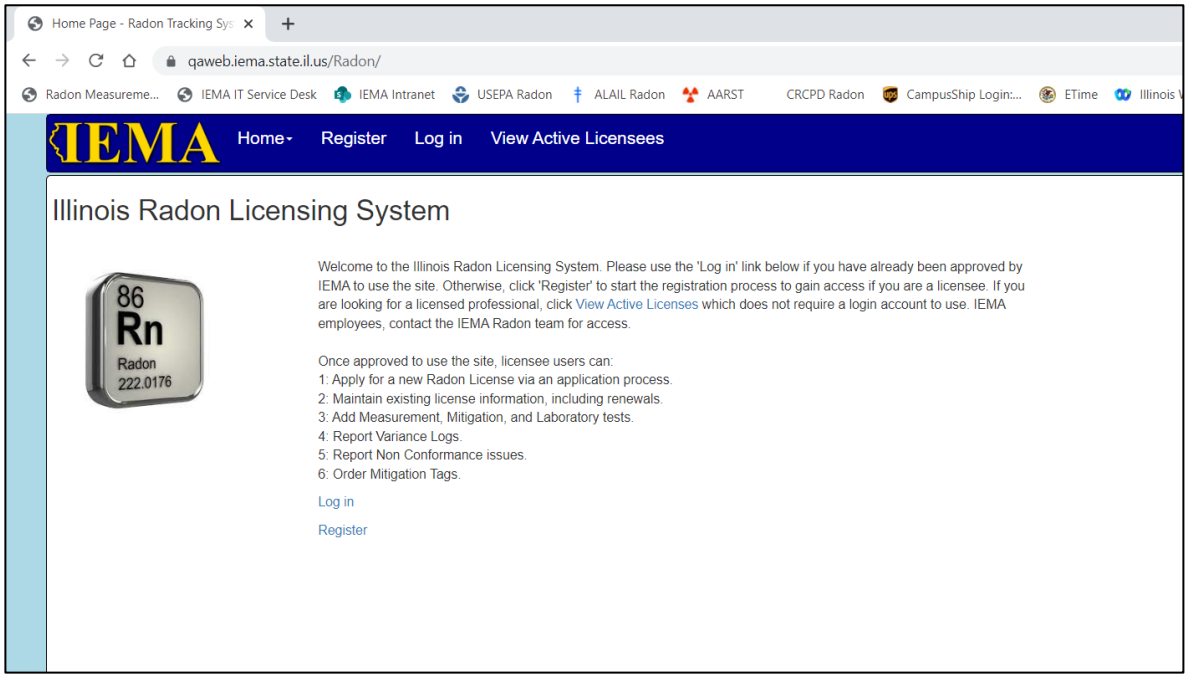
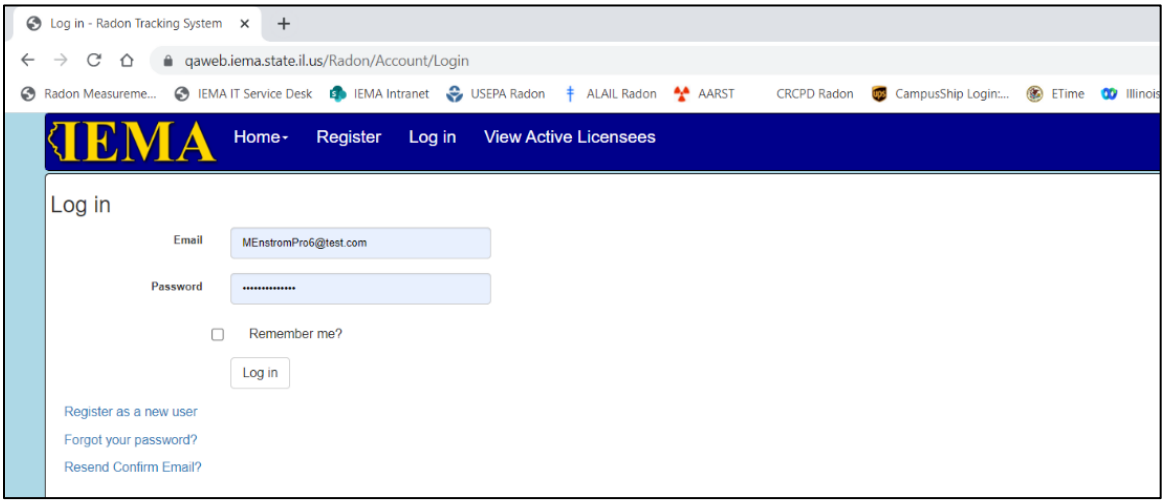
IEMA Radon Licensing Portal Guidance Document – Ordering Radon Mitigation Tags

Guidance Document Purpose: This document has been created as a step-by-step guide for individuals who have an active IEMA Radon Mitigation Professional License and need to purchase Radon Mitigation Tags from the Agency. In order to complete this process, you must first register for access to the IEMA Radon Licensing Portal. There is a separate guidance document on how to do this. If you have any questions or issues please contact the IEMA Radon Program at (217) 785-9889 or ema.radon.licensing@illinois.gov.

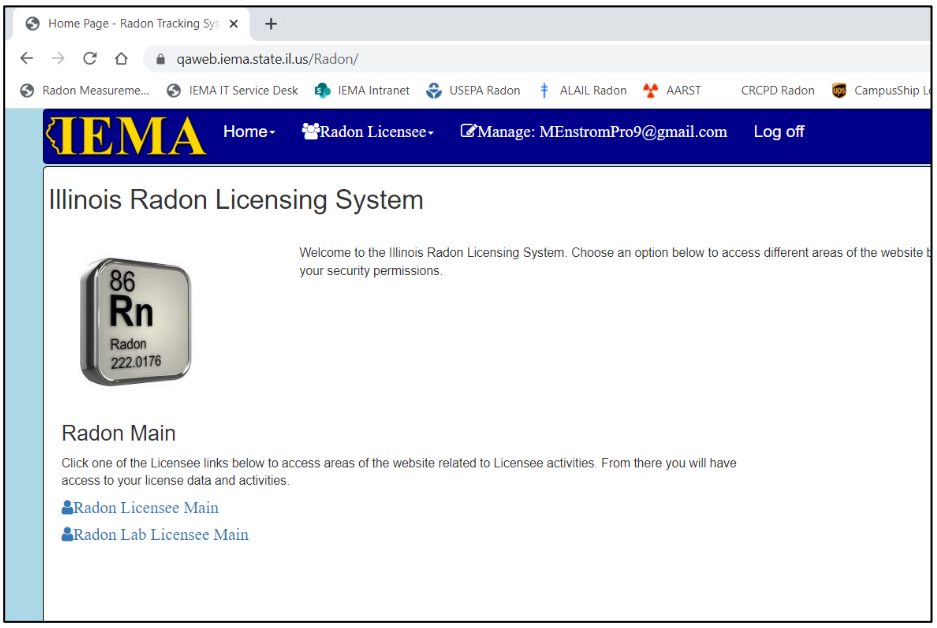
1. Use link on IEMA Radon Website to access the IEMA Radon Licensing Portal. The main log-in page will look like this:



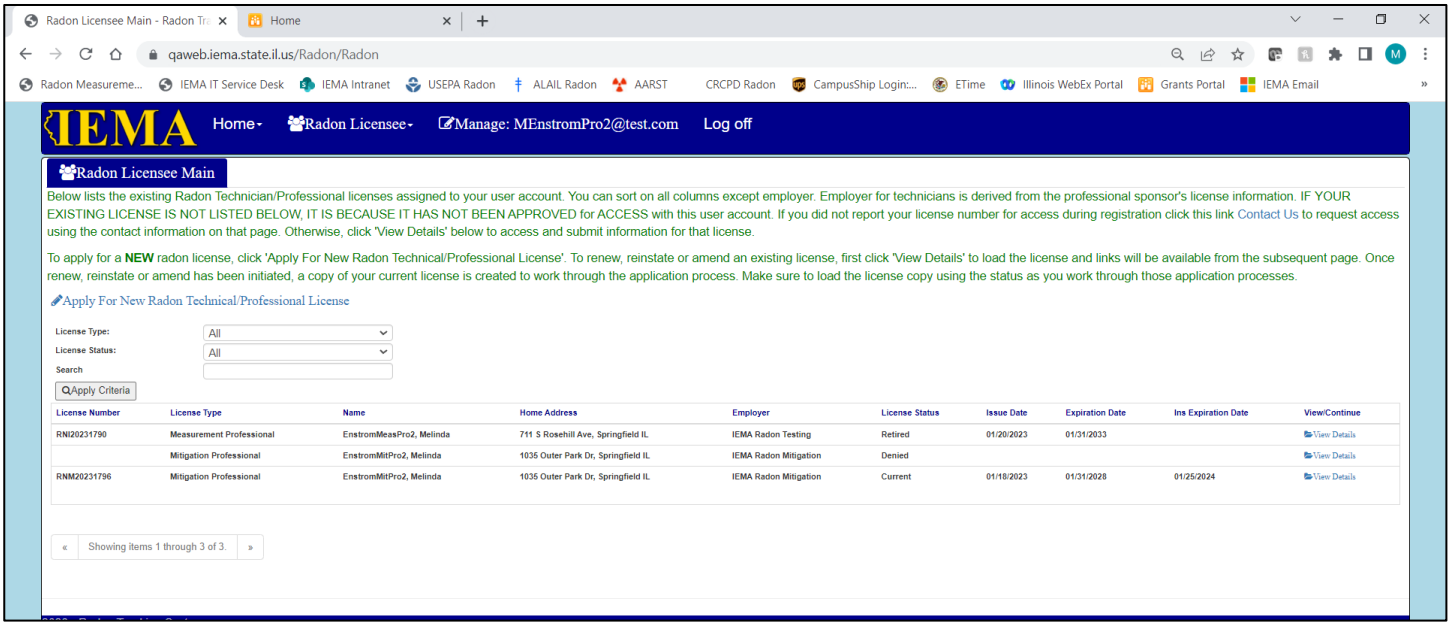
2. Select 'Log In' to get this screen:



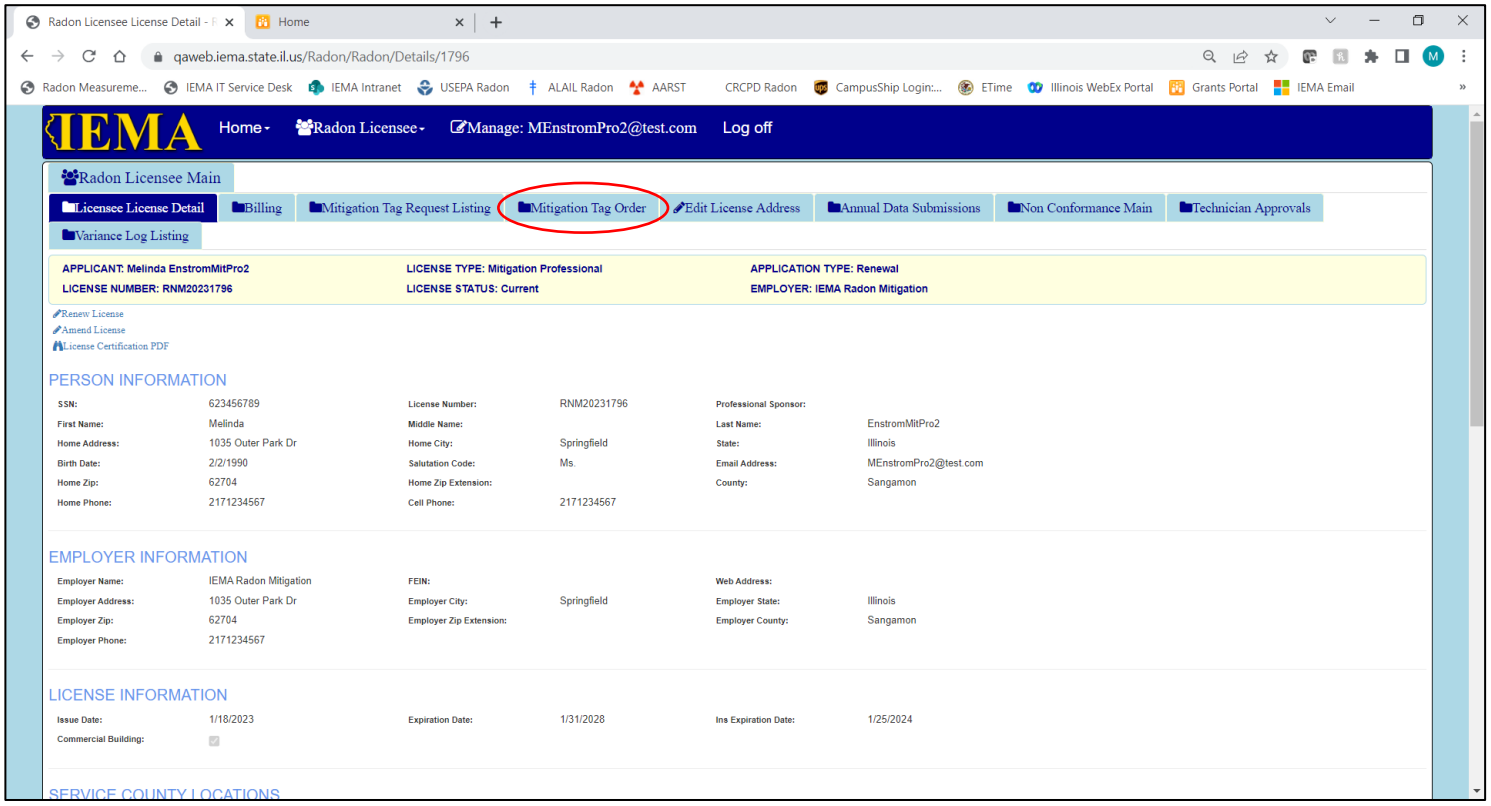
3. Log in with the username and password created when you registered for the system. ***If you have not registered yet, you will need to complete this step before you can perform any license tasks.*** This will bring up this page:



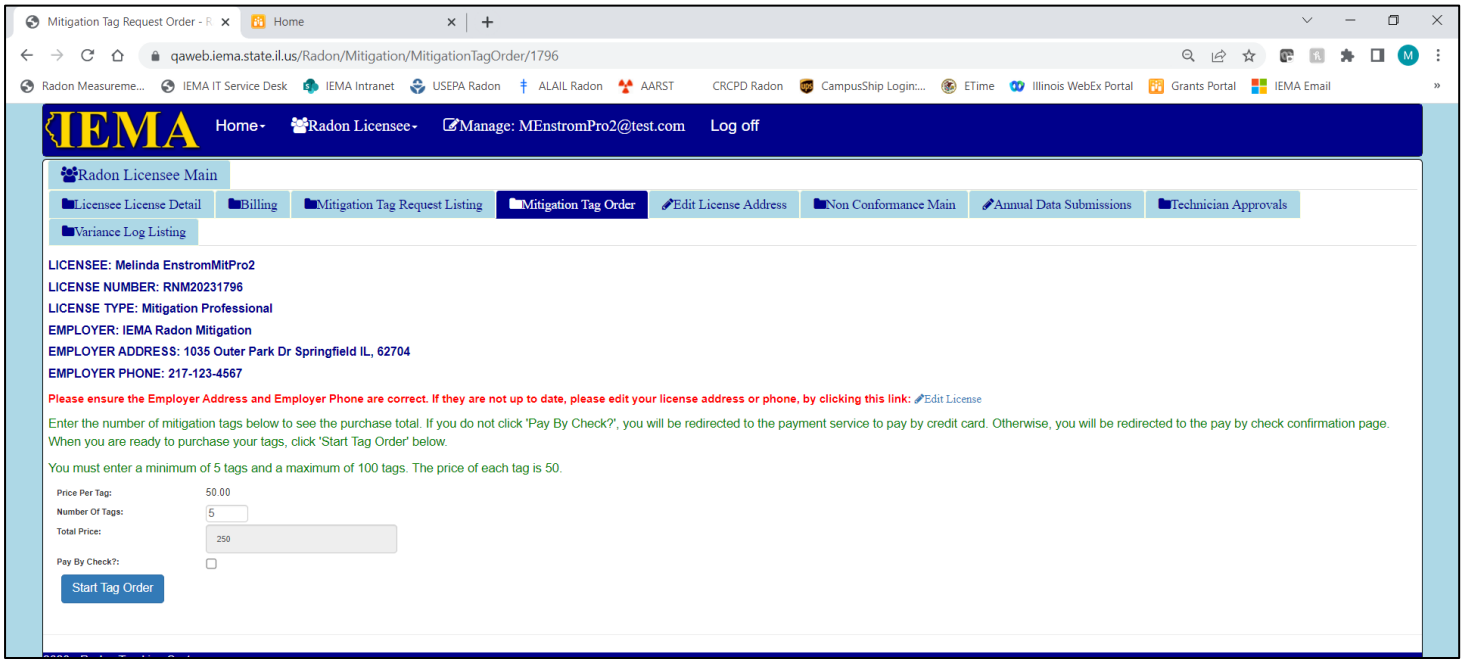
4. Select Radon Licensee Main and you should see a page like this:



5. Select ‘View Details’ on your Mitigation Professional License. The screen will look like this:

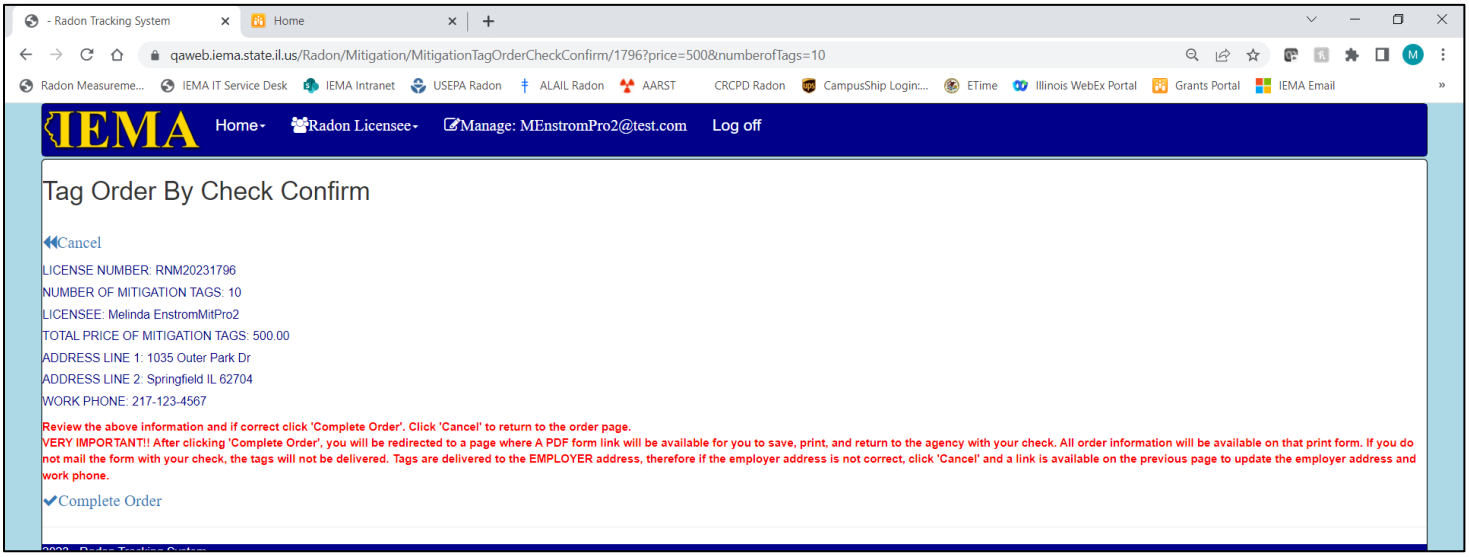


6. Go to the ‘Mitigation Tag Order tab’ (circled in **red** above). The page will now look like this:

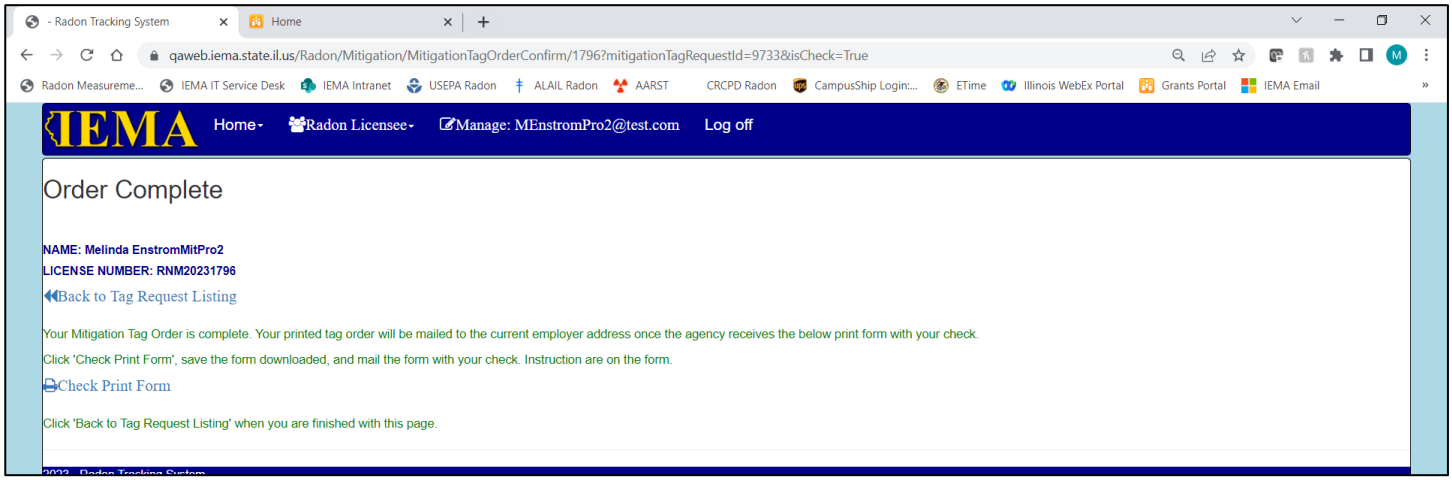


PAYING BY CHECK METHOD -If you want to pay online with a credit card, skip to Step 11.

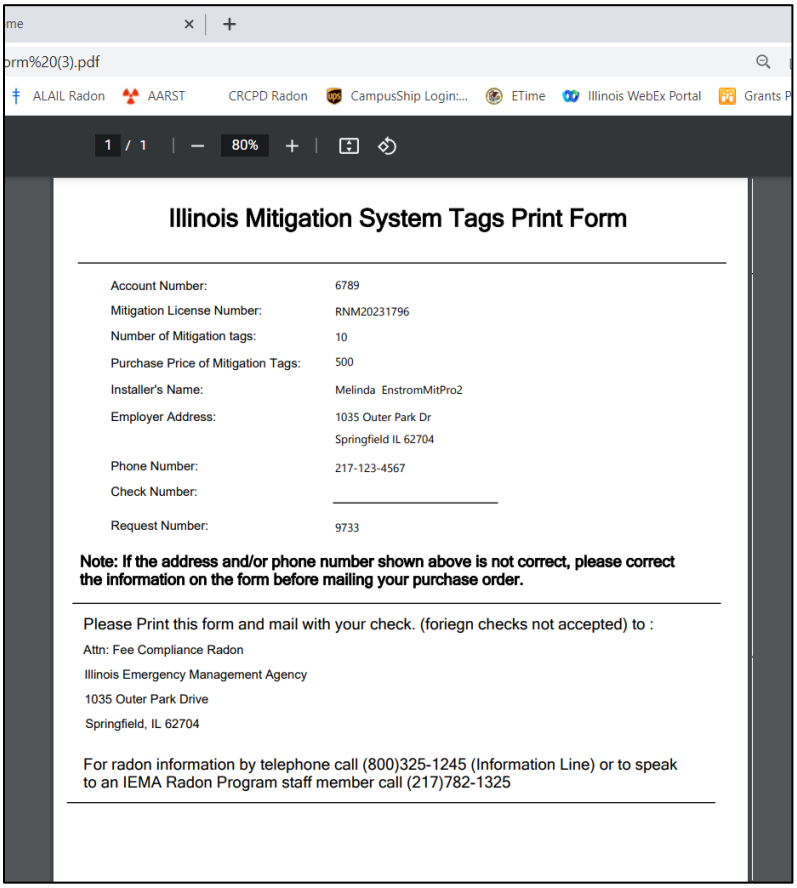
7. Select or type the number of tags you wish to purchase (the total price will automatically adjust), click the 'Pay By Check' box, and then click 'Start Tag Order'. The next page will look like this:



8. Review all the information in Blue on this page to ensure accuracy. If not correct, you need to cancel order and either change your address via the 'Edit License Address' tab or your main profile. If something besides your address needs to be changed, you will need to start an amendment application. If everything is correct, then select 'Complete Order'. The next page will look like this:



9. Select the Check Print Form link to download a PDF copy of the tag order form you need to print and send in with your payment. The form will look like this:



Illinois Mitigation System Tags Print Form

Account Number:	6789
Mitigation License Number:	RNM20231796
Number of Mitigation tags:	10
Purchase Price of Mitigation Tags:	500
Installer's Name:	Melinda EnstromMitPro2
Employer Address:	1035 Outer Park Dr Springfield IL 62704
Phone Number:	217-123-4567
Check Number:	
Request Number:	9733

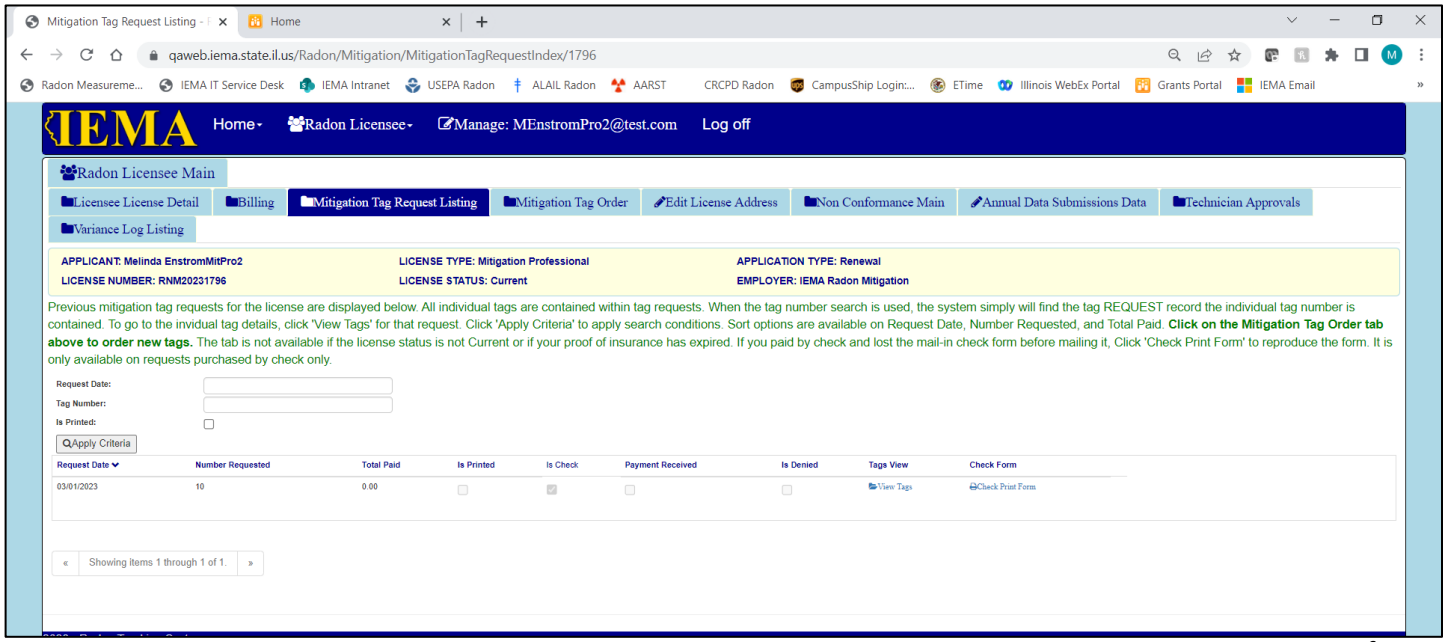
Note: If the address and/or phone number shown above is not correct, please correct the information on the form before mailing your purchase order.

Please Print this form and mail with your check. (foriegn checks not accepted) to :

Attn: Fee Compliance Radon
Illinois Emergency Management Agency
1035 Outer Park Drive
Springfield, IL 62704

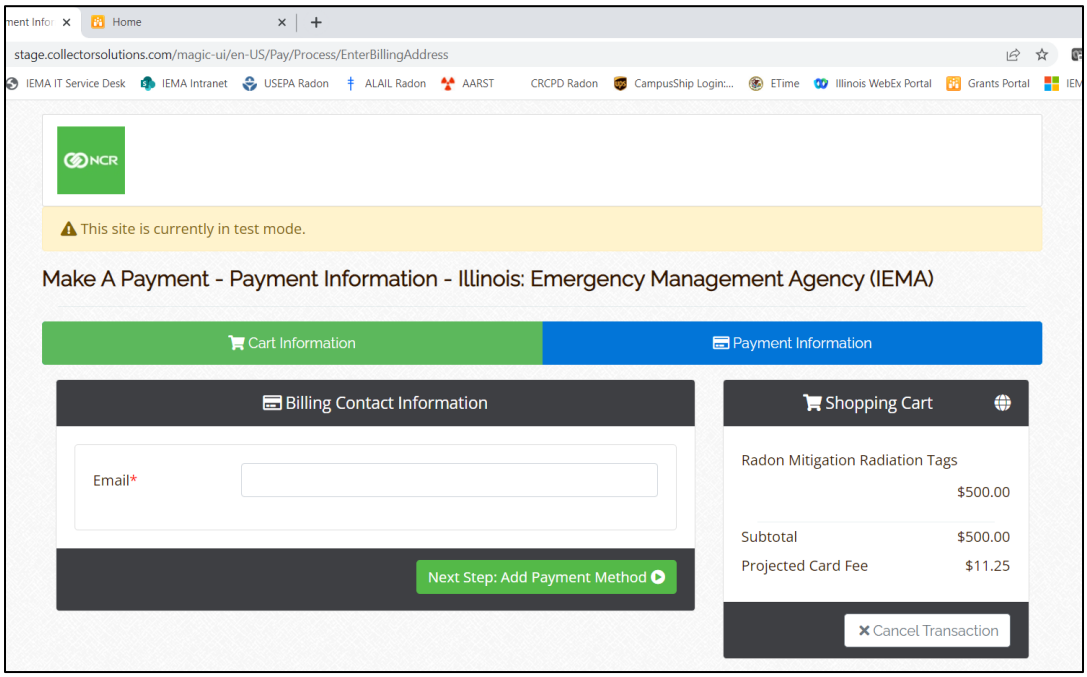
For radon information by telephone call (800)325-1245 (Information Line) or to speak to an IEMA Radon Program staff member call (217)782-1325

10. Send payment into the Agency with this form, mailed to the address at the bottom of the page. Once you've printed your request form, go back to the radon portal and select 'Back to Radon Tag Request Listing'. The page will look like this:

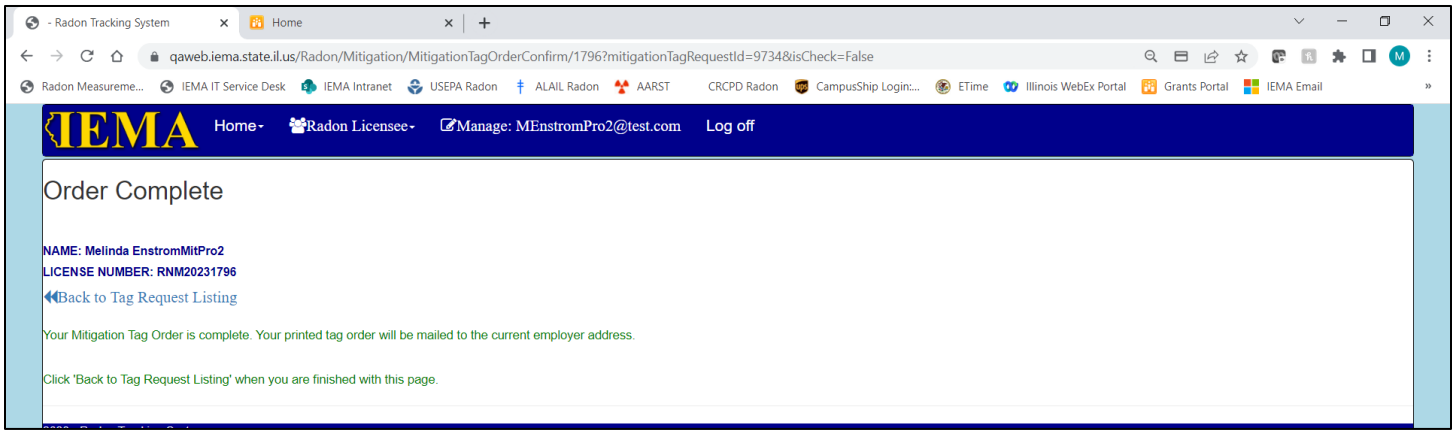


PAYING BY CREDIT CARD METHOD

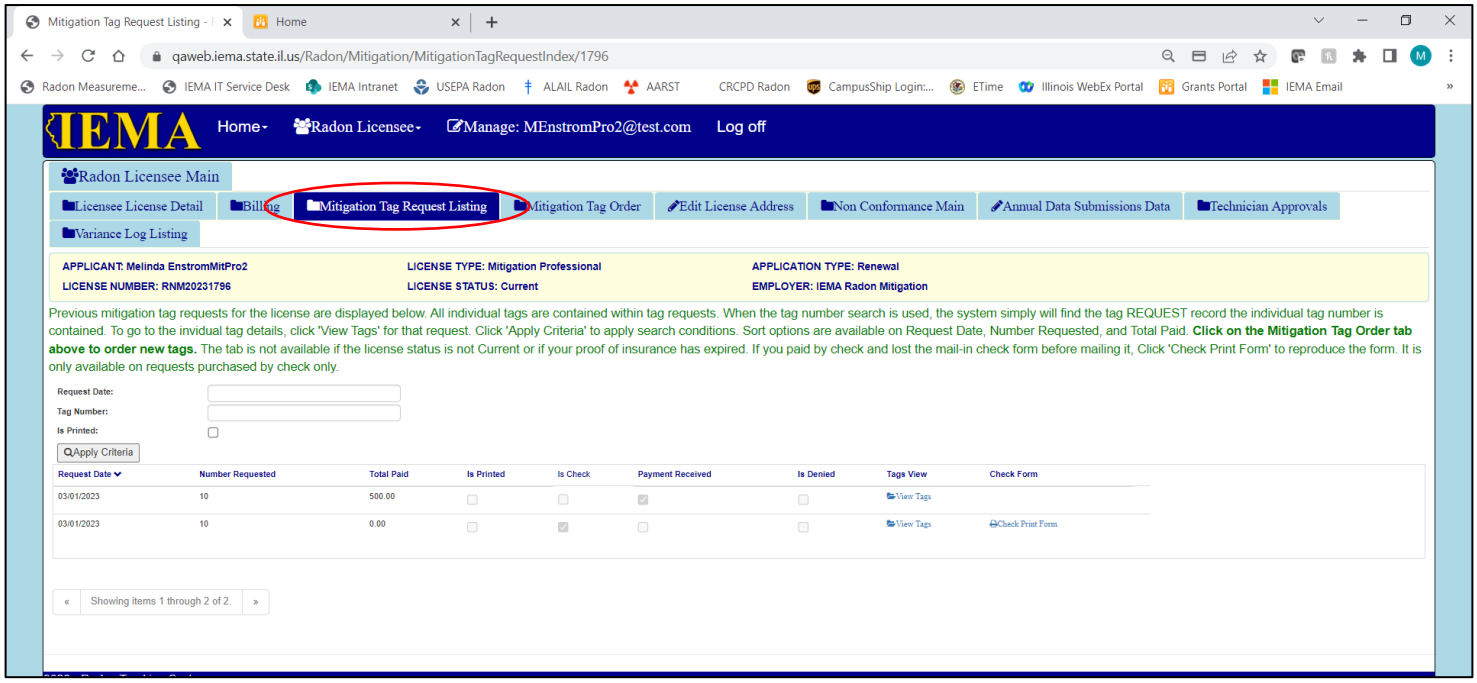
11. From the 'Mitigation Tag Order' tab, select or type the number of tags you wish to purchase (the total price will automatically adjust) and then click 'Start Tag Order'. This will take you to credit card payment system, which looks like this:



12. Complete all the steps of payment process. After reviewing and accepting final payment, you will be redirected back to the licensing portal to this page:



13. Click ‘Back to Tag Request Listing’ and that page will look like this:



14. This page is actually a tab of information you can access at any time from your main profile by clicking on it (circled in **red** above). From this page you can tell where your tag orders are in the process. When your payment has been received, the ‘Payment Received’ box will be a gray checkmark. When IEMA has printed and mailed your order, the ‘Is Printed’ box will be a gray checkmark. You can also print a copy of the request order form here (if check order) and see the list of tag numbers associated with this order by clicking ‘View Tags’. As you do more orders, they will accumulate here for you to access the information even after tags have been received.

15. You’re done! IEMA will process your order as soon as possible and get your tags mailed out to you.

Looking for Something Else?

Please see all other guidance documents for how to use all the different sections of the licensed portal on our website: www.radon.illinois.gov