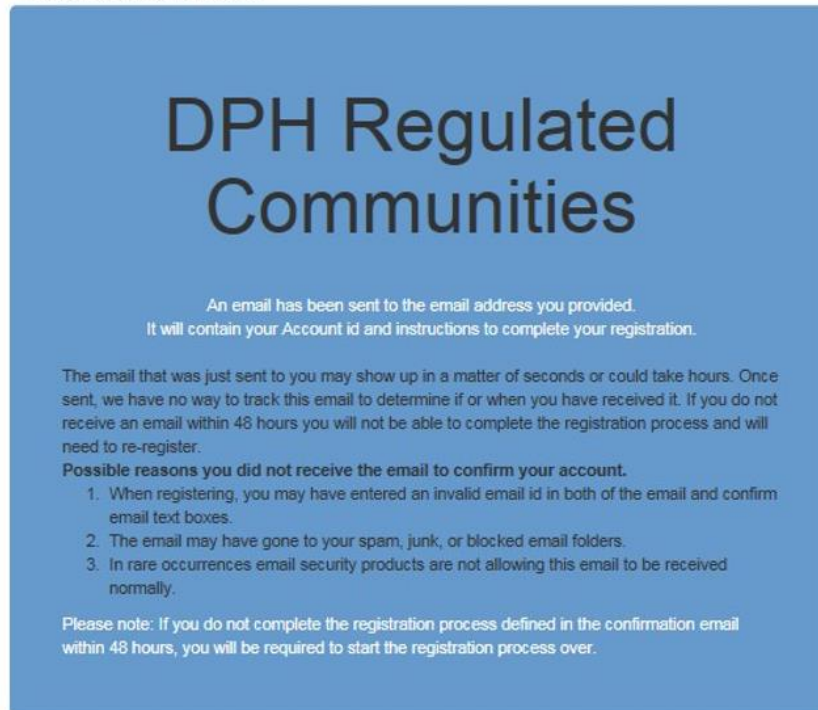
Click the ? image found at the top of the form for help information.

Do you want to continue with your registration?

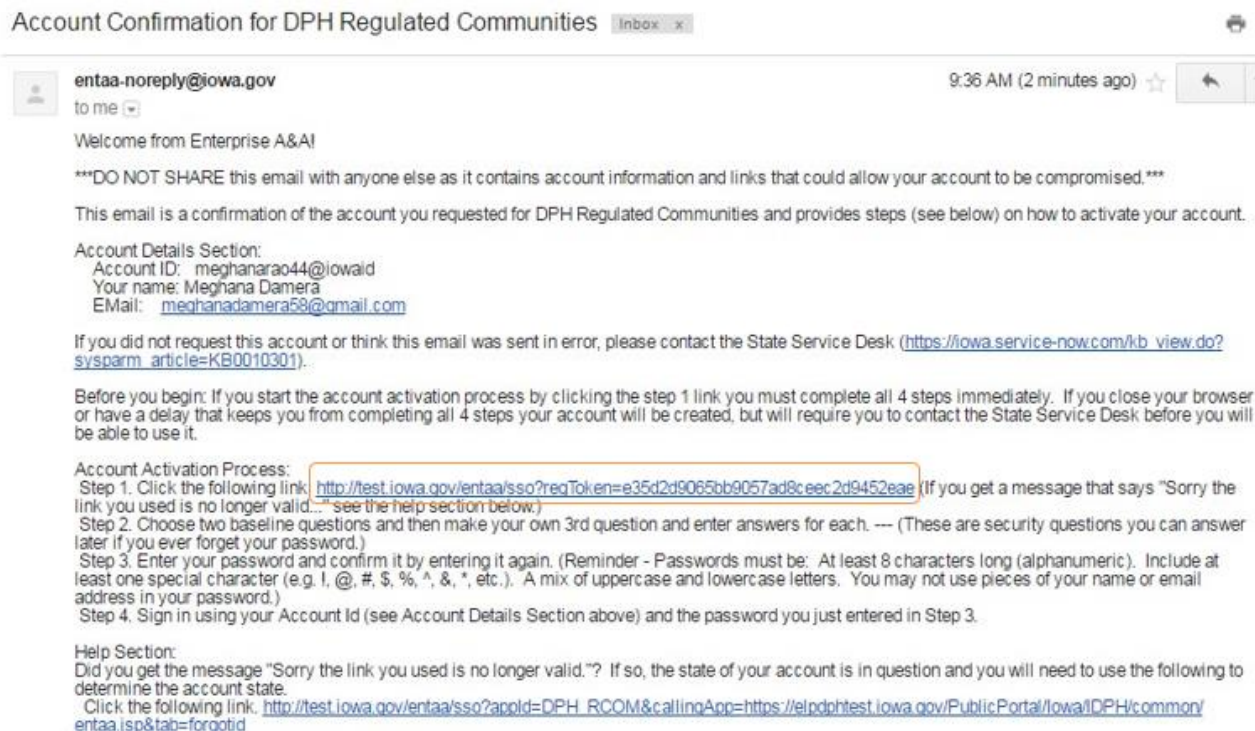
STEP 3: ACCOUNT ACTIVATION

The next page will direct you to check your email (the email you entered on the previous screen) to complete the process of creating an account.

Registration Confirmation



Open the email that was sent to you with the subject **“Account Confirmation”**. Click the link in the body of the email to complete the activation process.



STEP 4: ENTER SECURITY QUESTIONS

Clicking on the link provided in your email will take you to the page to set up your account security details.

Select your security questions and provide the answers. For Question 3, write your own security question and provide your answer. When you have filled out all the security question details, click **Save Identity Baseline**.

Identity Baseline

DPH Regulated Communities

Identity Baseline for MEGHANARAO44@SOWAID

On this page, you must create your identity baseline. This is a set of questions and answers you establish for your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

Question 1:

— Select Question —

Answer 1:

Confirm:

Question 2:

— Select Question —

Answer 2:

Confirm:

(Create your own questions)

Question 3:

Answer 3:

Confirm:

[Save Identity Baseline](#) [Help](#)

STEP 5: SET PASSWORD

Next, you will need to **create a password** for your account. Type in your password twice and click **Save New Password**. (Note: your password will need to meet all the password

The screenshot shows a web form titled "Change Password" with a light blue header. Below the header is a message box that says "You must change your password." The main content area has a blue background with the text "DPH Regulated Communities" in large white letters. Below this, it says "Password Change for MEGHANARAO44@IOWAID". There are two input fields: "Enter new password:" and "Confirm new password:". Below these fields are three buttons: "Save New Password" (green), "Cancel" (white), and "Help" (dashed border). At the bottom, there is a section titled "Password Rules" with the following text: "Passwords must be: At least 8 characters long (alphanumeric). Include at least one special character (e.g. !, @, #, \$, %, ^, &, ~, etc.). A mix of uppercase and lowercase letters. You may not use pieces of your name or email address in your password."

rules listed below.)

STEP 6: ENTER INDIVIDUAL ACCOUNT INFORMATION

After creating your Password, you will be taken to the sign in page. Sign in using your new Account ID and Password.

Once you have signed in, the next screen will ask you to enter your SS# and Date of Birth in the corresponding box. (Note: SS# must be entered without dashes or spaces.)

Click **Continue** after completing the required fields.

The screenshot shows a web form titled "IDPH REGULATORY PROGRAMS" with a green and blue header. Below the header, it says "Radiological Health ■ Emergency Medical Services ■ Environmental Health". The main content area has a blue background with the text "Individual Information". There are three input fields: "SSN:", "Confirm SSN:", and "Date of Birth:". Below these fields are two buttons: "Continue" and "Reset".

STEP 7: PROVIDE PROFILE DETAILS

On the following page, your Email Address, SSN and Date of Birth fields will be filled in. Complete the remaining **Basic Profile Details** and **Physical Address Details**. (Fields with red asterisks are required.) When you have finished entering your information, click **Continue**.

Home > Web Registration Profile

Home	Basic Profile Details	
Sign In	First Name*	
Help	Middle Name	
	Last Name*	
	Suffix	
	Email Address*	
	SSN:	
	Date of Birth:	

Physical Address Details	
Address is:	ATTN:
Street Number*:	City*:
Street Prefix:	County:
Street Name*:	State*:
Street Type*:	Country:
Street Direction:	Zip Code*:
Unit Type:	Phone 1*:
Unit Number:	Phone 2:

[Continue](#) [Reset](#)

Next, you will be taken to your **Profile** page. The Basic Profile Details and Physical Address Details you entered will appear here, and your account PIN number in the upper right corner.

Home > My Profile

Home	Basic Profile Details		PIN: 349701
Sign Off	Name:		
Help	Date of Birth:		
	Email Address*:		
	Preferred Address:		

Registered User's Memberships	Physical Address Details	
	Address is:	ATTN:
	Street Number*:	City*:
	Street Prefix:	County:
	Street Name*:	State*:
	Street Type*:	Country:
	Street Direction:	Zip Code*:
	Unit Type:	Phone 1*:
	Unit Number:	Phone 2:

Select a Membership for your Actions

[Continue](#) [Reset](#) [Addresses](#)

WELCOME TO YOUR PROFILE PAGE!

STEP 8: LINK LEAD FIRM

If you need to manage the license for Lead Firm and do not see your firm listed under "Registered User's Memberships" on your profile page, please **STOP** here, have your PIN number ready, and call (855)-824-4357 to link your Profile to your Firm.