

Instructions to apply/renew for a lead firm certification

Link to log into the portal

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

Click **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 OCIO at 800-532-1174

You will need to register your company or select it from the drop down on your my profile page.

Click **Apply for a Program** or click **renew** if completing a renewal (skip to answer the questions)

Select Program as **Lead Firm**.

Select Program Detail as **Firm**

Click **Continue**.

Click **OK** on the pop-up window.

Answer the questions under Lead Firm Info Details, Affirmation

Click **Certified Lead Professionals** under the application form details section

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

Click **Save**

Click **Continue**

Click **OK** on the pop-up window.

Click **LEDF Contact List**

Click **Add** complete the contact fields with the firms contact person's information

Click **Save**

Click **Continue**

Agree to the terms and conditions

Click **Continue**

You will now see your fees due please note your application is not submitted for review until your fees are paid. There will be no fees due for your firm certification. **Please note: you will need to complete your individual lead certification application separately.**