

INSTRUCTIONS TO CREATE AN ACCOUNT

Use the following link to access the online licensing portal:

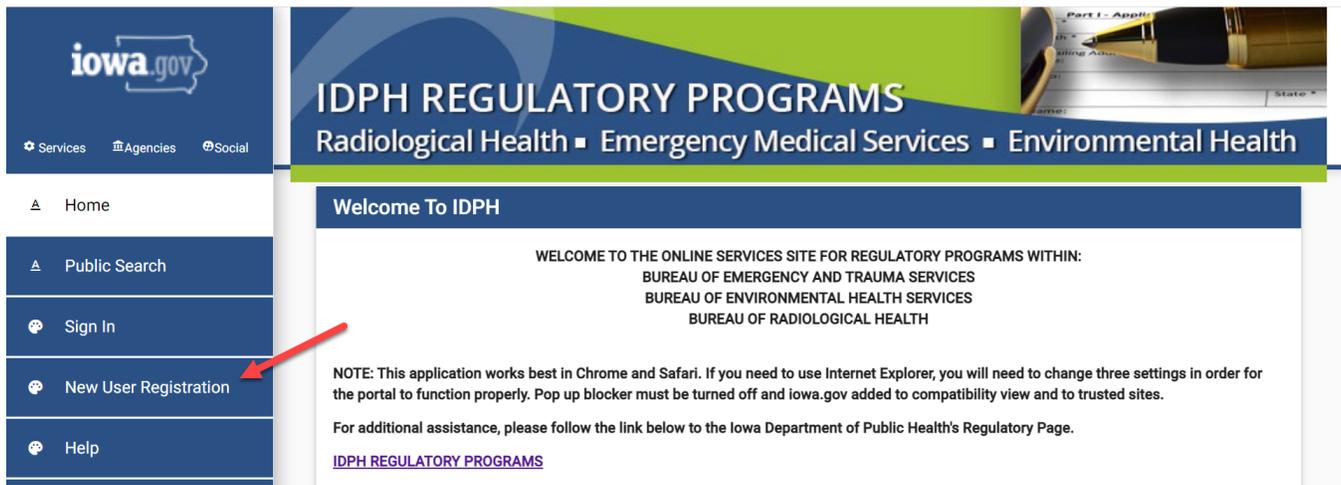
<https://dphregprograms.iowa.gov/PublicPortal/iowa/IDPH/common/index.jsp>

If you need assistance navigating the licensing portal after reviewing these instructions, or retrieving a user name or password, contact the Help Desk: 1-855-824-4357.

STEP 1: CREATE AN ACCOUNT

To renew or apply for a new license/registration/permit/certification, you will need to create a personal account. (Even if you are managing a business.)

- 1) Go to the IDPH Regulatory Programs licensing portal.
- 2) Click **New User Registration** to start the account activation process.



The screenshot shows the IDPH Regulatory Programs website. The navigation menu on the left includes: Home, Public Search, Sign In, New User Registration (highlighted with a red arrow), and Help. The main content area displays a welcome message for IDPH, listing the BUREAU OF EMERGENCY AND TRAUMA SERVICES, BUREAU OF ENVIRONMENTAL HEALTH SERVICES, and BUREAU OF RADIOLOGICAL HEALTH. A note indicates that the application works best in Chrome and Safari, and provides a link to the IDPH REGULATORY PROGRAMS page.

STEP 2: ENTER THE NEW USER DETAILS

- 1) Enter your First and Last name in the appropriate boxes.
- 2) Click **Register**. (You must have a valid email address to complete the next steps.)



The screenshot shows the 'DPH Regulated Communities' registration form. The form includes a title 'DPH Regulated Communities' and a sub-header 'Sign up now to get credentials you can use for Enterprise A&A enabled sites.' Below this are two input fields: 'First Name:' and 'Last Name:'. A green 'Register' button is positioned to the right of the input fields. Below the input fields, there is a link for 'Possibly have an account already?' and a note: '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.' At the bottom right, there are links for 'What is A&A?', 'Help', and 'Report issue to State Service Desk'.

- 3) Your Account ID will automatically fill in the format of “*FIRSTNAME.LASTNAME*”
NOTE: If the Account ID field is blank, this means that the Account ID in the above format may have already been claimed. You may create your own unique Account ID and enter that instead.
- 4) When you have completed all the required fields, click **Save Account Details**.

Create Account

DPH Regulated Communities

Account Id:
@IOWAID

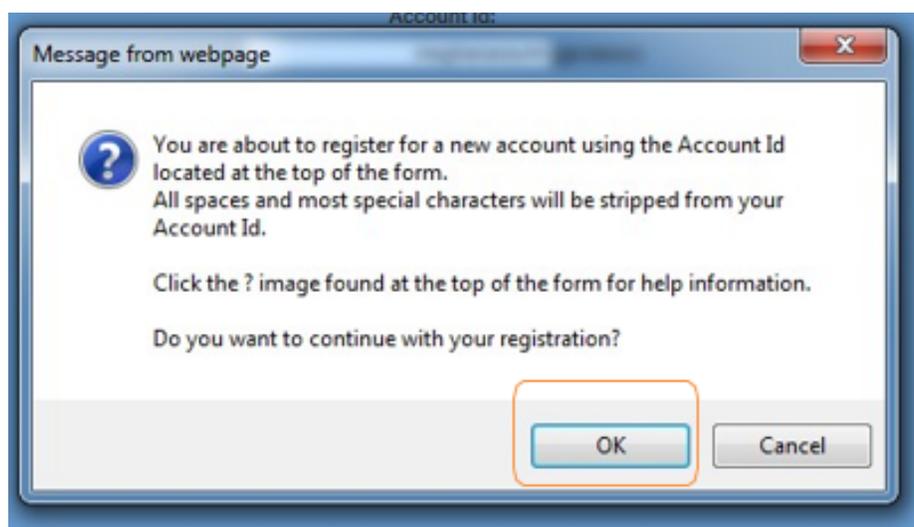
First Name:

Last Name:

Email:

Confirm Email:

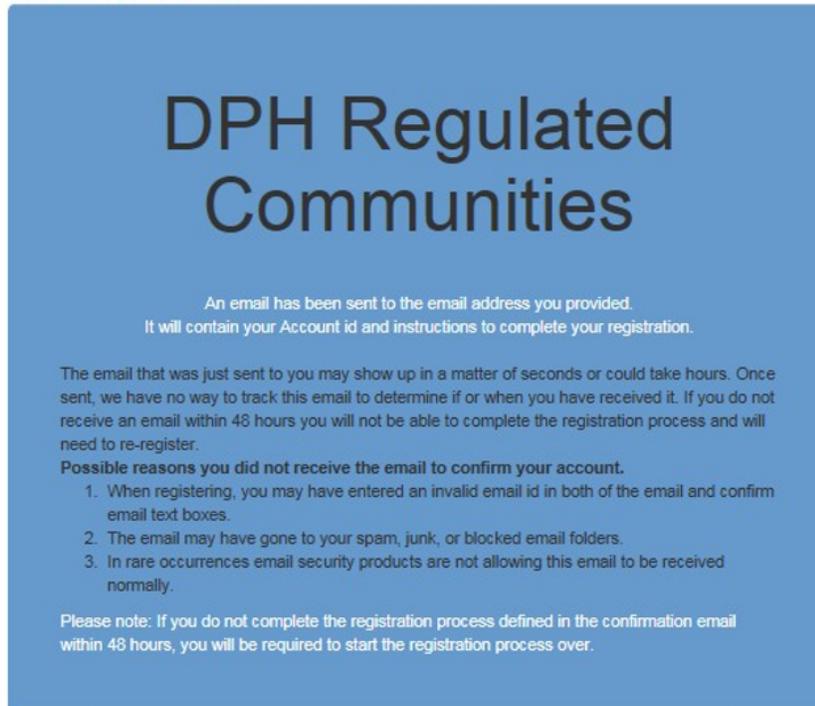
- 5) A pop-up will appear. Click **OK** to continue.



STEP 3: ACCOUNT ACTIVATION

The next page will direct you to check the email address you provided to complete the process of creating an account.

Registration Confirmation



- 1) Access your email account and open the email that was sent to you with the subject “**Account Confirmation**”.
- 2) Click the link in the body of the email to complete the activation process.

Account Confirmation for DPH Regulated Communities Inbox x



entaa-noreply@iowa.gov

9:36 AM (2 minutes ago) ☆



to me ▾

Welcome from Enterprise A&A!

DO NOT SHARE this email with anyone else as it contains account information and links that could allow your account to be compromised.

This email is a confirmation of the account you requested for DPH Regulated Communities and provides steps (see below) on how to activate your account.

Account Details Section:

Account ID: meghanarao44@iowaid

Your name: Meghana Damera

E-Mail: meghanadamera58@gmail.com

If you did not request this account or think this email was sent in error, please contact the State Service Desk (https://iowa.service-now.com/kb_view.do?sysparm_article=KB0010301).

Before you begin: If you start the account activation process by clicking the step 1 link you must complete all 4 steps immediately. If you close your browser or have a delay that keeps you from completing all 4 steps your account will be created, but will require you to contact the State Service Desk before you will be able to use it.

Account Activation Process:

Step 1. Click the following link: <http://test.iowa.gov/entaa/sso?reqToken=e35d2d9065bb9057ad8ceec2d9452eae> (If you get a message that says "Sorry the link you used is no longer valid..." see the help section below.)

Step 2. Choose two baseline questions and then make your own 3rd question and enter answers for each. --- (These are security questions you can answer later if you ever forget your password.)

Step 3. Enter your password and confirm it by entering it again. (Reminder - 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.)

Step 4. Sign in using your Account Id (see Account Details Section above) and the password you just entered in Step 3.

Help Section:

Did you get the message "Sorry the link you used is no longer valid."? If so, the state of your account is in question and you will need to use the following to determine the account state.

Click the following link. http://test.iowa.gov/entaa/sso?appId=DPH_RCOM&callingApp=https://elndphtest.iowa.gov/PublicPortal/Iowa/DPH/commom/entaa.jsp&tab=forgetid

STEP 4: ENTER SECURITY QUESTIONS

Clicking on the link provided in the activation email will take you to a page to set up your account security details. (**NOTE:** You can only click this link once.)

1) Identity Baseline

2)

r answer.)

DPH Regulated Communities

Identity Baseline for MEGHANARAOH@IOWAID

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:

- Select Question -

Answer 1: Confirm:

Question 2:

- Select Question -

Answer 2: Confirm:

(Create your own questions)

Question 3:

Answer 3: Confirm:

Save Identity Baseline Help

STEP 5: SET PASSWORD

Next, you will be prompted to **create a password** for your account.

- 1) Type in your password twice and click **Save New Password**.
 - a. Your password will need to meet all the password rules listed below.

Change Password

You must change your password.

DPH Regulated Communities

Password Change for MEGHANARAO44@IOWAID

Enter new password:

Confirm new password:

Save New Password Cancel Help

Password Rules

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.

STEP 6: ENTER INDIVIDUAL ACCOUNT INFORMATION

After creating your Password, you will be taken to the sign in page.

- 1) Sign in using your new **Account ID** and **Password**.
- 2) The next screen will ask you to enter your SS# and Date of Birth in the corresponding box. (This information is used to check for an existing license/permit/certification.)
 - a. SS# must be entered without dashes or spaces.
 - b. When using the calendar, select “Month”, “Year”, and finally “Day.”
- 3) Click **Continue** after completing the required fields.

STEP 7: PROVIDE PROFILE DETAILS

- 1) Complete the **Basic Profile Details** and **Physical Address Details**.
(Fields with red asterisks are required.)
- 2) When you have finished entering your information, click **Continue**.

Next, you will be taken to your **Profile** page.

The Basic Profile Details and Physical Address Details you entered will appear here. Your account **PIN** number will show in your Basic Profile Details..

My Profile

Basic Profile Details (PIN: 162301)

Name	Peterson Johnson	Date of Birth	08/08/2000
Email Address *	madhult97@gmail.com	Preferred Address	

Physical Address Details

Address is	ATTN
House Number *	Street Prefix
23	
Street Name *	Street Type *
Main Street	Avenue
Street Direction	County
East	
Unit Type	Unit Number
City *	State
Dubuque	Alabama
Country	Zip Code *
	52401
Phone 1 *	Phone 1 Type *
9898989898	Alternate
Phone 2	Phone 2 Type

Select a license type to proceed or License Selection(s)

Select a Membership for your Actions

To apply for individual licenses, click **Continue** to be taken to the “My Programs” page.

FOR INDIVIDUALS AUTHORIZED TO MANAGE FACILITIES & BUSINESSES ONLY

If you need to manage an existing license/permit/certification/registration for a facility or business, and do not see your company listed under “Registered User’s Memberships” on your profile page, please have your PIN number ready and call (855)-824-4357 or email adpereg@idph.iowa.gov to request your Profile be authorized to manage your facility/business.