HOW TO REGISTER A COMPANY

Use these instructions to register as a **New** Company or enter an **Existing** Company into the online system for the **first time**.

Use the following link to access the online licensing system:
https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp

For assistance with finding a username or resetting a password, contact the OICO Help Desk: 515-281-5703 or 1-800-532-1174.
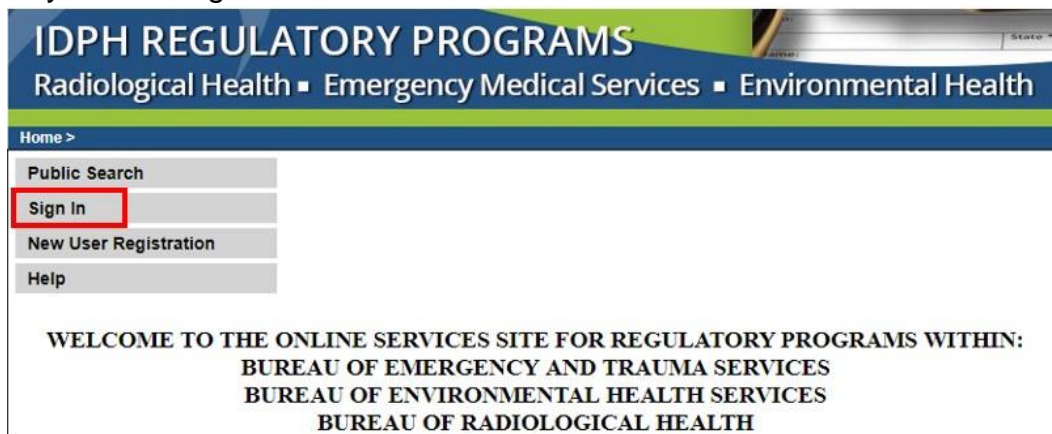
These instructions assume you have already created an A&A account & set up your Profile Page. If you have not created an account, go back to the IDPH Regulatory Programs Page and follow the "How to create an account" instructions.
NOTE: You must use either **Google Chrome** or **Safari** when applying online.

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

STEP 1: SIGN IN

Sign in to your existing account.

From your Profile page, click **Continue**.

STEP 2: REGISTER A COMPANY

From the **Programs** page, click on **New Company Registration**.

NOTE: If you believe your company should already be registered into the new system and you do not see your business information, please stop here and contact the Help Desk at 855-824-4357.

STEP 3: COMPLETE THE COMPANY PROFILE

Enter the Company Details and Address Details on the following screen. (Fields with red asterisks are required.) Click on **Continue** when you have entered in all the required details.
Tip: Do not use dashes or spaces when entering the Tax ID / EIN / SSN number.

STEP 4: MANAGE COMPANY INFORMATION

After registering you will be taken to the **My Programs** page for your company. You can view your current licenses, **Apply for a Program**, view your **Company Profile**, and **Manage Members** of your company.

For instructions on **How to Apply for Program** to be licensed with the Iowa Department of Public Health, return to the IDPH Regulator and locate the appropriate instructions under your program.