

## INSTRUCTIONS TO RENEW A CONTRACTOR LICENSE

For assistance with creating an A&A account or finding or resetting your username and password, contact the **OCIO Help Desk**: 1-800-532-1174.

For specific questions regarding contractor registration, unemployment insurance requirements, workers compensation, or out of state contractor bonds, contact the **Division of Labor** at contractor.registration@iwd.iowa.gov or 515-242-5871.

For questions regarding the **Iowa Plumbing and Mechanical Systems** program or licensing, visit the website <http://hhs.iowa.gov/pmsb> or contact pmsb@idph.iowa.gov or 866-280-1521

For assistance with using the online portal, contact the **AMANDA Help Desk** at adpereg@idph.iowa.gov or 855-824-4357

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### BEFORE YOU BEGIN:

These instructions assume you have already followed the steps to create an A&A account and set up your AMANDA profile page to receive your PIN number, including linking your individual profile to manage the business profile.

If you have not done these steps, go back to the IDPH Regulatory Programs Plumbing & Mechanical Systems Board Page <https://hhs.iowa.gov/regulatory-programs/pmsb> and follow the instructions to Create an A&A Account.

The AMANDA application works best in Chrome and Edge.

### DOCUMENTATION NEEDED:

**Master of Record (MOR) Information:** You must have an MOR on record for each trade that your business is operates. If you have a change to your MOR you must submit a certification form for the new MOR.

**Workers Compensation Compliance Information:** A Workers' Compensation Insurance certificate listing the "Iowa Division of Labor" as a certificate holder or a Certificate of Relief.

**Bond and Insurance Information:**

Please visit <https://hhs.iowa.gov/pmsb/licensure/contractor> for bond and insurance requirements

**Note: You will need to attach a copy of your insurance and bond information to complete your renewal application. If you do not have a scanned copy, the information may be mailed but it will delay the processing of your renewal.**

If you are unable to complete the steps for adding attachments, email the required documents to pmsb@idph.iowa.gov or mail to:

Plumbing & Mechanical Systems Board  
ATTN: Contractor Renewal  
321 E 12<sup>th</sup> St  
Des Moines, IA 50319-0075

## STEP 1: SIGN IN WITH EXISTING A&A ACCOUNT

- Begin by opening your web browser and navigating to the Iowa Department of Health and Human Services Regulatory Program webpage:  
<https://amanda-portal.idph.state.ia.us/adperereg/portal/#/dashboards/index>
- **Sign in** with your username and password.

## STEP 2: SELECT YOUR COMPANY

You will need to select the company name and then click **Continue**.

If you do not see your company listed, contact the AMANDA Support Team at [adperereg@idph.iowa.gov](mailto:adperereg@idph.iowa.gov) for assistance getting linked to manage the business.

The screenshot shows the user interface for selecting a company. On the left is a navigation menu with options like Home, Public Search, My Profile, New Company Registration, My Programs, Apply for a Program, Sign Off, and Help. The main content area has a search bar with the text "Select personal license or an organization to proceed". Below the search bar is a list of organizations. A red arrow labeled "1" points to the search bar. A red arrow labeled "2" points to a "Click here" button. A red box highlights the scroll bar on the right, with the text "You may need to scroll down if you have multiple organizations to manage". Below the list of organizations, there are several bullet points and a "NOTE" section.

**NOTE:**

- Name changes: Individual name changes must be submitted here <https://idph.iowa.gov/adperereg/amanda> Business name changes must call to the program office.
- All hard copy documents from the Program Office will be sent to the Mailing Address. The address will display during a Public Search.

## STEP 3: REVIEW COMPANY PROFILE

Please review your company profile before proceeding to renew your license by clicking on **Company Profile**. Be sure to confirm the email address (your license certificate and all other communication will be sent to this email address). If the email or address information is wrong, please submit a change form found at:

<https://hhs.iowa.gov/regulatory-programs/request-address-change-business>

## STEP 4: RENEW LICENSE

Note: When you are on the **My Programs** of your business you will not see your personal information

- Click on the **Renew** link next to the license you would like to renew.

**IDPH REGULATORY PROGRAMS**  
Radiological Health ■ Emergency Medical Services ■ Environmental Health

**My Programs Tonya Webb -Holm Plumbing, Inc.**

License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services	Renew
L	Tonya Webb	Plumbing and Mechanical Systems	Active	06/18/2020	04/30/2023	Council Bluffs	Details	Online Services	Renew

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[Make Payment](#)

If you are an Individual and wants to apply for a New Individual License, click on Apply for a Program on the above. Instructions to Apply for a Program

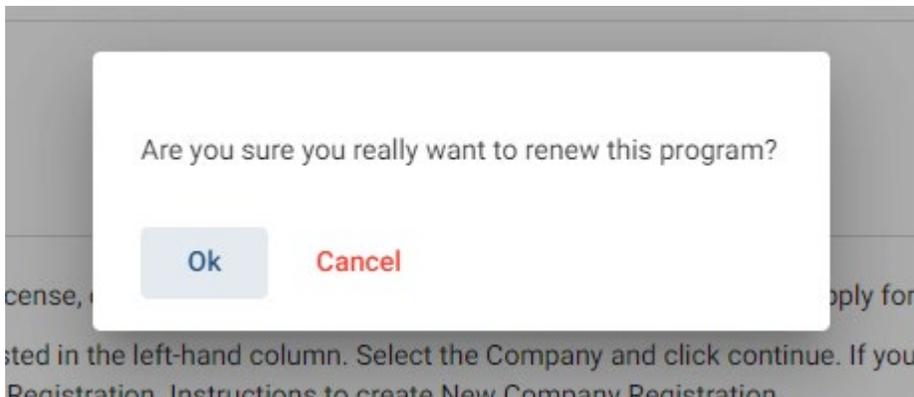
If you have an existing company, the company name should be listed in the left-hand column. Select the Company and click continue. If you do not see the company name contact the Program office. If you want to apply as a Brand New Company or enter an Existing Company for the first click on New Company Registration. Instructions to create New Company Registration

If you are an Individual returning to the system: Instructions to how to return system.

- Click on Details to add a new piece of equipment or edit/view an already approved application.
- Click on Online Services to select services available for your License type.
- Click on Renew (when displayed) to complete a renewal application.
- Click on Edit (if displayed) to complete a pending application.

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



You will now be taken to the renewal application for a contract license.

## STEP 5 – Application Form



### Click each section of the Application Form

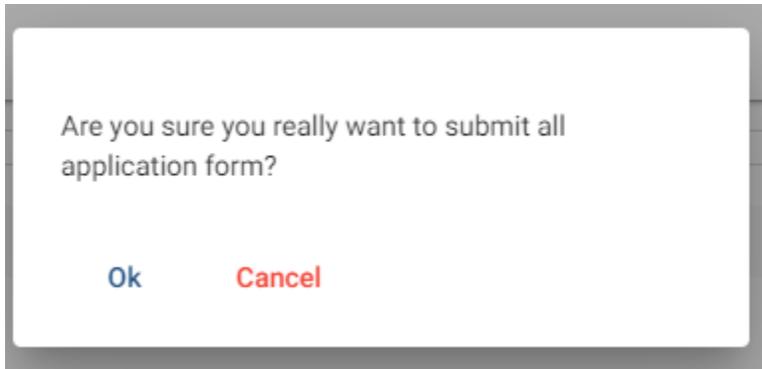
- Affirmation
  - Three YES or NO questions
  - Give appropriate explanation for YES answers
- Additional Information (if not already complete)
- Plumbing Contractor Registration (if not already complete)
- IWD Contractor Information

### SKIP the Application Form Details section (see above picture)

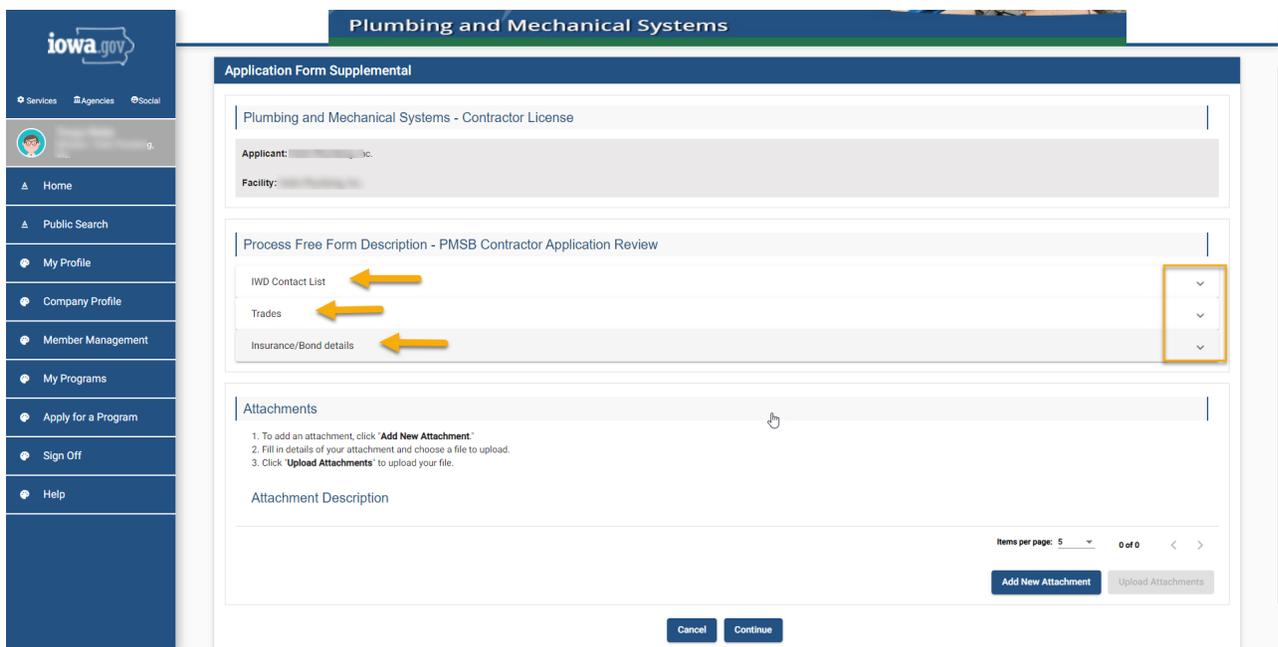
License Select, Continuing Education, and Exam Candidate sections do not apply to contractor license applications

Click Continue to proceed with the application.

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



## STEP 6 – PMSB Contractor Application Review



Click on each section of the Process Free Form – PMSB Contractor application Review

- IWD Contact List
  - At least one owner MUST be listed here
  - You can list other members of the company
- Trades
  - Only make changes if your Master of Record has changed
- Insurance/Bond details
  - Surety Bond (IDPH) is required
  - Certificate of Liability (IDPH) is required

## STEP 7 – ADD ATTACHMENTS

To add any required documentation such as: Master of Record Certification or updated insurance/bond documents, you will need to click the **Add New Attachment** button.

Attachments

1. To add an attachment, click **Add New Attachment**.
2. Fill in details of your attachment and choose a file to upload.
3. Click **Upload Attachments** to upload your file.

Attachment Description

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Type	Description	File
Type* Word Merge	Description* master of record form	Choose File   Blank for test.docx

Add New Attachment Upload Attachments

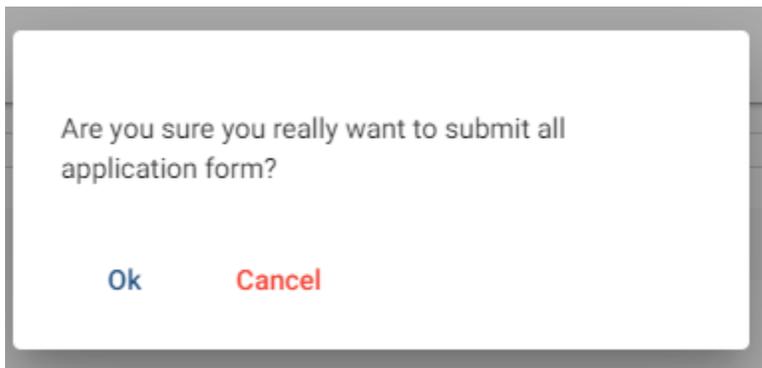
Cancel Continue

- Click the dropdown arrow and select the attachment type. \*if you do not know what to select – choose Word Merge\*
- Enter a description of the file.
- Click Choose File button.
- Select your document
- Click Upload Attachments

Repeat this process for each document you would like to attach.

**Click Continue to proceed with the application.**

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



## STEP 8 – TERMS AND CONDITIONS

Please read the terms and conditions. If you agree, click the box next to I agree with the terms and conditions. Click **Continue**.



Services Agencies Social

- Home
- Public Search
- My Profile
- Company Profile
- Member Management
- My Programs
- Apply for a Program
- Sign Off
- Help

## IDPH REGULATORY PROGRAMS

### Environmental Health

#### Plumbing and Mechanical Systems



#### Terms and Conditions

I am authorized to complete this application on behalf of the organization.

As representative of the organization, I hereby certify and declare under penalty of perjury that the information I provided in this document, including any attachments, is true and correct. As said representative of the organization, I am responsible for the accuracy of the information provided regardless of who completes and submits the application. I understand that providing false and misleading information in or concerning this application may be cause for disciplinary action, denial, revocation, and/or criminal prosecution. I also understand that a representative of the organization is responsible to update information submitted herewith if the response or the information changes.

In submitting this application, the organization agrees to any reasonable inquiry that may be necessary to verify or clarify the information provided on or in conjunction with this application.

I understand this information is a public record in accordance with Iowa Code chapter 22 and that application information is public information, subject to the exceptions contained in Iowa law.

I have read the Administrative Rules governing this license, permit, registration, or certification and will make employees aware as required and will comply with those provisions.

I agree with the terms and conditions.

[Continue](#)

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## STEP – MAKE A PAYMENT

Next you will be taken to the **Make Payment** page.

***\*NOTE: Applications will not be reviewed until paid in full***



Services Agencies Social

- Home
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## IDPH REGULATORY PROGRAMS

### Radiological Health ■ Emergency Medical Services ■ Environmental Health



#### Make Payment

Thank you for completing your Application or Request. You may now select the **Pay Now** button to continue for Payment. If you have additional Licenses to Apply for, Renew, or Reactivate you can select the **Pay Later** button.

Note: An application is not considered submitted until payment is made. You may check the status of your License(s) by signing into the website at a Later Date and reviewing on the **My Programs** page. Application fees are non-refundable.

Reference (Row ID) #	Program	Program Detail	Status	Fee Description	Fee Amount	Paid in Full
399589	Plumbing and Mechanical Systems	Contractor License	Renewal	PLMB 3 Year Contractor Registration Fee per year	\$00.00	No
399589	Plumbing and Mechanical Systems	Contractor License	Renewal	PLMB Contractor Renewal Fee	\$00.00	No
				<b>Fee Amount:</b> \$00.00	<b>Paid Amount:</b> \$00.00	<b>Fee Due:</b> \$00.00

Pay Later
Pay Now

Payment Later Options

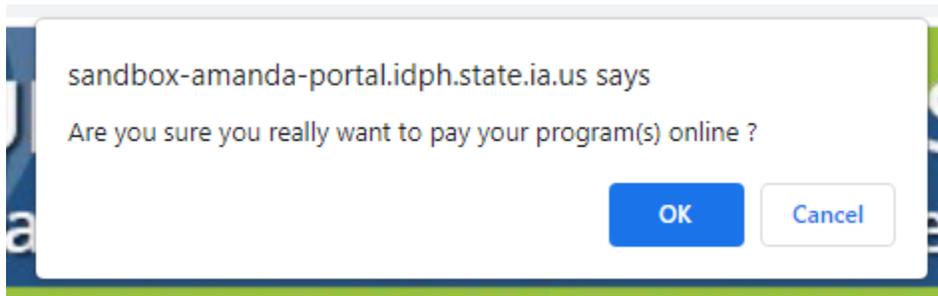
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## Option 1: Pay Now

Select **Pay Now** when asked,

You will get a pop up box, click ok



You will now be directed to the online banking system

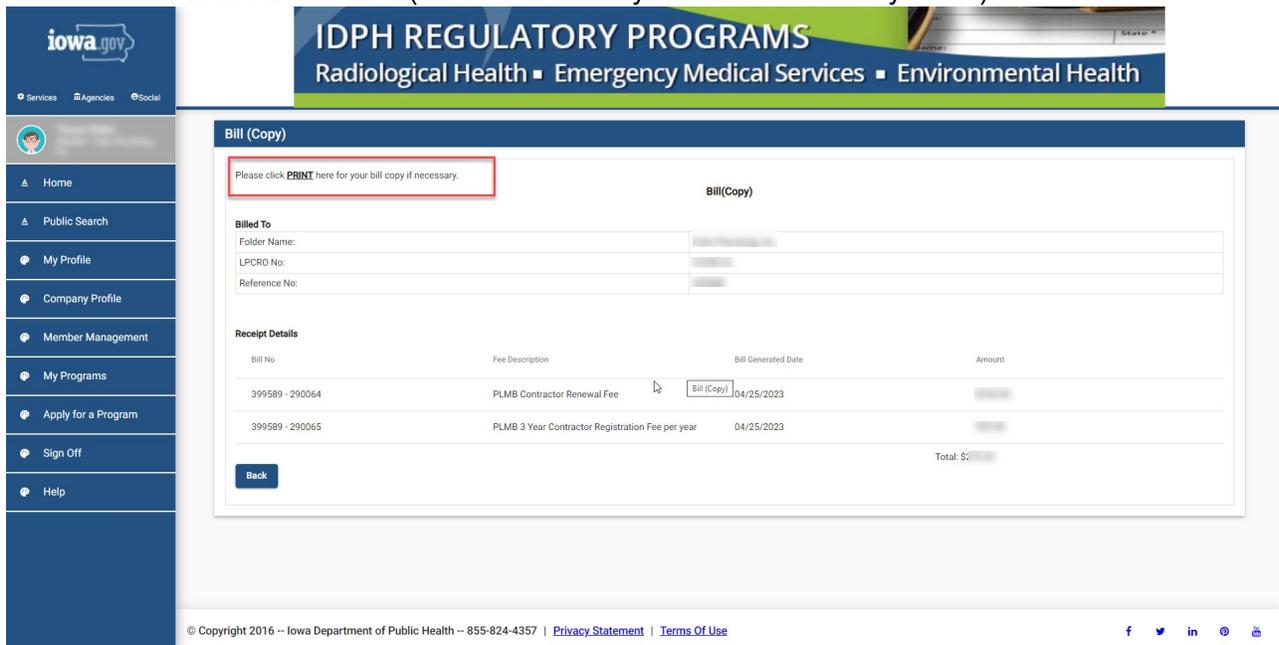
- You can update the payor information here
- Scroll down and select and enter your payment method
- Click Continue
- Click Confirm

You will receive an email confirmation of your payment. This is the only receipt you will receive

## Option 2: Pay Later

You must select a reason (Pay by check, Iowa Transfer, online another time)

- You will be taken back to your Programs page
- Click on Details
- Scroll down to Print Bill (include this with your check or money order)



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Services Agencies Social

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**Bill (Copy)**

Please click **PRINT** here for your bill copy if necessary.

**Billed To**

Folder Name:	
LPCRO No:	
Reference No:	

**Receipt Details**

Bill No	Fee Description	Bill Generated Date	Amount
399589 - 290064	PLMB Contractor Renewal Fee	04/25/2023	
399589 - 290065	PLMB 3 Year Contractor Registration Fee per year	04/25/2023	

Total: \$:

Back

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## **CHECK STATUS ONLINE**

Once you have submitted payment, your renewal application will be reviewed by IWD Staff and then PMSB staff.

You will receive your contractor registration via email from IWD separate from your license issued by PMSB. Receipt of your contractor registration from IWD is not your full license to operate a plumbing and mechanical systems business in Iowa.

To check your renewal status, go to the Public Search page at:  
<https://amanda-portal.idph.state.ia.us/adpereh/portal/#/dashboards/index>