INSTRUCTIONS TO APPLY FOR A MOBILE EVENT

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, and created or linked to your Company Profile. 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 **Safari** when applying online.
If you need assistance navigating the licensing portal after reviewing these instructions, contact the AMANDA Support Team: 1-855-824-4357.
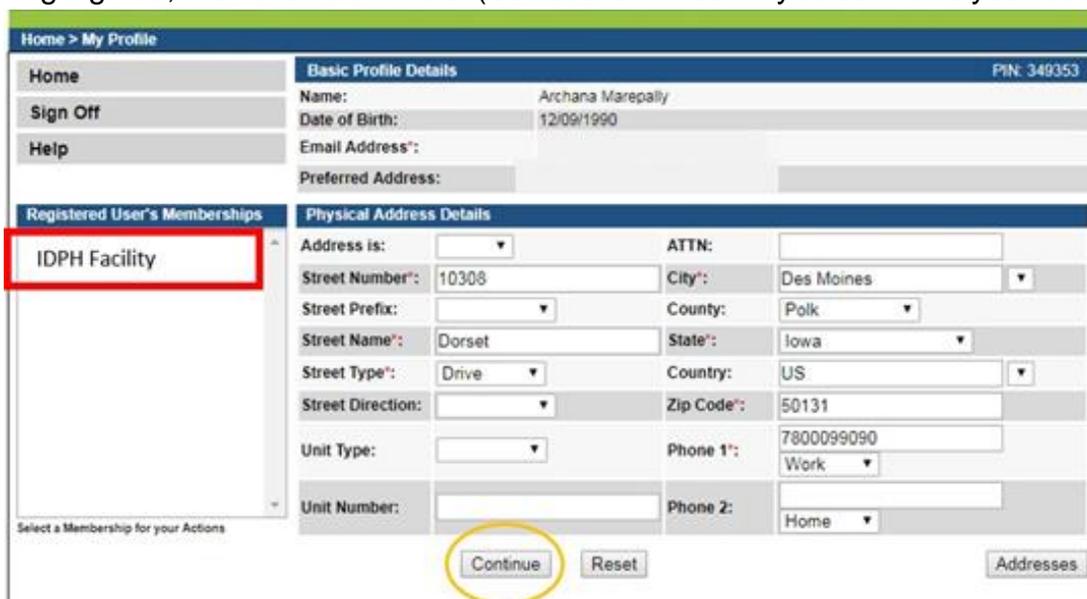
STEP 1: SIGN IN
Sign In on the portal home page.

STEP 2: CHOOSE YOUR ESTABLISHMENT
On the **My Profile** page your tattoo establishment will be listed on the left side under **Registered User's Memberships**. Click on the name of your tattoo establishment so it appears highlighted, then click **Continue**. (Call 855-824-4357 if you don't see your business.)

STEP 3: DETAILS

Click on **Details** next to your license.

Home > My Programs							Dorie Knight - DK Plumbing Co.		
Home									
Public Search									
My Profile									
Company Profile									
Member Management									
Apply for a Program									
Sign Off									
Help									

Programs for DK Plumbing Co.

License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services	Renew
		Tattoo Facility	Active	10/02/2017	12/31/2018	Des Moines	Details	Online Services	

Make Payment

STEP 4: ADD MOBILE EVENT

Click on the **TATF Mobile Event (Mobile Unit)** tab.

Home > My Programs > Program Details

Home	Tattoo Facility - Mobile Units					
	License #	Application Date	Issue Date	Expiry Date	Status	Description
Sign Off		10/02/2017	10/02/2017	12/31/2018	Active	Renewal Folder
Help						

People Details

Role	Name
Facility	DK Plumbing Co.

Application Form Expand All

▸ Affirmation

▸ Tattoo Establishment Info Details

▸ Inspection County

Application Form Details Collapse All

▸ TATF Mobile Event(Mobile Unit)

License Processes Expand All

Description	Status	Requested Date	Expiry Date	Action
▸ Application Review				
TATF Mobile Unit Application Review	Calculate Fees	10/02/2017	10/02/2017	

Fees

Fee List			Payment			
Bill Number	Description	Fee Amount	Payment Number	Payment Type	Payment Date	Payment Amount
12050	TATF Mobile Unit Renewal Application Fee	$100.00	4268	Check	10/02/2017	$100.00
	Total	$100.00			Total	$100.00

Total Due: $0.00 Receipt

Click **Add** and enter the information for your event. (Use the scroll bar to see additional fields.) When you have finished, click **Save**.

Tip: If you are entering more than one event, do not click **Add** more than once before clicking **Save**.

STEP 5: EVENT REVIEW

Under **Event Review** click on **Edit**.

STEP 6: MOBILE EVENT DETAILS

Click **Expand All** and complete the details for your event. Click **Save** when you have finished.

To add any required documentation, you will need to click the **Add New Attachment** button at the very end of the application form.

If you added a **Mobile Event,** you must attach the Promotional Materials for the event.

Click **Add New Attachment** at the bottom of the application form.

- Click to select the **Type** of attachment and Select one of the following from the list:
- Enter a description of the file, and 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.

The name of the document should appear next to the Choose File button.
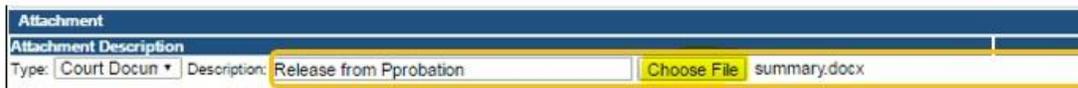
Continue this process for each document needing to be attached.

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.

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 <u>MAKE PAYMENT</u>.

STEP 8: 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 documentation, click the **Pay Later** button to be returned to your programs page. Click on Details next to your application 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.)

Home > My Programs > Apply for Program > Application Form > Application Form Supplemental > Terms and Conditions > Make Payment

| Home |
| Sign Off |
| Help |

License Details

Reference (Row ID) #	Program	Program Detail	Status	Fee Description	Fee Amount	Paid in Full
542533	Tattoo Facility	Permanent Establishments	New	TATF Permanent Establishment Application Fee	$100.00	No

Total

| Fee Amount: $100.00 | Paid Amount: $0.00 | Fee Due: $100.00 |

Pay Later   Pay Now

Payment Later Options

▼

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.

On the **Review Payment** page, click **Confirm** if the payment details are correct.

Make a Payment

My Payment

State of Iowa TEST site	
Amount Due	$75.00

Payment Information

Frequency	One Time
Payment Amount	
Payment Date	Pay Now

Contact Information

First Name	IDPH
Last Name	Test
Company	(Optional)
Address 1	321 E 12th Street
Address 2	(Optional)
City/Town	Des Moines
State/Province/Region	IA
Zip/Postal Code	50319
Country	US
Phone Number	8558244357
Email Address	emal.email@mail.com

Become a Registered User

Payment Method

Payment Method	Select ▼

[Continue] Cancel

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the

Payment Details

Description	State of Iowa TEST site
	State of Iowa TEST site
Payment Amount	
Payment Date	09/27/2017

Payment Method

Payer Name	IDPH Test
Card Number	
Expiration Date	Aug-2018
Card Type	Visa
Confirmation Email	emal.email@mail.com

Billing Address

Address 1	321 E 12th Street
City/Town	Des Moines
State/Province/Region	IA
Zip/Postal Code	50319
Country	United States

Contact Information

First Name	IDPH
Last Name	Test
Address 1	321 E 12th Street
City/Town	Des Moines
State/Province/Region	IA
Zip/Postal Code	50319
Country	United States
Phone Number	8558244357
Email Address	emal.email@mail.com

[Confirm] Back

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 print this page for your records.
Confirmation Number IOWTST004926730

Payment Details

Description	State of Iowa TEST site
	State of Iowa TEST site
Payment Amount	
Payment Date	09/27/2017
Status	PROCESSED

Payment Method

Payer Name	IDPH Test
Card Number	
Card Type	Visa
Confirmation Email	emal.email@mail.com

Billing Address

Address 1	321 E 12th Street
City/Town	Des Moines
State/Province/Region	IA
Zip/Postal Code	50319
Country	United States

[Continue]