INSTRUCTIONS TO APPLY FOR A NEW REGISTRATION AS A BACKFLOW PREVENTION ASSEMBLY TESTER

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.

If you need assistance navigating the licensing portal after reviewing these instructions, contact the AMANDA Support Team: 1-855-824-4357.

For specific questions regarding the backflow prevention assembly tester registration program, please contact: Tonya Webb: (515) 242-5933 or tonya.webb@idph.iowa.gov

These instructions assume you have already created an A&A account & set up your Profile Page. If you have not created an account and set up your profile, 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.

STOP

Your training provider must link your account to the class session in AMANDA before your registration can be completed. If you have not completed class stop here.

If you have completed class, you may want to verify with your training provider that they have linked your account to the class session before proceeding. You can continue and complete the application but your registration will not be issued until your training provider has made the link.

If needed, provide your training provider the PIN shown on your profile page.

Click Sign Off to log out of your account if you wish to stop here, otherwise continue following the steps below.

STEP 1: SIGN IN

Sign In with your existing account information.

REMINDER: These instructions are for renewing individual licenses. DO NOT set up a business account to renew your individual license.
STEP 2: APPLY FOR A PROGRAM

When you have logged in, click Continue from your Profile Page.

If you have existing licenses they will show under Programs for [Your Name.] For existing licenses, return to the IDPH Regulatory Programs Backflow webpage for instructions on how to Renew an Existing License.

To apply for a New License, click on Apply for a Program.

On the following screen, use the drop down arrow to select Backflow Tester in both the Program and Program Detail boxes.

Click the Continue button.

A pop-up message will appear. Click OK.
STEP 3: APPLICATION FORM
Read the instructions carefully before trying to complete the three sections under the Application Form area. All 3 sections of the Application Form must be completed. Click the **Expand All** to fill out all the required fields.

![Application Form](image)

STEP 4: AFFIRMATION
All 6 questions must be answered. If you answer **Yes** to any of these questions, provide a brief description with relevant activities in the text box provided below the question. Please review the instructions next to the textbox for any documentation that is required to be attached. Any other additional details can be provided in an attachment if necessary. (See Step 6 for attachment instructions.)

![Affirmation](image)

The department may require the applicant to submit supplementary statements or documents containing additional information to enable the department to determine whether an application should be approved or denied, or whether a previously issued certification should be amended, suspended, or revoked.
STEP 5: THIRD PARTY & OUT OF STATE CREDENTIALS

One of these sections must be completed if you did not take an Iowa approved 32-Hour Training course. If you took an Iowa approved 32-Hour Training course, answer No to all three.

If you answer Yes any of the questions, additional documentation may need to be attached. (See Step 6 for attachment instructions.)

STEP 6: ADD ATTACHMENTS & CONTINUE

To add any required documentation, you will need to click the Add New Attachment button at the very end of the application form. Skip this step if you do not have any attachments to add.

- 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 button.
Continue this process for each document needing to be attached.

**NOTE:** If you attach a document in error, it cannot be removed by you. 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 CONTINUE.**

When you click Continue, a pop-up message will appear.

Click OK to proceed to the next page.

**STEP 7: TERMS & CONDITIONS**

You will be directed to the Terms and Conditions page.

Read the terms and conditions, and if you agree, click the box next to “I agree with the terms and conditions” statement to check it. Then click Continue.

**STEP 8: MAKE A PAYMENT**

Next you will be taken to the Make Payment page. Your application is not considered completed until a payment is made.

If you need to attach additional documentation click the Pay Later button. Otherwise, skip to the Pay Now instructions on the next page.
PAY LATER:

- If you click the Pay Later button, you will get a reminder pop-up that your application is not considered submitted until payment is made.
- You will be returned to your My Programs page where you will see your registration listed and its status.
- When you are ready to complete the application process, go to the appropriate section and double click on the Details link.

NOTE: If under the Details column it shows a link for Edit instead of Details, this means there is missing information within the application. Click the Edit link to review all sections of the form and complete any missing information before attempting to pay.

From here you can view the Details of your application, Add New Attachment, or Upload Attachments.

When you are ready, click Make a Payment.

PAY NOW:

If you select Pay Now you will be directed to the online payment system. Select Pay Now when asked, and complete your online payment information.
Select **Payment Method**, and fill in your payment details and click **Continue**, then click **Confirm** on the review page. When you reach the **Confirmation** page, record your confirmation number and click **Continue** to view your Receipt.

The following page is your confirmation page.

Notes About Application Processing:

- If there is no required review by program staff and if needed, your training provider has linked your account to a class session you will be emailed your registration card within typically 1-2 business days.
- If you did not provide an email address, it will be mailed to you.
- If further program staff review is needed you will be contacted if additional information is needed or your card will be issued when review is complete.
- You can verify your status by returning to the above page and clicking on Public Search and search on your name.