HOW TO VIEW & PRINT A BILL / INVOICE

- 1) Login to https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp
- 2) Click "Continue" from your profile page.
 - a. (For business invoices, click on your business FIRST then click "Continue.")

Home > My Prome								
Home		Basic Profile Det	ails				PIN: 34924	
Sign Off		Name:		Dorothy Knight				
		Date of Birth:		08/04/1986				
Help		Email Address*:		narayana.b@launchitcorp.co				
		Preferred Address	s:		•			
Registered User's Membe	rships	Physical Address	s Details					
		Address is:	•		ATTN:			
Backflow DK City EMS		Street Number*:	21781		City*:	Monticello	T	
DK Dental		Street Prefix:		•	County:	Jones V		
DK Help Desk Test		Street Name*:	Business Hv	/v 151	State*:	lowa 🔻		
DK MAMO DK Plumbing Inc		Street Type*:	Highway	•	Country			
DK Tanning Inc		Sueer type .	riigiiway	•	country.			
DK Vet Clinic		Street Direction:		•	Zip Code*:	52610		
ECIA		Unit Type:	POBOX	•	Phone 1*:	3194653941		
IDPH Iowa Madiaal		one typo:				Work v		
lowa Medical	-	Unit Number	634		Dhono 2:	3194800045		
Lead I Tevendon		Unit Number:	034		Phone Z:	Mobile v		

On your programs page, you will see your license number.

3) If you need an invoice for fees generated for a Renewal license application, click "Details" on your **renewal**.

IDPH	H REG	ULATOR	Y PR	OGR/	AMS		ame:		State *
Radio	logical H	lealth = Eme	ergenc	y Medic	al Servic	es 🗉 En	viron	mental He	alth
Home > My P	rograms						D	orothy Knight - Iow	a Medical
Home									
Public Sea	irch								
My Profile									
Company	Profile								
Member M	anagement								
Apply for a	a Program								
Sign Off									
Help									
Programs for	r Iowa Medical								
License # MED 30032	Applicant	Program Radiological Facility	Status Active	Issue Date 06/28/2018	Expiry Date 01/01/2019	City Des Moines	Details Details	Online Services	Renew
MED 30032		Radiological Facility	Renewal			Des Moines	<u>Details</u>	Online Services Make	Payment

Updated 11/1/18

4) If you need an invoice for a fee generated on an Active license, click "Details" on your **active** license.

IDPH Radiolo	REGUL gical Heal	ATORY	PRC ency	OGRA Medica	MS I Service	s = En	vironr	nental He	alth
Home > My Pro	grams							Dorot	hy Knight
Home									
Public Searc	h								
My Profile	My Profile								
New Compa	ny Registration								
Apply for a F	Program								
Sign Off									
Help									
Programs for D	orothy Knight								
License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services	Renew
RNTST10050	Dorothy Knight	Radon Individual	Active	11/08/2017	11/30/2018	Monticello	Details	Online Services	
	Dorothy Knight	Permit To Practice	New			Monticello	Edit	Online Services	
								Make	Payment

This will take you into the details of the license or license renewal application.

5) Scroll to the bottom of the page and click "Print Bill."

Home > My Programs > Prog	ram Details					
Home	Radiological Faci	lity - Medical/Chiro				
Sign Off	License # MED 20032	Application Date	Issue Date	Expiry Date	Status	Description Renewal Folder
Usin On	MED 30032	12/18/2010			Renewal	Neriewarroider
нер						
People Details						
People Details Role		Name/LastName Fire	tName MiddleName	Name Suffix)		
Facility		Name(casadame r na	Iowa Medical	Hume ournixy		
Application Form						Expand All
Affirmation						
Facility Details						
Application Form Details						Collapse All
Equipment List						
Mobile Sites						
License Processes						Expand All
Description		Status	Requested	Date	Expiry	Date
Application Review						
Radiological Facility Ap Review	oplication	Calculate Fees	06/28/2	2018		
Equipment						
Xray Machine		Approved	12/13/2	2017		
Fees						
Fee List			Payment			
Bill Number 16373 Radiole	Description ogical Equipment Fe	Fee Amount a \$51.00 Total \$51.00	No payment to be di	splayed. Total Due: \$	51.00 Print Bi	Make Payment
Attachments						
Attachment Description						
				Add New	Attachment	Upload Attachments
Online Services						Back

6) Click "Print" as shown:

IDPH REGU	LATORY PROGRAMS	James	State *
Radiological Hea	Ith Emergency Medical Se	rvices 🛛 Environmental	Health
Home > Print Bill			
Please clic <mark>t PRINT</mark> iere for your bill	copy if necessary. Bill (Copy)		
Billed To			
Folder Name:	Iowa Medical		
LPCRO No:	MED 30032		
Refernce No:	546677		
Pacaint Datails			
Bill No	Fee Description	Bill Generated Date	Amount
546677 - 16373	Radiological Equipment Fee	12/19/2018	\$51.00
		Total:	\$51.00
Print Total: 1 sheet of paper Print Cance	al ID Rac	PH REGULATORY PROGRAMS	onmental Health
Destination Change	Home > Please cl	Print Bill lick <u>PRINT</u> here for your bill copy if necessary.	
Pages		Bill (Copy)	
e.g. 1-5, 8, 11-13	Billed T Fader No LCPGDN Reference	0 Inter MidGoll 6: MED 30032 Not 54677	
Copies 1	Receipt	Dctails to Fee Description Bill Generated Date Amount	
Layout Portrait	¥	16373 Radiological Equipment Fee 12/192018 551.00 Total: 551.00 Back	
Color	• C Copyr	ight 2016 Iowa Department of Public Health 855-824-4357 <u>Privacy Statement</u> <u>Terms</u>	oruse f 🔰 in 🖗 🏭
Options 🗹 Two-sided			
+ More settings			
Print using system dialog (Ctrl+Shift+P)			