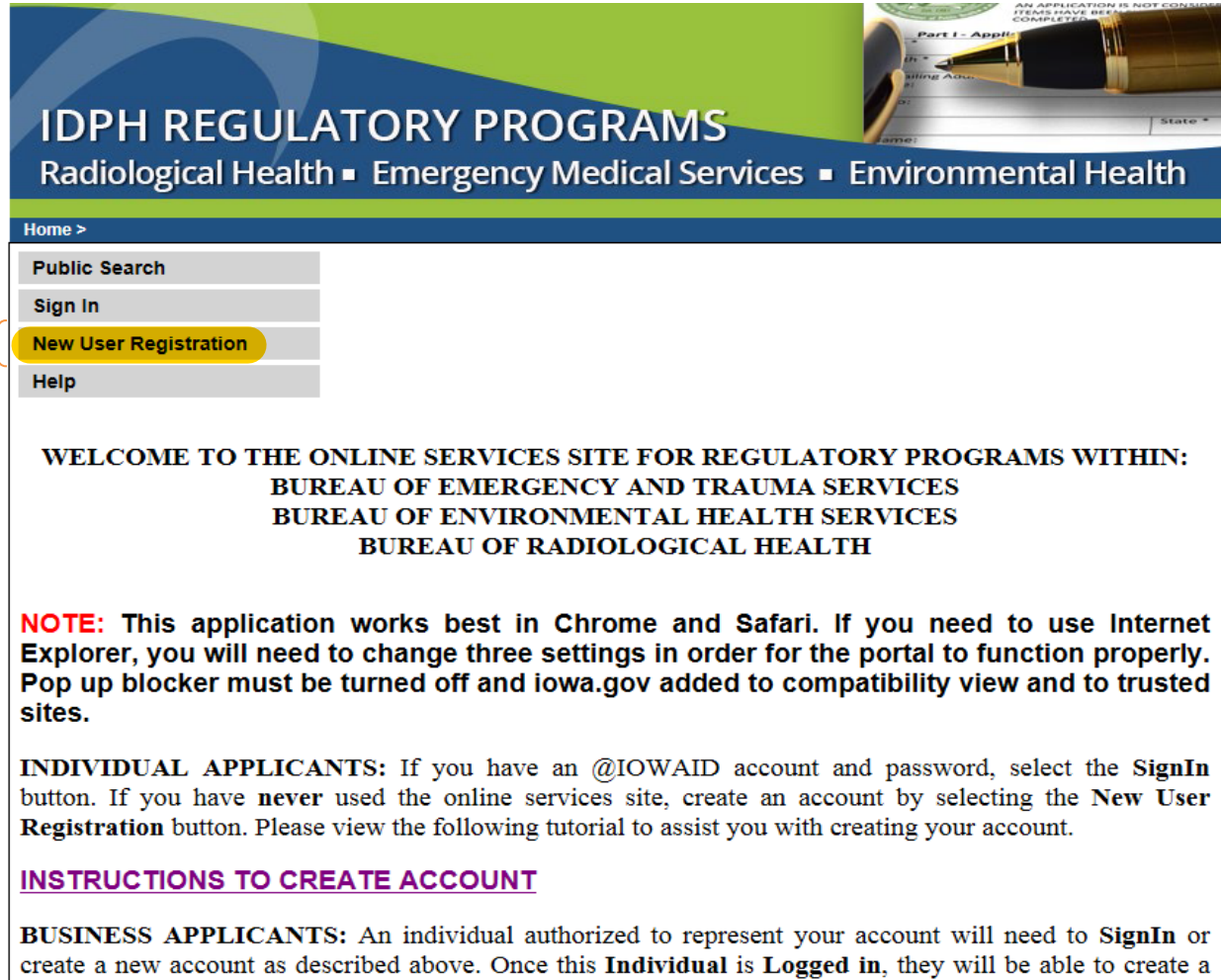# CREATE AN ACCOUNT

To start the process, you will need to create an account. Select **New User Registration.**

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

Home >

Public Search

Sign In

New User Registration

Help

WELCOME TO THE ONLINE SERVICES SITE FOR REGULATORY PROGRAMS WITHIN:
BUREAU OF EMERGENCY AND TRAUMA SERVICES
BUREAU OF ENVIRONMENTAL HEALTH SERVICES
BUREAU OF RADIOLOGICAL HEALTH

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 properly. Pop up blocker must be turned off and iowa.gov added to compatibility view and to trusted sites.

INDIVIDUAL APPLICANTS: If you have an @IOWAID account and password, select the **SignIn** button. If you have **never** used the online services site, create an account by selecting the **New User Registration** button. Please view the following tutorial to assist you with creating your account.

INSTRUCTIONS TO CREATE ACCOUNT

BUSINESS APPLICANTS: An individual authorized to represent your account will need to **SignIn** or create a new account as described above. Once this **Individual** is **Logged in**, they will be able to create a

Enter the required information and click the **Register** button. You must have a valid personal email address to create an account.

This screen requires you to enter your email twice. All other fields should be completed automatically, if the @iowaid field is blank, enter your first name. Last name, and then click on the **Save Account Details** button. If a message appears stating that the email is already being used by an existing account, you will need to call the OCIO service desk at 515-281-5703 or 800-532-1174 for assistance.

On this screen, click **OK**

The next screen will direct you to check your email (the email you entered on the previous screen) 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.

Trans Id: JAW3LY
You are looking at:
Registration Confirmation

Additional Terms, Privacy & Warranty Information
Enterprise Authentication & Authorization - Common Interface

Version 4.0.2
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Open the email with the subject **"Account Confirmation".** Click the link in the body of the email.

Select security questions and provide answers. Write a security question for Question 3 and provide your answer. Click **Save Identity Baseline.**

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

Once you have created your Password, click Sign In from the menu on the left. Enter your SS# and Date of Birth in the correct box. Click **Continue.**