

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.

Iowa Regulatory Licensing (DIAL & HHS Public Health)

WELCOME TO THE ONLINE LICENSING SERVICES SITE FOR PROGRAMS WITHIN:
DIAL BUREAU OF ENV. HEALTH AND CONTRACTOR (PMSB, LEAD, TATTOO, BACKFLOW, POOLS & TANNING)
HHS BUREAU OF EMERGENCY MEDICAL AND TRAUMA SERVICES
HHS BUREAU OF RADIOLOGICAL HEALTH

Public Search **New User Registration** Existing Users Sign-in

For additional information, instructions and rules, follow the link below to the appropriate bureau page.

DIAL BUREAU OF ENV. HEALTH AND CONTRACTOR
Programs include Backflow, Lead, Plumbing & Mechanical, Swimming Pools & Spas, Tattoo & Tanning.
For the above program specific issues contact @ (515)281-3425:option.7:option.2:option.1:option.4

HHS BUREAU OF EMERGENCY MEDICAL AND TRAUMA SERVICES
Programs include EMS Provider, EMS Service.
For the above program specific issues contact @ (515)631-0100 or email to lowaHHSbems@hhs.iowa.gov

HHS BUREAU OF RADIOLOGICAL HEALTH
Programs include Radiation Machines, Radioactive Materials, Permits to Practice, Radon, Mammography.
For the above program specific issues contact @ (515)242-5566 or email to radhealthinfo@hhs.iowa.gov

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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.)

DPH Regulated Communities

Sign up now to get credentials you can use for Enterprise A&A enabled sites.

First Name:

Last Name:

[Possibly have an account already?](#)

[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.](#)

What is A&A?
Help
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**.



The screenshot shows a 'Create Account' form with a blue background. The title 'DPH Regulated Communities' is centered at the top. Below the title is a form with the following fields: 'Account Id:' with a text input field containing '@IOWAID'; 'First Name:' with a text input field; 'Last Name:' with a text input field; 'Email:' with a text input field; and 'Confirm Email:' with a text input field. At the bottom of the form are three buttons: 'Save Account Details' (green), 'Cancel' (white), and 'Help' (dashed border).

- 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

DPH Regulated Communities

An email has been sent to the email address you provided.
It will contain your Account id and instructions to complete your registration.

The email that was just sent to you may show up in a matter of seconds or could take hours. Once sent, we have no way to track this email to determine if or when you have received it. If you do not receive an email within 48 hours you will not be able to complete the registration process and will need to re-register.

Possible reasons you did not receive the email to confirm your account.

1. When registering, you may have entered an invalid email id in both of the email and confirm email text boxes.
2. The email may have gone to your spam, junk, or blocked email folders.
3. In rare occurrences email security products are not allowing this email to be received normally.

Please note: If you do not complete the registration process defined in the confirmation email within 48 hours, you will be required to start the registration process over.

- 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

9:36 AM (2 minute, ago)

nta.i-not1Jply@iQW11.gov

to me -

Vlt>IcomelrOll1 EnteruiseAs.AI

-oo NO SHARE this email if it contains information that could compromise your account or be compromised.

This is a confirmation of your account for DPH Regulated community. It is a series of steps (see below) on how to activate your account.

Account Details Section:

Account ID: me;haMao44@1owaid

Your name: M Damera

Email: meot;oodarnera58@gmail.com

If you did not receive this account or this email was sent in error, please contact the State Service Desk (https://ioi.y11.service-naw.com/kb/view.do?svsparm_Micte=KBommon)

Before you log in, you must complete all 4 steps immediately. If you close your browser or have a delay in logging in, you will need to contact the State Service Desk before you can use it.

Account Activation Process:

Step 1. Click the link you used to register: [http://18sl.io/raoo/entaafssso?regid\(m:s35d2d9J6Eibo005.8@C2d9452eae](http://18sl.io/raoo/entaafssso?regid(m:s35d2d9J6Eibo005.8@C2d9452eae) if you got a message that says "Sorry the link you used is no longer valid." [see the steps below.](#)

Step 2. Choose the email address you used to register. (The system will send you an email with a link to your account. If you have multiple email addresses, you can choose any of them.)

Step 3. Enter your password and confirm it. (Reminder - Password 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 the pieces of your email address in your password.)

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

1-1epsecuo:

Did you get the message "sorry the link you used is no longer valid"? If so, the state of Ohio account is in question and you will need to use the "forgot password" link to determine the account status.

Click the link: [http://tesioiioi/entaafssso?jooId=DPH.RCO.r.t.ca.litj\\$CFhttps://telndQIMest.owigov/Pub.LicPcyallgwatppf-jlc001monl-entaa1so&tab=rlf001ld](http://tesioiioi/entaafssso?jooId=DPH.RCO.r.t.ca.litj$CFhttps://telndQIMest.owigov/Pub.LicPcyallgwatppf-jlc001monl-entaa1so&tab=rlf001ld)

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) Select your security questions and provide the answers.
(For Question 3, write your own security question and provide your answer.)
- 2) Click **Save Identity Baseline** when finished.

Identity Baseline

DPH Regulated Communities

Identity Baseline for MEGHANARAO44@OWAID

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:

Answer 1:

Confirm:

Question 2:

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 5 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 *	madhuir97@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 [515\)281-3425>option 7>option 2>option 1>option 4](tel:5152813425) or

Email env.health@dia.iowa.gov, to request your Profile be authorized to manage your facility/business.