

# 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



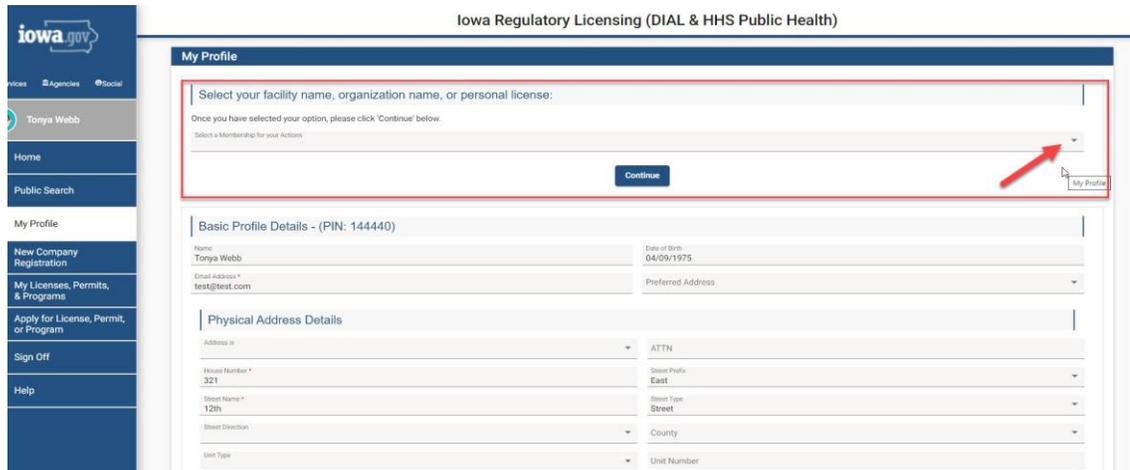
Sign in with your A&A account



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 [env.health@dia.iowa.gov](mailto:env.health@dia.iowa.gov) 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.



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**



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 **Save**

Iowa Regulatory Licensing (DIAL & HHS Public Health)

Program Details

Spa & Pool Facility - Facility

License #	Application Date	Issue Date	Expiry date	Status	Description
	12/21/2017		12/21/2017	Active	Initial Folder

Application Form Details

SPAF Pool & Spa

Permit Number	Status	License Number	Expiry Date	Type *	Action Requested	If Actioned, Not Renew? (Select the reason)
100	Active		04/30/2024	Swimming Pool		
101	Active		04/30/2024	Spray Pad		

Do Not Renew  
Renew

Add Save

License Processes

Description	Status	Requested Date	Expiry Date	Action

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

Iowa Regulatory Licensing (DIAL & HHS Public Health)

Application Form Supplemental

Process Description - SPAF Pool and Spa

SPAF Pool Info

SPAF Registration Infos

SPAF Renewal Info

Have there been changes to the pool/spa features, equipment or reconstruction since the previous annual registration? The definition of reconstruction can be found in the Iowa Administrative code 15.3(1).

Yes  No

Please indicate if the facility ownership or facility name has changed during the previous registration period. Facility ownership change means that the facility has been sold and purchased since May 1 of the previous year.

Yes  No

Public Portal Affirmation

By checking this box, I am submitting this application for review with all required documentation and attachments.

Yes  No

Attachments

- To add an attachment, click **Add New Attachment**. Please ensure your filename does not include any periods or symbols.
- Fill in details of your attachments and choose a file to upload.
- Click **Upload Attachments** to upload your file.

Attachment Description

Skip the attachment section

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

You should now be at the Make Payment screen

Iowa Regulatory Licensing (DIAL & HHS Public Health)

Make Payment

Reference (Row ID) #	Program	Program Detail	Status	Fee Description	Fee Amount	Paid In Full
183986	Spa & Pool Facility	Facility	Active	Renewal	\$35.00	No
				<b>Fee Amount:</b> \$35.00	<b>Paid Amount:</b> \$00.00	<b>Fee Due:</b> \$35.00

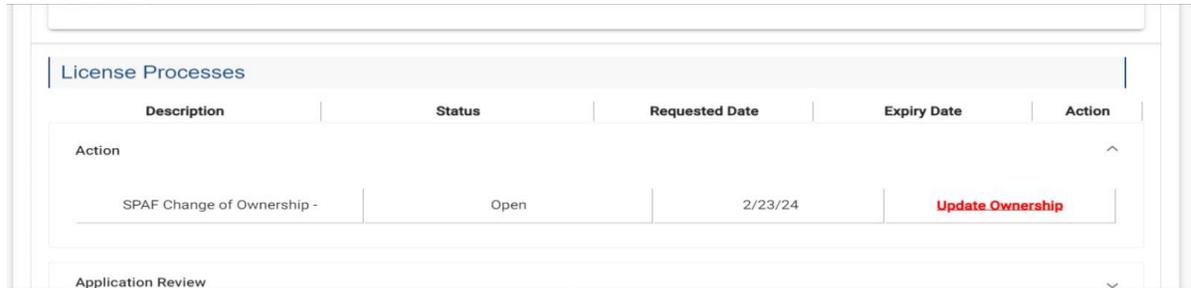
Payment Later Options

Pay Later Pay Now

Click Pay Now to proceed with payment

## If you have an ownership change

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



Description	Status	Requested Date	Expiry Date	Action
SPAF Change of Ownership -	Open	2/23/24		<a href="#">Update Ownership</a>

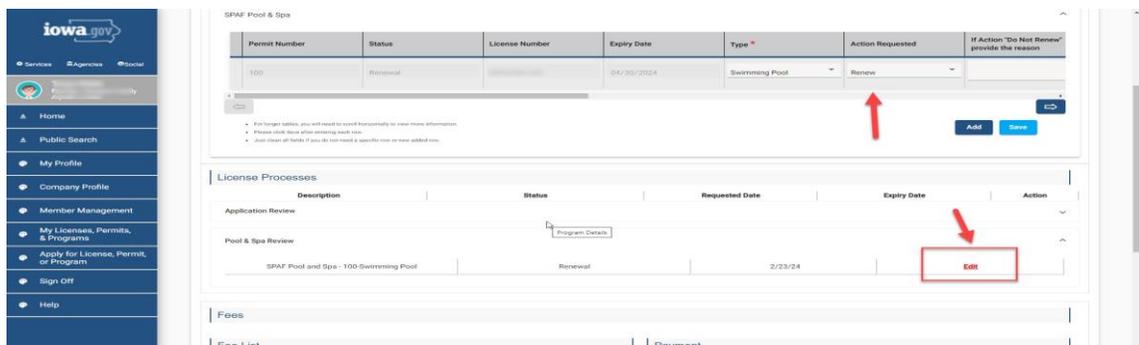
If you have license application or status questions, contact the licensing department at [Env.health@dia.iowa.gov](mailto:Env.health@dia.iowa.gov)

If you need assistance with the online portal, please contact the help desk at [adpereg@idph.iowa.gov](mailto:adpereg@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



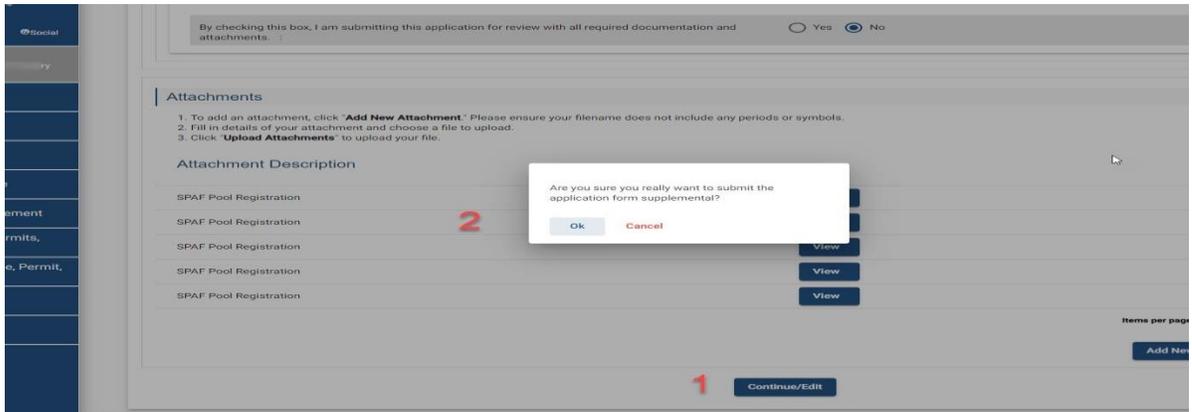
SPAF Pool & Spa

Permit Number	Status	License Number	Expiry Date	Type	Action Requested	If Action "Do Not Renew" provide the reason
100	Renewal		04/30/2024	Swimming Pool	Renew	

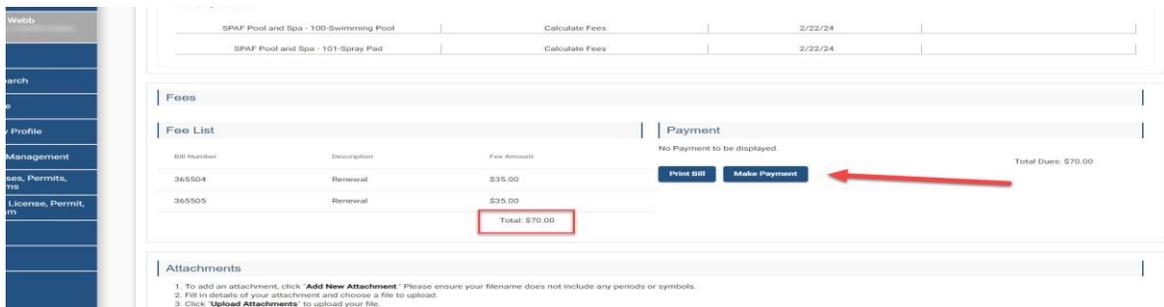
License Processes

Description	Status	Requested Date	Expiry Date	Action
SPAF Pool and Spa - 100 Swimming Pool	Renewal	2/23/24		<a href="#">Edit</a>

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



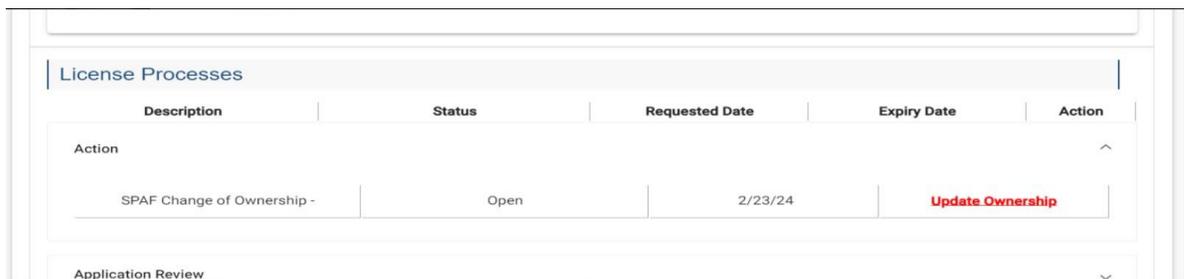
Scroll down to the **Fees** header and find your **Make Payment** button.



Proceed with payment

## If you have an ownership change

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



If you have license application or status questions, contact the licensing department at [Env.health@dia.iowa.gov](mailto:Env.health@dia.iowa.gov)

If you need assistance with the online portal, please contact the help desk at [adpereg@idph.iowa.gov](mailto:adpereg@idph.iowa.gov)