

HOW TO SET UP AN A&A ACCOUNT

BEFORE YOU BEGIN:

- Must have a valid email address
- The same email address CANNOT be used for multiple individuals.
- You must have access to the email account to verify and complete account registration process
- AMANDA works best in Chrome and Safari

Link to portal

<https://amanda-portal.idph.state.ia.us/adpereh/portal/#/dashboards/index>

Web Registration

Put in SSN and verify SSN and add DOB

Click Continue

You will be taken to Enterprise A&A Create An Account

Fill in first and last name and click Register

DPH Regulated Communities will come up

Account ID will show up [firstname.lastname@iowaid](#) PLEASE WRITE THIS DOWN

Enter email and confirm email

Click Save Account Details

A box will pop-up – click OK

You will get an email eentaa-norep – open this email and you will have a link to click on under Account Activation Process

You will have to select 2 questions and type in your answer – PLEASE WRITE THESE DOWN

The 3rd question you make up your own question and answer – PLEASE WRITE THIS DOWN

Click on Save Identity Baseline

Enter New Password – PLEASE WRITE THIS DOWN

Save new password

Sign In using

Account ID – first name.lastname@iowaid

Enter password

Click Sign In

Enter SSN and Verify and enter DOB Click Continue

You will be taken to My Profile – fill in all required fields

Click Continue