

## INSTRUCTIONS TO CREATE AN ACCOUNT

Use the following link to access the online licensing Portal:

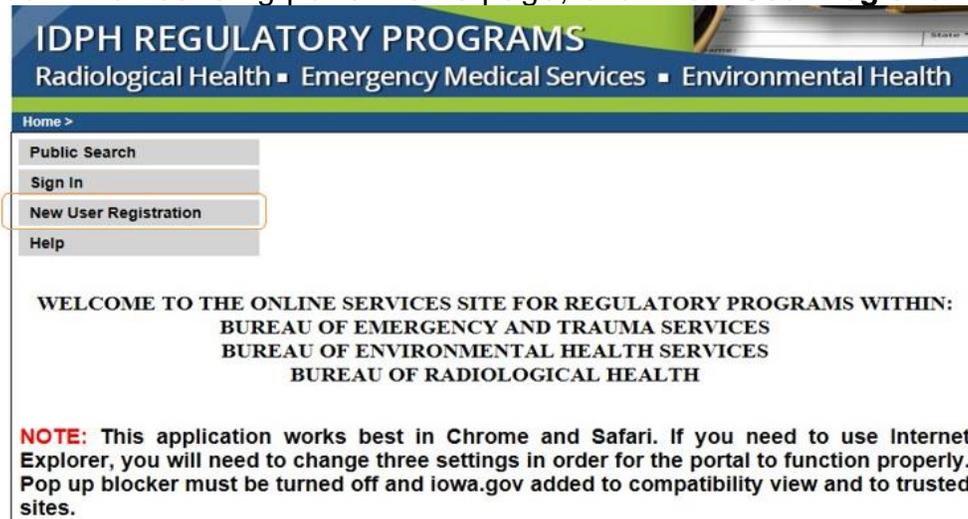
<https://dphregprograms.iowa.gov/PublicPortal/iowa/IDPH/common/index.jsp>

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**.



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

Home >  
Public Search  
Sign In  
**New User Registration**  
Help

WELCOME TO THE ONLINE SERVICES SITE FOR REGULATORY PROGRAMS WITHIN:  
BUREAU OF EMERGENCY AND TRAUMA SERVICES  
BUREAU OF ENVIRONMENTAL HEALTH SERVICES  
BUREAU OF RADIOLOGICAL HEALTH

**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.)



**DPH Regulated Communities**

Sign up now to get credentials you can use for Enterprise A&A enabled sites.

First Name:  
l

Last Name:  
Last Name

**Register**

Possibly have an account already?  
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.

What is A&A?  
Help  
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:

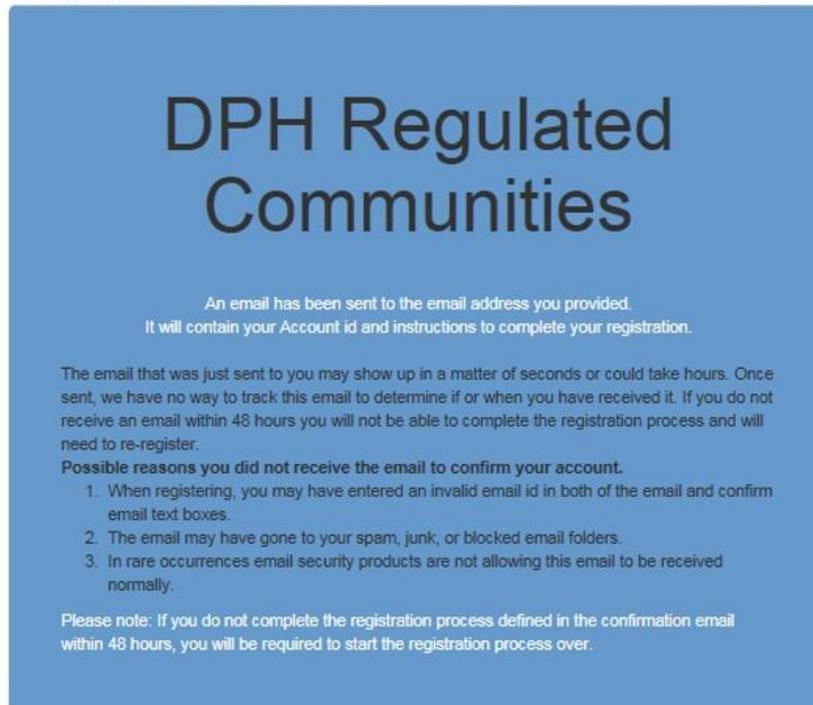
A pop-up will appear. Click **OK** to continue.



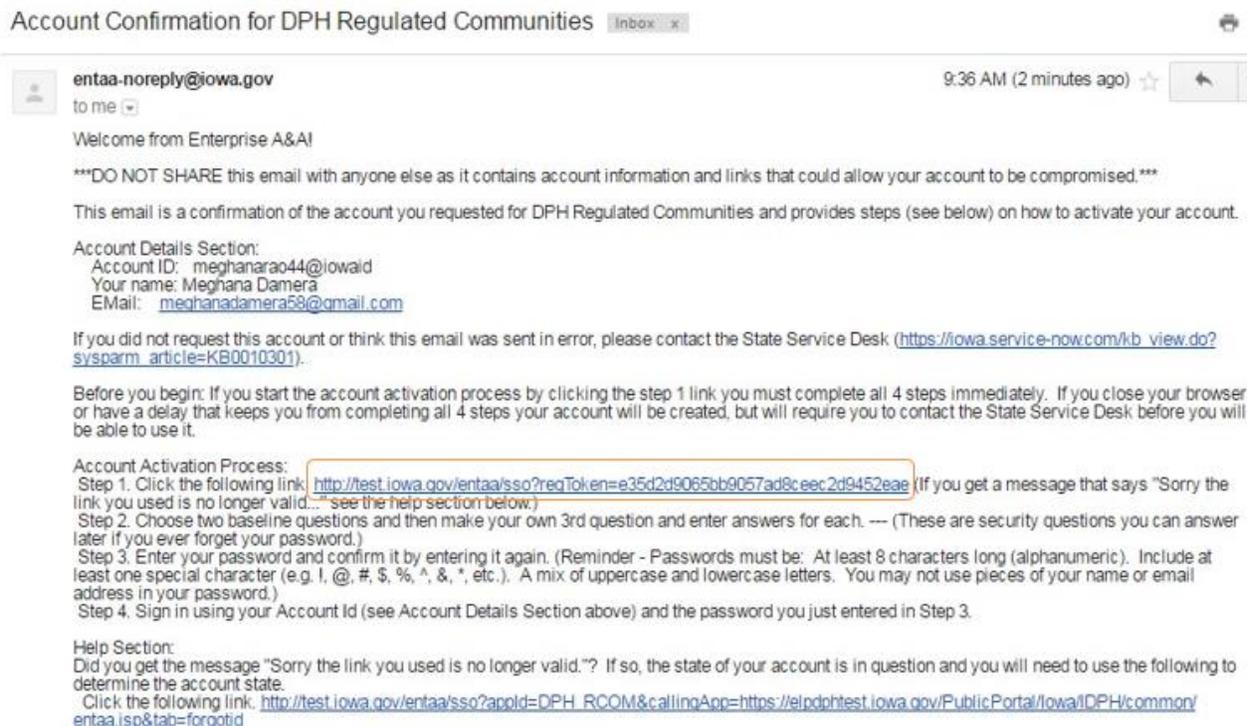
## STEP 3: ACCOUNT ACTIVATION

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:

Answer 1:

Confirm:

Question 2:

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" for "DPH Regulated Communities". The form is for user "MEGHANARAO44@IOWAID". It contains two input fields: "Enter new password:" and "Confirm new password:". Below these fields are three buttons: "Save New Password" (highlighted in green), "Cancel", and "Help". A "Password Rules" section at the bottom states: "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 sub-sections for "Radiological Health", "Emergency Medical Services", and "Environmental Health". The breadcrumb trail is "Home > Web Registration SSN". The form is titled "Individual Information" and contains 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

Basic Profile Details	
First Name*	<input type="text"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text"/>
Suffix	<input type="text"/>
Email Address*	<input type="text"/>
SSN:	<input type="text"/>
Date of Birth:	<input type="text"/>

Physical Address Details			
Address is:	<input type="text"/>	ATTN:	<input type="text"/>
Street Number*:	<input type="text"/>	City*:	<input type="text"/>
Street Prefix:	<input type="text"/>	County:	<input type="text"/>
Street Name*:	<input type="text"/>	State*:	<input type="text"/>
Street Type*:	<input type="text"/>	Country:	<input type="text"/>
Street Direction:	<input type="text"/>	Zip Code*:	<input type="text"/>
Unit Type:	<input type="text"/>	Phone 1*:	<input type="text"/>
Unit Number:	<input type="text"/>	Phone 2:	<input type="text"/>

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

Basic Profile Details		PIN: 349701
Name:	<input type="text"/>	
Date of Birth:	<input type="text"/>	
Email Address*:	<input type="text"/>	
Preferred Address:	<input type="text"/>	

Physical Address Details			
Address is:	<input type="text"/>	ATTN:	<input type="text"/>
Street Number*:	<input type="text"/>	City*:	<input type="text"/>
Street Prefix:	<input type="text"/>	County:	<input type="text"/>
Street Name*:	<input type="text"/>	State*:	<input type="text"/>
Street Type*:	<input type="text"/>	Country:	<input type="text"/>
Street Direction:	<input type="text"/>	Zip Code*:	<input type="text"/>
Unit Type:	<input type="text"/>	Phone 1*:	<input type="text"/>
Unit Number:	<input type="text"/>	Phone 2:	<input type="text"/>

Select a Membership for your Actions

**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.