

Lead Firm New or Renewal Certification Instructions

Link to log into the portal

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

Click **Sign In** or **Existing Users Sign In**

If you do not know your password, you can use the forgot password link at the top of the page. For password assistance, contact the help desk at 800-532-1174

Please note: if you do not already have an existing A&A ID account, you will need to click new user registration and create your A&A ID account first.

The screenshot shows the Iowa Regulatory Licensing (DIAL & HHS Public Health) portal. The header includes the IOWA logo and navigation links for Services, Agencies, and Social. A sidebar on the left contains links for Home, Public Search, Sign In, New User Registration, and Help. The main content area features a welcome message and three primary action buttons: Public Search, New User Registration, and Existing Users Sign-In. Below these buttons, there is a section for additional information, instructions, and rules, with links to the DIAL BUREAU OF ENV. HEALTH AND CONTRACTOR, HHS BUREAU OF EMERGENCY MEDICAL AND TRAUMA SERVICES, and HHS BUREAU OF RADIOLOGICAL HEALTH.

The screenshot shows the Iowa Regulatory Licensing (DIAL & HHS Public Health) portal sign-in page. The header and sidebar are consistent with the previous screenshot. The main content area displays a sign-in form with the following fields and options:

- Account ID * (with a red asterisk and a red underline)
- Password * (with a red asterisk, a red underline, and a password strength indicator icon)
- Sign In button
- Forgot Password link
- Forgot ID link

Once you have signed in, you will see your profile page which will include the following sections:

Select your facility name, organization name, or personal license (select a membership for your action)

Basic Profile Details – (PIN: XXXXX)

Physical Address Details

Click **Continue** after selecting your firm name

****You will need to register your firm (company) first if it's not listed as an option to select on your profile page.**

Click **Apply for a License, Permit or Program** to complete a new firm certification application.

Click **Lead Firm** in the dropdown menu for Program.

Click **Firm** in the dropdown menu for Program Detail.

Click **Continue**.

Click **OK** on the pop up window that asks "Are you sure you really want to apply for this program?"

Skip to **Application Form** on the instructions below to finish your new application.

See next instruction page to start a Renewal Application.

Click **Renew** on your active or lapsed certification line to complete a renewal (**available 60 days before your expiration date**).

Iowa Regulatory Licensing (DIAL & HHS Public Health)

My Licenses, Permits, & Programs: Nate Moore

License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services	Renew
LEAD-LSR12677	Nate Moore	Lead Professionals	Lapsed	06/19/2018	05/22/2021	Waukeo	Details	Online Services	Renew

Items per page: 5 1 - 1 of 1

If you are an individual and wants to apply for a New Individual License, click on Apply for a Program on the above. Instructions to Apply for a Program

If you have an existing company, the company name should be listed in the left-hand column. Select the Company and click continue. If you do not see the company name contact the Program office. If you want to apply as a Brand New Company or enter an Existing Company for the first click on New Company Registration. Instructions to create New Company Registration

If you are an individual returning to the system: Instructions to how to return system.

- Click on Details to add a new piece of equipment or edit/view an already approved application.
- Click on Online Services to select services available for your License type.
- Click on Renew (when displayed) to complete a renewal application.
- Click on Edit (if displayed) to complete a pending application.

Click **OK** on the pop-up window that asks “Are you sure you want to renew this program?”.

Iowa Regulatory Licensing (DIAL & HHS Public Health)

My Licenses, Permits, & Programs: Nate Moore

License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services	Renew
LEAD-LSR12677	Nate Moore	Lead Professionals	Lapsed	06/19/2018	05/22/2021	Waukeo	Details	Online Services	Renew

Items per page: 5 1 - 1 of 1

Are you sure you really want to renew this program?

OK Cancel

Application Form answer the required questions under each section for both new and renewal applications

- **Lead Firm Info Details**
- **Affirmation** - select yes or no (if you answer yes, you must provide additional details on the blank line below).

See next instruction page

Application Form Details

Click **Certified Lead Professionals** under the application form details section (for renewal if you get an error message select no from the dropdown menu to the “Is this professional certified” question and click save) – **DO NOT** edit existing lines except to answer these required questions (Is this Professional Certified?, Employee Still Associated with Firm?, If no, provide date). If you need to add a new or additional certified lead professional see Click Add on this instruction page.

Application Form Details

Certified Lead Professionals

Type of certified lead professional employed by firm	Employment Type	Is This Professional Certified? *	If Yes, Professionals Iowa Certification Number	Employee Still Associated With Firm? *	If no, provide date	Certified Professional Name
		This field is required			mm/dd/yyyy	

- For longer tables, you will need to scroll horizontally to view more information.
- Please click Save after entering each row.
- Just clean all fields if you do not need a specific row or new added row.

Add Save

Lead Abatement Projects

Click **Add**, complete each column (use the scroll bar to see any hidden columns to the right). **New** applicants/**Renewal** applicants (if your certification has lapsed - You are **NOT** certified yet). Please **DO NOT** enter your course certificate # as your lead certification #.

Click **Save**

Click **Continue** at the bottom of the page.

Click **OK** on the pop-up window that asks “ Are you sure you really want to submit all application form?”

Process Free Form Description – LEDF Application Review – complete the necessary sections (LEDF Contact List)

Click **LEDF Contact List**

Click **Add** complete the contact fields with the firms contact person’s information (contact type, contact first name, contact last name, contact phone number, contact email address)

Click **Save**

Click **Continue**

Click **OK** on the pop-up window that asks “Are you sure you really want to submit all application form?”

Agree to the terms and conditions by clicking the box to put a checkmark

Click **Continue**

You will now see there are no fees due for your firm certification. Please note: you will need to complete your individual lead certification application separately.