INSTRUCTIONS TO RENEW A REGISTRATION
BACKFLOW PREVENTION ASSEMBLY TESTER

Copy the following link to access the online licensing system:

https://amanda-portal.idph.state.ia.us/adpereh/portal/#/dashboards/index

For username and password assistance, contact the State of Iowa Help Desk: 1-800-532-1174

For specific questions regarding the backflow prevention assembly tester registration program, please contact: caleb.foster@idph.iowa.gov

If you need assistance navigating the licensing site after reviewing these instructions, contact the AMANDA Help Desk: at adpherehreg@idph.iowa.gov or 1-855-824-4357.

If you have not created an account and set up your profile, 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**, **Microsoft Edge, Firefox**

WARINING

Your training provider MUST roster your account to the class session in AMANDA before your renewal can be completed.

If you have not completed a class stop here. You cannot complete the renewal application

If needed, give your training provider the PIN shown on your profile page.
(See Step #2 for your PIN)

STEP 1: SIGN IN

Sign In with your existing account (@IOWAID) and password.

REMINDER: These instructions are for renewing individual licenses.
DO NOT set up a New Company Registration to renew your license.

STEP 2: REVIEW THE PROFILE & CONTINUE

1 - Verify and update email and other personal information

　　　Note: You will receive your registration via email. We no longer mail documents

2 – Select your Personal Licenses from the drop-down box

3 – Click Continue

STEP 3: RENEW

Click **Renew** on the line next to the license you wish to work with

　　　If you already clicked RENEW, you will now have **EDIT** under Details

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

Note: There will be no payment due until you have accepted Terms and Conditions

STEP 4: APPLICATION FORM

1 – Affirmation

All 6 Affirmation questions require a YES or NO answer

      If you answer YES to any, provide details and attach supporting documents

2 – Third Party Certification from American Backflow Prevention Assoc (ABPA) or American Society of Sanitary Engineers (ASSE)

You must answer YES or NO

      If you have taken an in-state approved 5hr refresher or 32hr course, answer NO

      If this is YES, provide details and attach certification

3 – Backflow Tester Out of State Credentials or Training

You must answer YES or NO

      If you have taken an in-state approved 5hr refresher or 32hr course, answer NO

      If this is YES, provide details and attach copy of credentials or training

Add attachments **ONLY** if you answer YES to any of these questions

If no attachments, Click Continue

STEP 5: Add New Attachment
STOP! Do not need to attach your Iowa approved 5hr refresher or 32hr initial training course

1 – Click Add New Attachment
2 – Select your document. If nothing applies, choose "Word Merge"
3 – Title your document appropriately
4 – Choose the document from your device/computer to upload
5 – Click Upload Attachments

If you make a mistake, you can trash it before you upload. Once you click upload, you can view the document but you cannot remove the document.

STEP 6: Submit Your Application
Click **Continue**
You will receive a pop-up box. Click OK

Agree to the Terms and Conditions
Click **Continue**

STEP 7: Resolving Error(s)
YOU ARE NOT ROSTERED TO A COURSE
         Contact your instructor. Do not call the license office.
         You cannot complete your application until you are rostered to a course
Once resolved, EDIT your application and follow Step #6 to re-submit

APPLICATION IS INCOMPLETE
         Click EDIT

Review ALL items in Step #4 APPLICATION FORM

Once resolved, follow Step #6 to re-submit

STEP 8: MAKE A PAYMENT

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

*NOTE: Applications are not complete until paid in full

Option 1: Pay Now

Select **Pay Now** when asked,

You will get a pop-up box, click ok
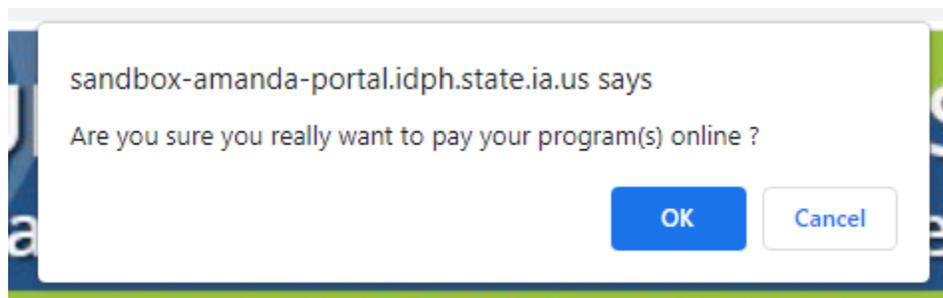
You will now be directed to the online banking system
- You can update the payor information here
- Scroll down and select and enter your payment method
- Click Continue
- Click Confirm

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)

Notes about Application Processing:
- If there is no required review by program staff you will be emailed your registration card in 1-2 business days.
- If you do not provide an email, you will not receive your renewed registration
- If review is required, you will be contacted if additional information is needed or your card will be issued when review is complete.
- You can verify your status by returning to the above page, click on Public Search and enter your name or BPAT#