INSTRUCTIONS TO CREATE AN ACCOUNT TO MANAGE YOUR LAB

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

For assistance with creating an account, finding a username, or resetting a password, call 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: NEW USER REGISTRATION

To start the application process, you will need to create an account. From the licensing portal home page, click **New User Registration.**
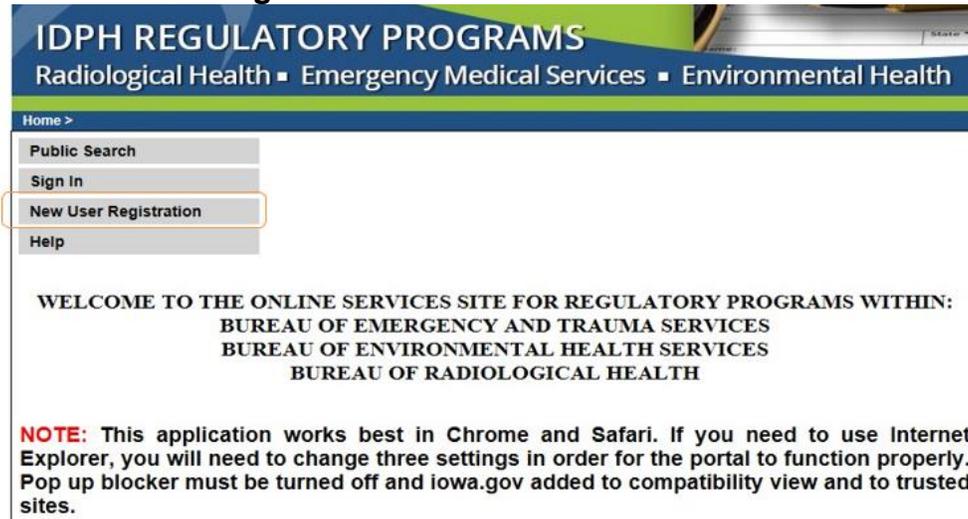
STEP 2: ENTER REGISTRATION DETAILS

Enter your First and Last name in the appropriate boxes, then click **Register**. (Note: You must have a valid personal email address to complete the following steps to create an account.)

The following screen requires you to enter your email twice.

Your Account ID, First, and Last names will be filled in automatically.

If the Account ID field is blank, enter a unique username in empty box provided.

When you have completed all the required fields, click **Save Account Details**.

Create Account

DPH Regulated Communities

Account Id:

[   ] @IOWAID

First Name:

Last Name:

Email:

Confirm Email:

Save Account Details   Cancel   Help

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

Message from webpage

You are about to register for a new account using the Account Id located at the top of the form.
All spaces and most special characters will be stripped from your Account Id.

Click the ? image found at the top of the form for help information.

Do you want to continue with your registration?
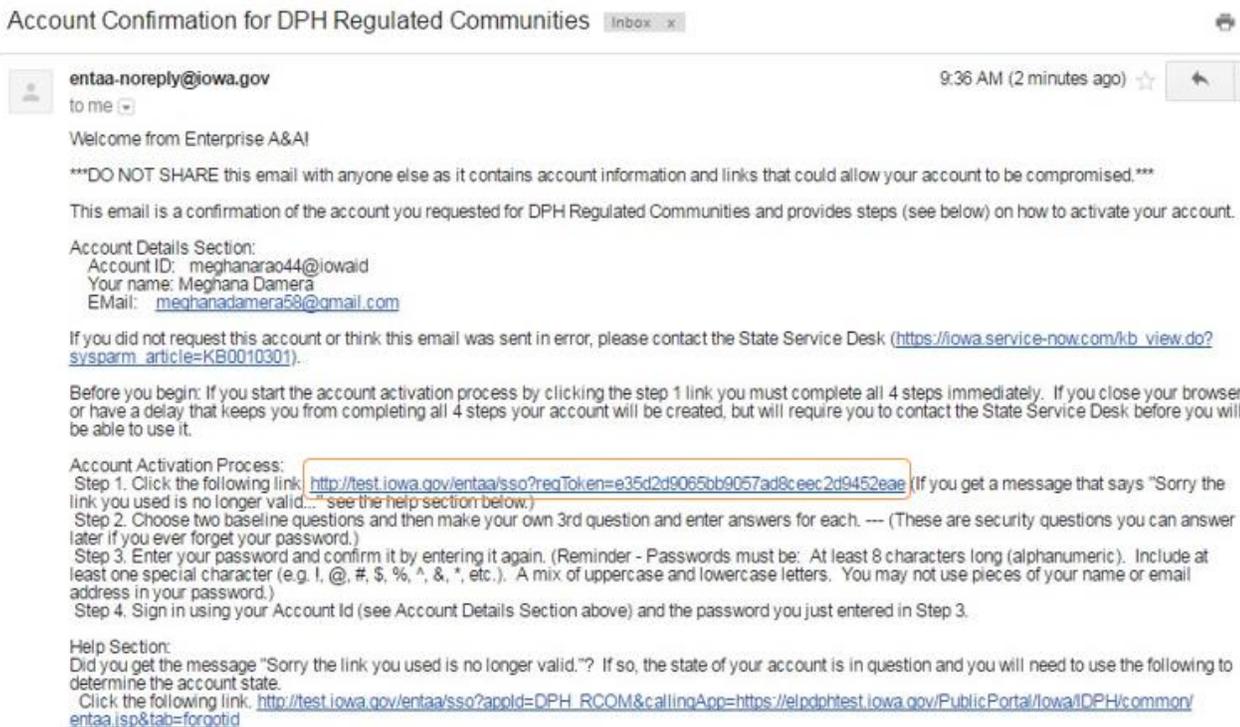
OK   Cancel

The next page will direct you to check your email (the email you entered on the previous screen) to complete the process of creating an account.
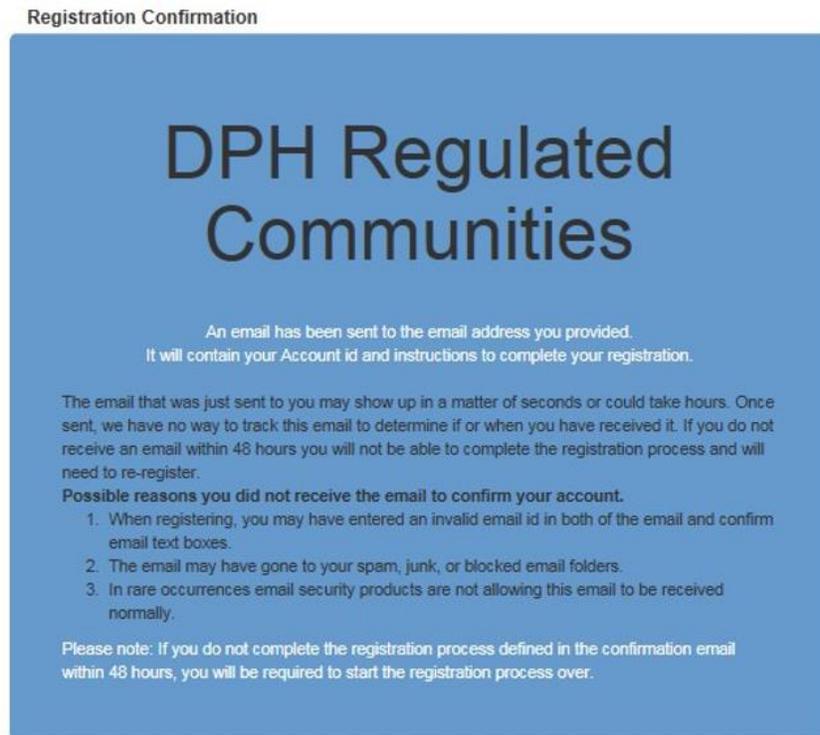
Open the email that was sent to you with the subject **"Account Confirmation".** Click the link in the body of the email to complete the activation process.

STEP 4: ENTER SECURITY QUESTIONS

Clicking on the link provided in your email will take you to the page to set up your account security details.

Select your security questions and provide the answers. For Question 3, write your own security question and provide your answer. When you have filled out all the security question details, click **Save Identity Baseline.**

Identity Baseline

DPH Regulated Communities

Identity Baseline for MEGHANARAO44@IOWAID

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:

— Select Question —

Answer 1:   Confirm:

Question 2:

— Select Question —

Answer 2:   Confirm:

(Create your own questions)
Question 3:

Answer 3:   Confirm:

Save Identity Baseline   Help

STEP 5: SET PASSWORD

Next, you will need to **create a password** for your account. Type in your password twice and click **Save New Password**. (Note: your password will need to meet all the password rules listed below.)

STEP 6: ENTER INDIVIDUAL ACCOUNT INFORMATION

After creating your Password, you will be taken to the sign in page. Sign in using your new Account ID and Password.

Once you have signed in, the next screen will ask you to enter your SS# and Date of Birth in the corresponding box. (Note: SS# must be entered without dashes or spaces and DOB must be entered using the calendar or in the following format: 01/01/2001.) This information is encrypted, and only used to verify the user is authorized to manage and make changes to a lab.

Click **Continue** after completing the required fields.

On the following page, your Email Address, SSN and Date of Birth fields will be filled in. Complete the remaining **Basic Profile Details** and **Physical Address Details**. (Fields with red asterisks are required.) 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, and your account **PIN** number in the upper right corner. If you are a NEW lab, click **Continue** and follow the instructions to complete a New Company Registration.

If you are an EXISTING lab and ready to Renew, you will be required to provide your PIN number to the IDPH staff to link your profile to a Lab. Please call **855-824-4357** and have your PIN ready.