# Department of Inspections, Appeals, and Licensing Pool and Spa Renewal

https://amanda-portal.idph.state.ia.us/adpereh/portal/#/dashboards/index

All pool and spa registrations expire on April 30<sup>th</sup>. Renewal is available beginning March 1<sup>st</sup>. Late fees begin accruing May 1<sup>st</sup> at the rate of \$25 per month in addition to your normal registration fees.

These instructions assume you have a valid username and password If you need username and password assistance, contact the State of Iowa help desk at 800-532-1174

iowamy	Iowa Regulatory Licensing (DIAL & HHS Public Health)
Low Light	Welcome To Iowa Regulatory Licensing (DIAL & HHS Public Health)
♥ Services III Agencies ♥ Social	WELCOME TO THE ONLINE LICENSING SERVICES SITE FOR PROGRAMS WITHIN: DIAL BUREAU OF ENV. HEALTH AND CONTRACTOR (PROBLEAD) TATTOGRACHFOR/POOLS & TANNING) HALE BUREAU OF ENV. HEALTH AND CONTRACTOR (PROBLEAD) TATTOGRACHFOR AND
A Home	HHS BUREAU OF RADIOLOGICAL HEALTH
▲ Public Search	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 property. Pop up blocker must be turned off and ldph.state.la.us added to compatibility view and to trusted altes.
Sign In	For additional assistance, please follow the link below to the appropriate bureau page.
	DAL LICENSE PERMITS & REGISTRATIONS
New User Registration	THIS RUPERAL OF EMERGENCE MELIAGE AND LINEARED SERVICES
Help	

## Sign in with your A&A account

iowa my	Iowa Regulatory Licensing (DIAL & HHS P	ublic Health)
10Wa.gov	Sign In	
♥ Services @Agencies @Social	For account ID please enter your ENTAA account ID and not your email address.	
≜ Home	(tx. misthame lasthamegilowaid) Record ID* tonya webb@idph.iowa.gov	
▲ Public Search	Patanod *	Ø
Sign In	Sign In	
Provide the second s	Forgot Password	Forgot ID
🐢 Help		

While on your My Profile page, select your facility name from the drop-down option at the top of the screen.

If you do not see your facility listed, please email <u>env.health@dia.iowa.gov</u> with your PIN and the facility registration number Formatted, SP00-000 and request to be linked. Your PIN is on your My Profile page next to your name.

## DO NOT create a new company profile.

ioura mut		Iowa Regulatory Licensing (DIAL & HHS Public Health)	
lowa.gov	My Profile		
rvices @Agencies @Social	Select your facility name, organization name, or	r personal license:	
Tonya Webb	Once you have selected your option, please click 'Continue' below.		
Home			
Public Search		Continue	My Profile
My Profile	Basic Profile Details - (PIN: 144440)		
New Company Registration	Name Tonya Webb	Date of Dinh 04/09/1975	
My Licenses, Permits, & Programs	Email Address * test@test.com	Preferred Address	*
Apply for License, Permit, or Program	Physical Address Details		
Sign Off	Address is	✓ ATTN	
Help	House Name * 321 Deven Name *	East East Seen Type	*
	1209 Smeet Diversion	County	•
	Unit Type	Unit Number	

Your screen should look similar listing each managed facility you are linked to. You will need to renew each pool facility individually.

#### Click Details/Renew

iowa my				lowa Reg	ulatory Licensi	ng (DIAL & H	HS Public H	lealth)			
Low de gov	My Licenses, Pe	ermits, & Progran	ns: Tonya Webb -		ny file						
Services ≘Agencies ⊕Social	Programs for	The Williams	104								
Tonya Webb	License #	Applicant	Program	Status	Tuove Date	Espiry Date	City	Details	Online Services	Renew	
Home	-		Spa & Pool Facility	Active	12/21/2017		Menlo	Details/ Renew	-	_	
Public Search									Items per page: 5 👻	1 - 1 of 1	< >
My Profile	If you are an Individual	and wants to apply for	a New Individual License, cli	ck on Apply for a	Program on the above. Ins	tructions to Apply for a	a Program				
Company Profile	If you have an existing or enter an Existing Co	company, the company mpany for the first click	name should be listed in the on New Company Registrat	eleft-hand colun ion. Instructions	in. Select the Company and to create New Company Re	click continue. If you ogistration	to not see the compar	ly name contact the P	rogram office. If you want to	apply as a Bran	d New Company
Member Management	If you are an Individual • Click on Details	returning to the system to add a new piece of ex-	Instructions to how to return upment or edit/view an alm	n system. rady approved a	oplication.						
My Licenses, Permits, & Programs	Click on Online S     Click on Renew     Click on Edit (if e)	Services to select servic (when displayed) to com displayed) to complete a	es available for your License plete a renewal application pending application.	type.							
Apply for License, Permit, or Program		ienute missi i KZ	Shi Marufini								

Go to the Application Form Details

SPAF Pool & Spa

## Action Requested drop-down

You will have one for each piece of equipment

## Select Renew or Do Not Renew

If you select Do Not Renew, you must provide an explanation in the next box

Click <u>Save</u>

encies OSocial	Spa & Pool Facility	- Facility					
	License.#	Application Date	Issue Dat	•	Expiry date	Status	Description
		12/21/2017	12/21/20	17		Activo	Initial Folder
	Application Form D	etails					
irch	~						
£ ]	Speptans						
Profile	SPAF Pool & Spa						
fanagement	Permit Number	Status	License Number	Expiry Date	Туре *	Action Reques	ted If Action to Not Renew
es, Permits, 18	100	Active		04/30/2024	Swimming Pool	-	•
license, Permit, n	101	Active		04/30/2024	Spray Pad		De Article
						Do Not Renev	v O
	ca l					Renew	
	Pre forger tables, you will	I need to soroll boruportally to snew more inform	sation.				Add Save
	<ul> <li>Please click Save after e</li> </ul>	mering each row					

This will take you to the following questions. Answer the three questions under SPAF Renewal Info

	Iowa Regulatory Licensing (DIAL & HHS Public Health)	
IOWa.gov,2	Application Form Supplemental	
● Services BAgencies ●Social	Process Description - SPAF Pool and Spa	
Transa Michib	SPAF Pool Info	~
▲ Home	SPAF Registration Infos	~
Public Search	SPAF Renewal Info	
My Profile	Have there been changes to the pool/spa features, equipment or reconstruction since the previous annual 🚫 Yes 💿 No	
<ul> <li>Company Profile</li> </ul>	registration? The definition of reconstruction can be found in the lowa Administrative code 15.3(1). : Please indicate if the facility ownership or facility name has changed during the previous registration Yes No	
Member Management	period. Facility ownership change means that the facility has been sold and purchased since May 1 of the previous year :	
My Licenses, Permits,     & Programs	Public Portal Affirmation	~
<ul> <li>Apply for License, Permit, or Program</li> </ul>	By checking this box, I am submitting this application for review with all required documentation and 🚫 Yes 👰 No	
Sign Off	attachments.	
Help		
	Attachments 1. To ad an attachment, click 'Add New Attachment' Please ensure your Blename does not include any periods or symbols. 2. Pl II details of your attachment and choose a file to upload. 3. Click 'Wolda Attachment's in upload your link.	
	Attachment Description	

Skip the attachment section

Scroll down and click **Continue** then **OK** 

You should now be at the Make Payment screen

Trong Gul			Iowa Regu	atory Licensing (DIA	L & HHS Public H	ealth)		
L.gov3	Make Payment							
≅Agencies ØSocial	License Details							
and the second	Reference (Row ID) #	Program	Program Detail	Status	Fee Description	Fee Amount	Paid in Full	
ne i	183986	Spa & Pool Facility	Facility	Active	Renewal	\$35.00	No	
lic Search				Fee Amount: \$35.00	Paid Amount:	\$00.00	Fee Due: \$35.00	_
Profile							Pay Later Pay	Now
						Payment Later Option	5	
pany Profile								

Click Pav Now to proceed with pavment

# If you have an ownership change

please navigate to the License Processes and update the SPAF Change of Ownership section:

	^
2/22/24	2/22/24

If you have license application or status questions, contact the licensing department at <u>Env.health@dia.iowa.gov</u>

If you need assistance with the online portal, please contact the help desk at adperehreg@idph.iowa.gov

# **Returning to an In-Progress Application**

If you leave your renewal application and come back to finish later it will look different after you click **Details/Renew**:

Be sure all of the Action Requested dropdowns are complete. Click EDIT

ionina and	SPAF Pool & Spa						~
lowalgov	Permit Number	Status	License Number	Expiry Date	Туре *	Action Requested	If Action "Do Not Renew" provide the reason
rvices BAgencies OSocial	100	Received		04/20/2024	Swimming Pool	Renew	
Home	For longer tables, you will need to so	of horizontally to vary more information.				T	⇒
Public Search	Please click taxe after entering each     Just clean all fields if you do not nee	row. It a specific row or new added row.					Add
My Profile							1
Company Profile	License Processes		Status		Requested Date	Expiry Date	Action
Member Management	Application Review						· ~
My Licenses, Permits, & Programs	Pool & Spa Review		Program	Details			•
Apply for License, Permit, or Program	SPAF Pool and Spa - 1	10-Swimming Pool	Represe	st.	2/23/24		Edit
Sign Off							
Help	-						1
	1000						
	Fee List			Payme	tot		

Answer the three questions under SPAF Renewal Info Skip the attachment section Scroll down and click **Continue/Edit** then **OK** 

ØSocial	By checking this box, I am submitting this application fo attachments.	r review with all required documentation and	
sment rmits,	Attachments	ee ensure your filename does not include any periods or symbols. ad. Are you sure you really want to submit the application form supplemental?	ь
e, Permit,	SPAF Pool Registration	View View Continue/Edit	Hems per pag

Scroll down to the **Fees** header and find your **Make Payment** button.

	SPAF Pool a	nd Spa - 100-Swimming Pool	Calculate Fee	s	2/22/24	
	SPAF Poo	ol and Spa - 101-Spray Pad	Calculate Feet	s	2/22/24	
	Fees					
	Fee List			Payment		
ement	Bill Norrsteer	Description	Peer Amount	No Payment to be disp	played.	Total Dues: \$70.00
rmits,	365504	Renewal	\$35.00	Print Bill Mak	ke Payment	
e, Permit,	365505	Renewal	\$35.00			
			Total: \$70.00			
	Attachments					
	1. To add an attachmer	A second the second second second to the second s		py periods or symbols		

Proceed with payment

# If you have an ownership change

please navigate to the License Processes and update the SPAF Change of Ownership section:

License Processes				
Description	Status	Requested Date	Expiry Date	Action
Action				^
SPAF Change of Ownership -	Open	2/23/24	Update Ow	nership

If you have license application or status questions, contact the licensing department at <u>Env.health@dia.iowa.gov</u>

If you need assistance with the online portal, please contact the help desk at adperehreg@idph.iowa.gov