

INSTRUCTIONS TO APPLY FOR A NEW LEAD FIRM LICENSE

Use the following link to access the online licensing system:

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

These instructions assume you have already created an A&A account, set up your Profile Page, and Registered your Company. If you have not followed these steps, go back to the IDPH Regulatory Programs – LEAD Page and follow the instructions.

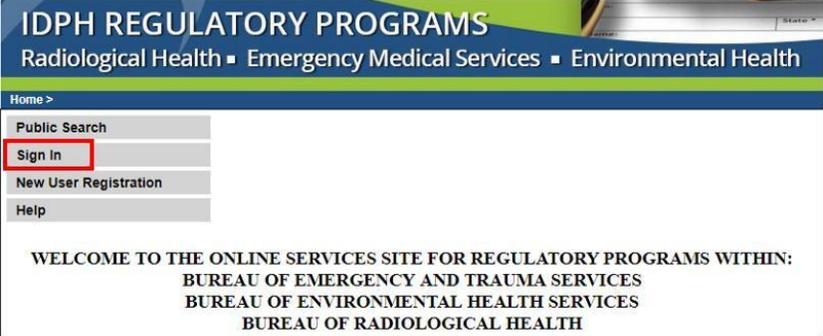
NOTE: You must use either Google Chrome or Safari when applying online.

For assistance with finding a username or resetting a password, contact 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: SIGN IN

Sign In on the portal home page.



The screenshot shows the IDPH Regulatory Programs home page. The header includes "IDPH REGULATORY PROGRAMS" and navigation links for "Radiological Health", "Emergency Medical Services", and "Environmental Health". A sidebar menu on the left contains "Home", "Public Search", "Sign In" (highlighted with a red box), "New User Registration", and "Help". The main content area displays a welcome message: "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".

STEP 2: SELECT THE FIRM

On your profile page the facility will be listed on the left side under **Registered User's Memberships**. Click on the Facility's name so it appears highlighted, then click **Continue**.

(NOTE: If you have not yet registered your company, return to the IDPH Regulatory Programs page and follow the **How to Create a New Company** instructions.)



The screenshot shows the user profile page. The header includes "Radiological Health", "Emergency Medical Services", and "Environmental Health". The breadcrumb trail is "Home > My Profile". The page is divided into two main sections: "Basic Profile Details" and "Physical Address Details". The "Basic Profile Details" section shows the user's name (Archana Marepally), date of birth (12/09/1990), email address, and preferred address. The "Physical Address Details" section shows the address information, including street number (10308), street name (Dorset), street type (Drive), street direction, city (Des Moines), county (Polk), state (Iowa), zip code (50131), and phone numbers. The "Registered User's Memberships" section on the left lists "Lead Firm" (highlighted with a red box). The "Continue" button is circled in yellow.

STEP 3: APPLY FOR A PROGRAM

Next you will be taken to the **My Programs** page for your new company. To apply as Lead Firm, click on **Apply for a Program**.

The screenshot shows the 'My Programs' page for 'Amanda LaunchIT - PMSB Anani'. The navigation menu includes: Home, Public Search, My Profile, Company Profile, Member Management, **Apply for a Program** (highlighted with a red box), Sign Off, and Help. Below the menu is a table titled 'Programs for PMSB Anani' with columns: License #, Applicant, Program, Status, Issue Date, Expiry Date, City, Details, Online Services, and Renew. A 'Make Payment' button is located at the bottom right.

On the next screen:

- Select **Program** as Lead Firm.
- Select **Program Detail** as Firm.
- Click **Continue**.

The screenshot shows the 'Apply for Program' screen. The navigation menu includes: Home, Sign Off, and Help. The 'Apply for Program' section has two dropdown menus: 'Program' (set to 'Lead Firm') and 'Program Detail' (set to 'Firm'). Both dropdowns are highlighted with a yellow box. There are 'Cancel' and 'Continue' buttons at the bottom.

A pop-up message will appear. Click **OK** to continue with the application.

The screenshot shows a 'Message from webpage' dialog box with a question mark icon and the text: 'Are you sure you really want to apply for this program?'. There are 'OK' and 'Cancel' buttons at the bottom. The 'OK' button is highlighted with a red box.

STEP 4: APPLICATION FORM

The **Application Form** will appear on the next screen. Click the **Expand All** to view all fields. Questions with a red asterisk * or highlighted in pink are mandatory.

STEP 5: AFFIRMATION AND FIRM DEATILS

This section is required for all License submissions, and all questions must be answered.

Click **Expand All** on the right side of the application form to view all the questions.

If you answer **Yes** to any of these questions, provide a brief description of all relevant activities into the text box provided below. Additional details can be provided in an attachment if necessary. (See Step 8 for instruction on how to add attachments.)

STEP 6: CERTIFIED LEAD PROFESSIONALS

Click the **Certified Lead Professionals** tab to open it. Click **Add** and enter the required details, then click **Save**. When you have finished entering the details click **Continue** at the bottom of the application.

STEP 7: ADD ATTACHMENTS & CONTINUE

To add any required documentation, you will need to click **Add New Attachment**. Skip this step if you do not have any attachments to add.

- Click to select the **Type** of attachment and Select one of the following from the list:
- Enter a description of the file, and then Click **Choose File**
- This will open your file explorer. Navigate to where the document you want to attach is located on your computer.
- Double click the document to attach it.

The name of the document should appear next to the **Choose File** button.

Continue this process for each document needing to be attached.

NOTE: If you attach a document in error, it cannot be removed by you. You will need to contact the IDPH Program staff to have it removed.

If you need to gather information, or add additional documentation, you can leave the application webpage and return later to complete or continue. You must attach all supporting information before paying the registration fee or your application could be delayed or denied.

DO NOT CLICK CANCEL – this will void your entire application.

WHEN ALL SECTIONS OF THE FORM ARE COMPLETE, CLICK CONTINUE.

STEP 8: CONTACT LIST

Click on LEDF – Contact List to open the tab. Click **Add** and enter the required information, using the scroll bar to see additional fields, then click **Save**. When you have finished adding your contact information, click **Continue**.

The screenshot shows a web application interface for "Process Free Form Description - LEDF Application Review". The main section is titled "LEDF Contact List" and contains a table with the following columns: "Contact type", "Contact First Name", "Contact Last Name", "Contact Phone Number", and "Contact Email Address". The first row of data shows "Designated Firm Contact", "Hiram", and "Houghton". Below the table is a scroll bar and a message: "Currently there are only 10 rows you can add for each saving. Please save them first and then you can add another 10 rows and more. Just clean all fields if you do not need a specific row or new added row." To the right of this message are "Add" and "Save" buttons. Below the table is an "Attachment" section with an "Attachment Description" field and an "Add New Attachment" button. At the bottom of the form are "Cancel" and "Continue" buttons, with "Continue" highlighted by a red box.

STEP 9: TERMS & CONDITIONS

Please read the terms and conditions. If you agree, click the box next to the “I agree with the terms and conditions” statement to check it. Then click **Continue**.

The screenshot shows a web application interface for "Terms and Conditions". The breadcrumb trail is "Home > My Programs > Apply for Program > Application Form > Application Form Supplemental > Terms and Conditions". The page title is "Terms and Conditions". The main content area contains several paragraphs of text, including: "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.", "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.", and "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." At the bottom of the page, there is a checkbox labeled "I agree with the terms and conditions." with a red arrow pointing to it, and a "Continue" button highlighted by a red box.