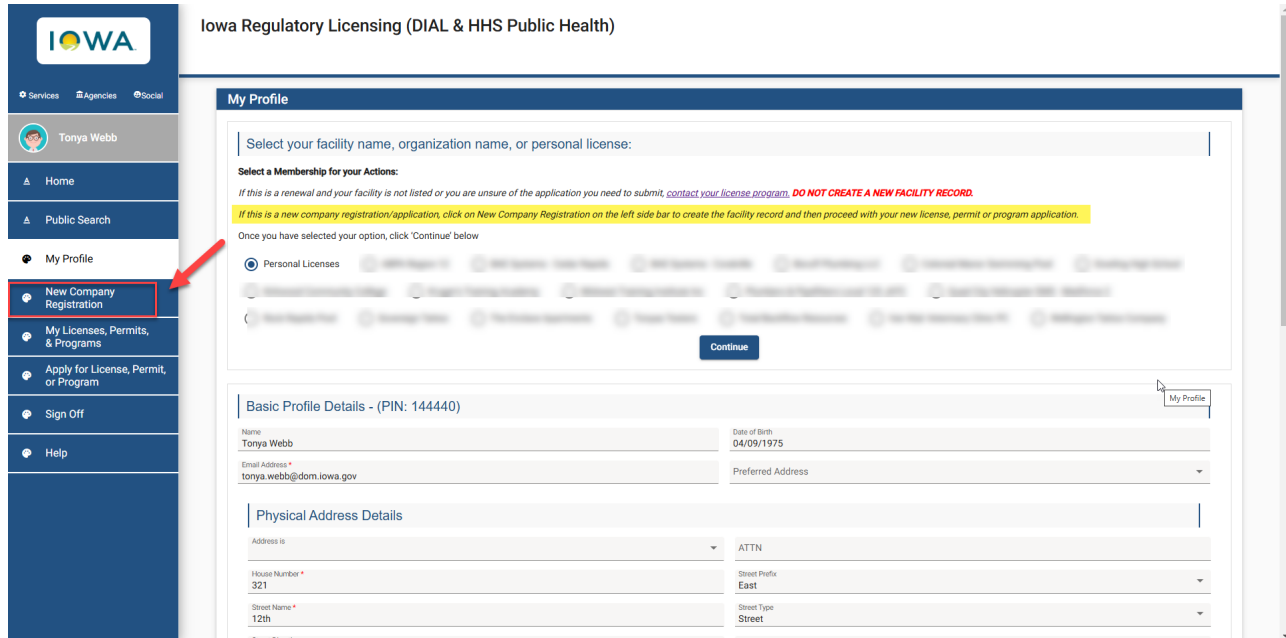


INSTRUCTIONS TO CREATE NEW COMPANY

Once you sign in to the Public Portal, your screen should appear as follows. You will automatically be on your personal profile screen.

If you want to create a New Company or enter an existing company for the **first time**, click on **New Company Registration**. (If you never been registered for the license type you are applying for)

IF THIS IS A RENEWAL STOP AND CONTACT YOUR LICENSE PROGRAM



Iowa Regulatory Licensing (DIAL & HHS Public Health)

My Profile

Select your facility name, organization name, or personal license:

Select a Membership for your Actions:

If this is a renewal and your facility is not listed or you are unsure of the application you need to submit, [contact your license program](#). **DO NOT CREATE A NEW FACILITY RECORD.**

If this is a new company registration/application, click on [New Company Registration](#) on the left side bar to create the facility record and then proceed with your new license, permit or program application.

Once you have selected your option, click 'Continue' below

Personal Licenses

[Continue](#)

Basic Profile Details - (PIN: 144440)

Name: Tonya Webb Date of Birth: 04/09/1975

Email Address: tonya.webb@dom.iowa.gov Preferred Address: [Dropdown]

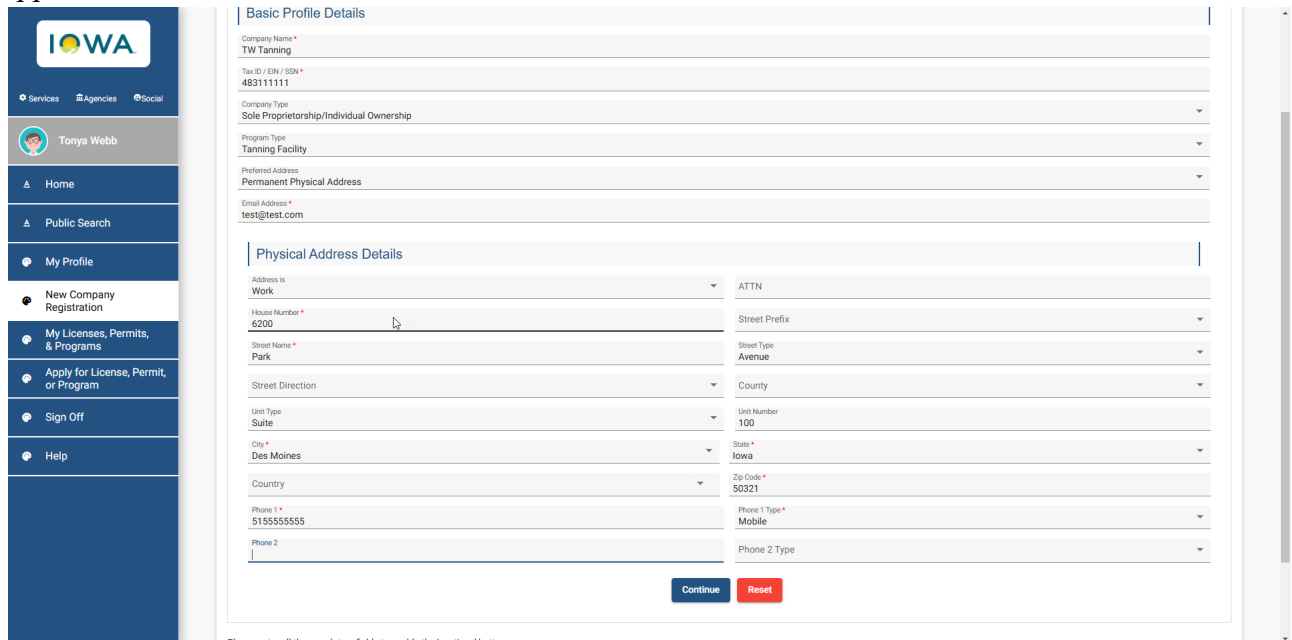
Physical Address Details

Address ID: [Dropdown] ATTN: [Dropdown]

House Number: 321 Street Prefix: East

Street Name: 12th Street Type: Street

Enter company and address details. Scroll down and click on **Continue**. Your screen should appear as follows:



Basic Profile Details

Company Name: TW Tanning

Tax ID / EIN / SSN: 483111111

Company Type: Sole Proprietorship/Individual Ownership

Program Type: Tanning Facility

Preferred Address: Permanent Physical Address

Email Address: test@test.com

Physical Address Details

Address ID: Work ATTN: [Dropdown]

House Number: 6200 Street Prefix: [Dropdown]

Street Name: Park Street Type: Avenue

Street Direction: [Dropdown] County: [Dropdown]

Unit Type: Suite Unit Number: 100

City: Des Moines State: Iowa

Country: [Dropdown] Zip Code: 50321

Phone 1: 5155555555 Phone 1 Type: Mobile

Phone 2: [Dropdown] Phone 2 Type: [Dropdown]

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

COMPANY IS CREATED

You can now Apply for a License Permit, or Program for the business

Iowa Regulatory Licensing (DIAL & HHS Public Health)

Apply for License, Permit, or Program

Apply for License, Permit, or Program

Program

Program Detail

Cancel Continue

For additional assistance, please click on the link below for specific Public Health's regulatory website.

- [DIAL LICENSE, PERMITS & REGISTRATIONS](#)
- [HHS BUREAU OF EMERGENCY MEDICAL AND TRAUMA SERVICES](#)
- [HHS BUREAU OF RADIOLOGICAL HEALTH](#)

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