INSTRUCTIONS TO RENEW A LEAD FIRM LICENSE

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

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 - LEAD Page and follow the "How to create an account" instructions.
NOTE: You must use either **Google Chrome** or **Safari** when applying online.

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

Click **Sign In** on the portal home page.

STEP 2: SELECT THE FACILITY

On your profile page the facility will be listed on the left side under **Registered User's Memberships**. Click on the Facility's name so it appears highlighted, then click **Continue**.
If you do not see your Facility listed, please call 855-824-4357.

STEP 3: RENEW

Next, you will be directed to the **Programs** page for your facility. Click **Renew** next to your active license as shown below.
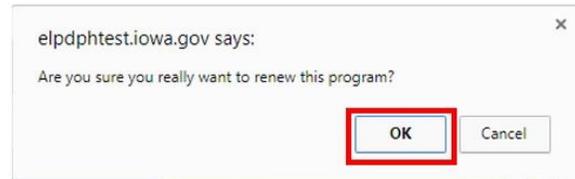

A pop-up will appear. Click OK to **Continue**.

STEP 4: APPLICATION FORM

The renewal application will appear on the next screen. Click **Expand All** on the right side of the **Application Form**. Questions with a red asterisk * or highlighted in pink are mandatory.

STEP 5: AFFIRMATION AND FIRM DEATILS

This section is required for all License submissions, and all questions must be answered.

Click **Expand All** on the right side of the application form to view all the questions.

If you answer **Yes** to any of these questions, provide a brief description of all relevant activities into the text box provided below. Additional details can be provided in an attachment if necessary. (See Step 8 for instruction on how to add attachments.)

STEP 6: CERTIFIED LEAD PROFESSIONALS

The **Certified Lead Professionals** for the Facility will appear on the same page. Edit your Certified Professionals as needed. To add a new professional to your list, click **Add** and enter the contact details, then click **Save**. When you have finished, click **Continue** at the bottom of the screen.

STEP 7: ADD ATTACHMENTS & CONTINUE

To add any required documentation, you will need to click **Add New Attachment**.
Skip this step if you do not have any attachments to add.

Continue this process for each document needing to be attached.

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

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

WHEN ALL SECTIONS OF THE FORM ARE COMPLETE, CLICK CONTINUE.

STEP 8: FACILITY CONTACT LIST

The Contact List for the Facility will appear on the next page. Edit your contact list as needed. To add a new contact to your list, click **Add** and enter the contact details, then click **Save**. When you have finished, click **Continue** at the bottom of the screen.

STEP 9: TERMS AND CONDITIONS

Check the box as show to agree to Terms and Conditions and click Continue.