Use the following link to access the online licensing system:
https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp

For assistance with finding a username or resetting a password, contact the OICO Help Desk: 515-281-5703 or 1-800-532-1174.

These instructions assume you have already created an A&A account & set up your Profile Page. If you have not created an account, go back to the IDPH Regulatory Programs Page and follow the "How to create an account" instructions.
NOTE: You must use either **Google Chrome** or **Internet Explorer** when applying online.

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

After creating you're A&A account, **Sign In** on the if you are not already signed in.

After signing in, you will be taken to the **My Profile** page**.** Click **Continue.**

STEP 2: APPLY FOR A PROGRAM

You will be taken to your **My Programs** page. To apply for a Tattoo Artist license, click on **Apply for a Program**.

Home > My Programs									Archana Marepally	
Home										
Public Search										
My Profile										
New Company Registration										
Apply for a Program										
Sign Off										
Help										
Programs for Archana Marepally										
License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services		Renew
										Make Payment

On the next screen select your **Program** as "Tattoo Artist" and select your **Program Detail** as "Artist" then click **Continue**.

IDPH REGULATORY PROGRAMS
Radiological Health ▪ Emergency Medical Services ▪ Environmental Health

Home > My Programs > Apply for Program	
Home	**Apply for Program**
Sign Off	Program: Tattoo Artist ▼
Help	Program Detail: Artist ▼
	Cancel Continue

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

Are you sure you really want to apply for this program?

OK   Cancel

STEP 3: APPLICATION FORM

Click the **Expand All** to view all information. Questions with a red asterisk * or highlighted in pink are mandatory.

IDPH REGULATORY PROGRAMS
Environmental Health

Tattoo

Home > My Programs > Apply for Program > Application Form	
Home	**Tattoo Artist - Artist**
Sign Off	**Applicant**	
Help	
Application Form	Expand All
▶ Affirmation	
▶ Tattoo Artist Info Details	

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STEP 4: AFFIRMATION

All questions in this section are required. If you answer <u>Yes</u> to any of these questions, provide a brief description of all relevant activities into the text box provided below. You may need to provide additional details in an attachment if necessary. (See Step 6 for instructions on how to attach additional documentation.)

STEP 5: ARTIST DETAILS

All questions in this section are required. Select <u>Yes</u> or <u>No</u> to the questions provided.

STEP 6: ADD ATTACHMENTS & CONTINUE

As a new applicant, you will need to attach:
- A copy of your High School Diploma or GED.
- Blood borne Pathogen Certificate
- First Aid Certificate
- Government Issued Document for proof of age.
  (i.e. State Issued I.D. or Driver's License.)

You must attach all supporting information before paying the fee or your application could be delayed or denied.

Click the **Add New Attachment** button at the very end of the application form.

Attachment		
Attachment Description		
		Add New Attachment
	Cancel Continue	

Click to select **Type** of attachment

Attachment Description		
Type: ▼ Description:	Choose File	No file chosen

Choose a selection from the following from the list.

Enter the Description, 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.

Continue this process for each document needing to be attached.

Attachment Description

Type: ▼ Description:

Accred/Auth.Certificate
Blood Borne Pathogen certificate
Court Documents
Crystal Report
First aid certificate
High School Diploma
Industrial Radiography Card
License
MQSA Certificate
Non-Iowa Permit/Certification/Registration
Photo
Physician Records
Proof of Age

NOTE: If you attach a document in error, <u>it cannot be removed by you</u>. 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.

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

WHEN ALL SECTIONS OF THE FORM ARE COMPLETE, CLICK <u>CONTINUE</u>.

Attachment			
Attachment Description			
Type: Blood Borne ▼	Description: Blood Borne Pathogens		Choose File
Type: High School ▼	Description: HS Diploma		Choose File
Type: Proof of Age ▼	Description: I.D.		Choose File
			Add New Attachment
	Cancel Continue		

When you click **Continue**, a pop-up message will appear.

Click **OK** to proceed to the next page.

Message from webpage

? Are you sure you really want to submit all application form?

OK   Cancel

STEP 7: APPLICATION FORM SUPPLEMENTAL

On the supplemental form you will need to add a contact (employer) to the Contact List tab. Click on **TATI – Contact List** to open the tab. Click **Add** and enter your employer information. (Use the scroll bar to see additional fields.) *Note: If you select Employer" you must complete all the fields (i.e. First Name, Last Name, Phone, Email, Business Name, Street Address, City, State, Zip).* If you do not have an employer, select "No Employer". When you have finished, click **Save**.

When you are finished with the Contact List, click **Continue**.

A pop up message will appear. Click **OK** to continue.

STEP 8: TERMS & CONDITIONS

Please read the terms and conditions. If you agree, click the box next to the "I agree with the terms and conditions, then click **Continue**.

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STEP 9: MAKE A PAYMENT

Select **Pay Now** if you are ready to pay. Click **Pay Now** again on the proceeding screen. You will then be directed to the online payment system.

If you are not ready to make a payment, or need to attach additional documents, click the **Pay Later** button to be returned to your programs page. Click <u>Details</u> to view your application and add additional attachments. Click **Make a Payment** when you are ready to pay. (**Note**: your application is not considered submitted until payment is made.)

On the **Make a** Payment page, choose your **Payment Method** and fill out your payment details.
Click **Continue** when you have entered your payment information.
Click **Confirm** on the **Review Payment** page if the payment details are correct.

Write down your Confirmation **Number** or **print this page** for your records.
Click **Continue** at the bottom of the screen to be taken to your receipt.

Confirmation

Please keep a record of your Confirmation Number, or <u>print this page</u> for your records.

Confirmation Number   IOWTST004926730

Payment Details

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