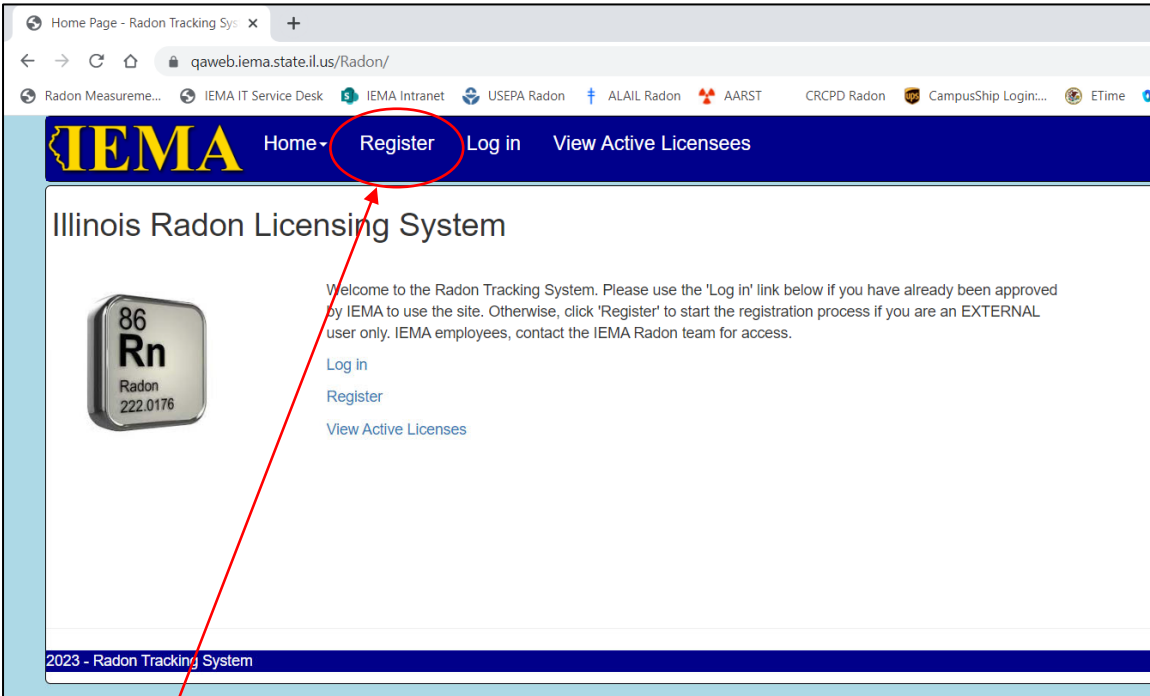


IEMA Radon Licensing Portal Guidance Document - Registering on the Portal System

Guidance Document Purpose: This document has been created as a step-by-step guide for individuals interested in registering for access to the IEMA Radon Licensing Portal. If you have any questions or issues please contact the IEMA Radon Program at (217) 785-9889 or ema.radon.licensing@illinois.gov.

1. Go to the portal's website via the link on the IEMA Radon Program's website (www.radon.illinois.gov)
The Main Page for the portal system should look like this:



2. Click Register. Registration main page will look like this:

DO NOT forget these! This will be your username/email and password for this system for always.

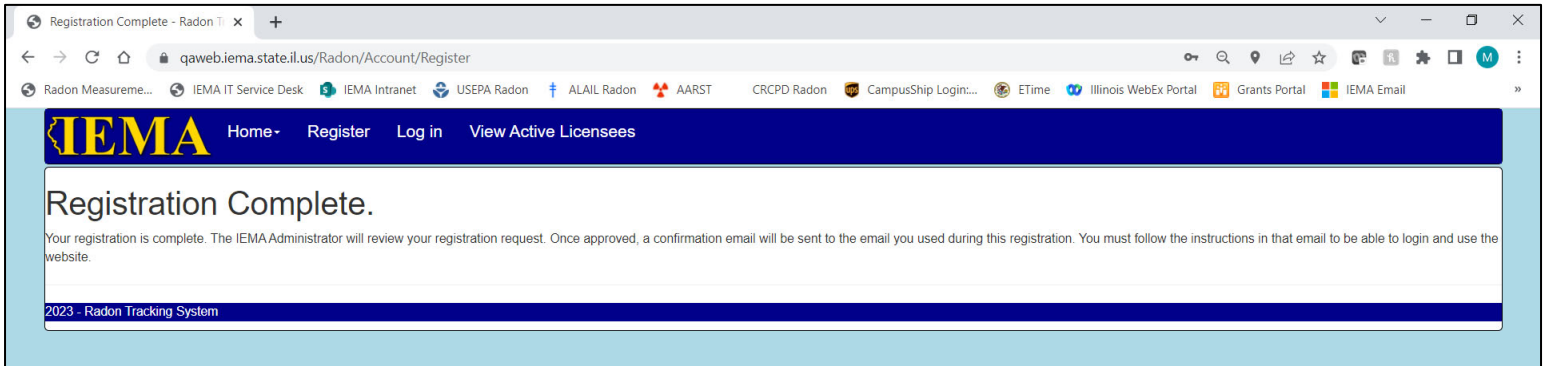
If you already have an IEMA license, make sure this button is selected

If you already have an IEMA license, enter your current license number(s) here. If you have more than one license with the IEMA Radon Program, enter both. Both licenses will be linked to you under one profile.

****NOTE FOR LABORATORY LICENSES:** This username/ email created during this step will be the labs username for the entire period the lab has a license with IEMA. It is highly recommended to use a 'generic' email (i.e. data@iemalabs.com) instead of an individual's personal email to make account manager transitions easier. **

3. **READ ALL PROVIDED DIRECTIONS** and complete all registration fields. Be sure to read all the details in Note boxes on above graphic.

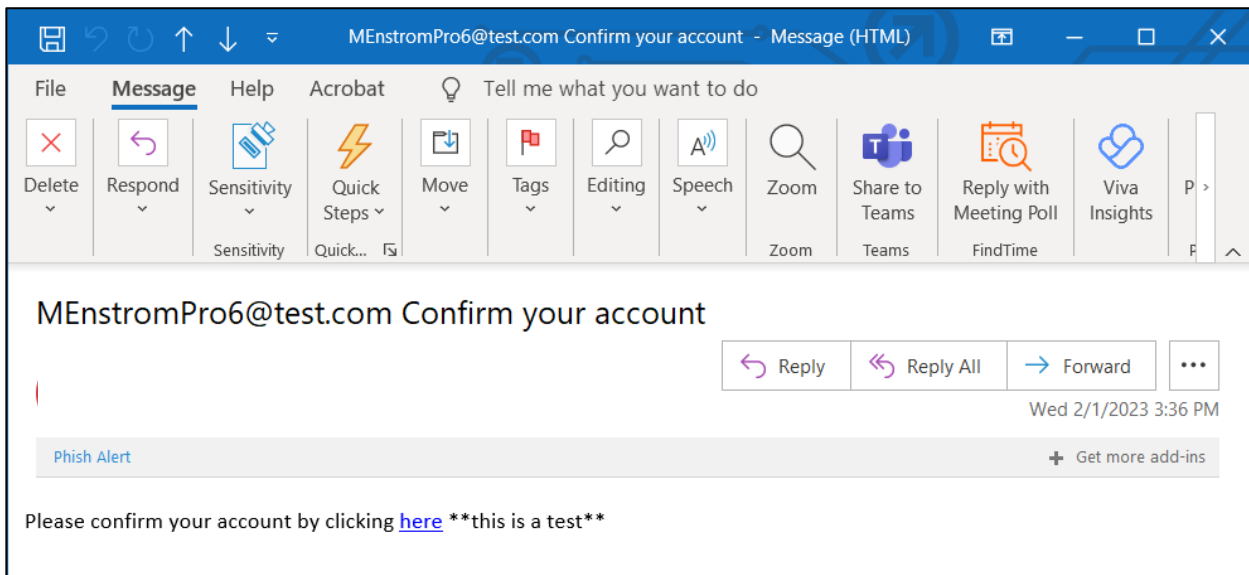
4. Select Register Button at the bottom of the page. The next page will look like this:



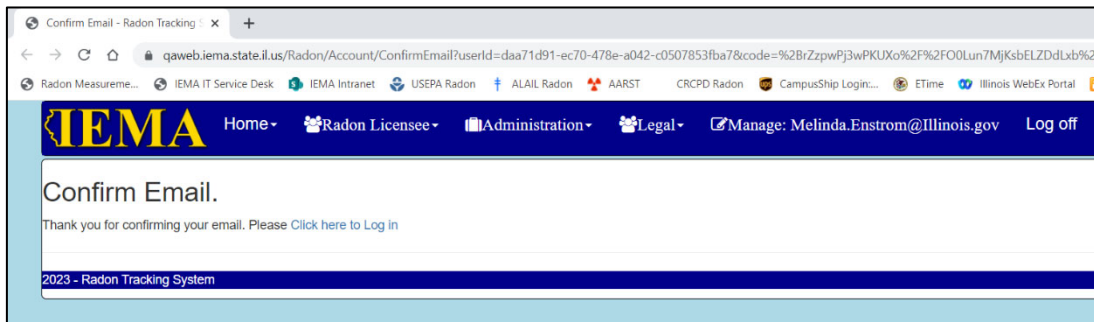
5. IEMA Radon Staff must then Approve your registration.

a. If you already have an IEMA license, staff will also assign your license(s) to your profile.

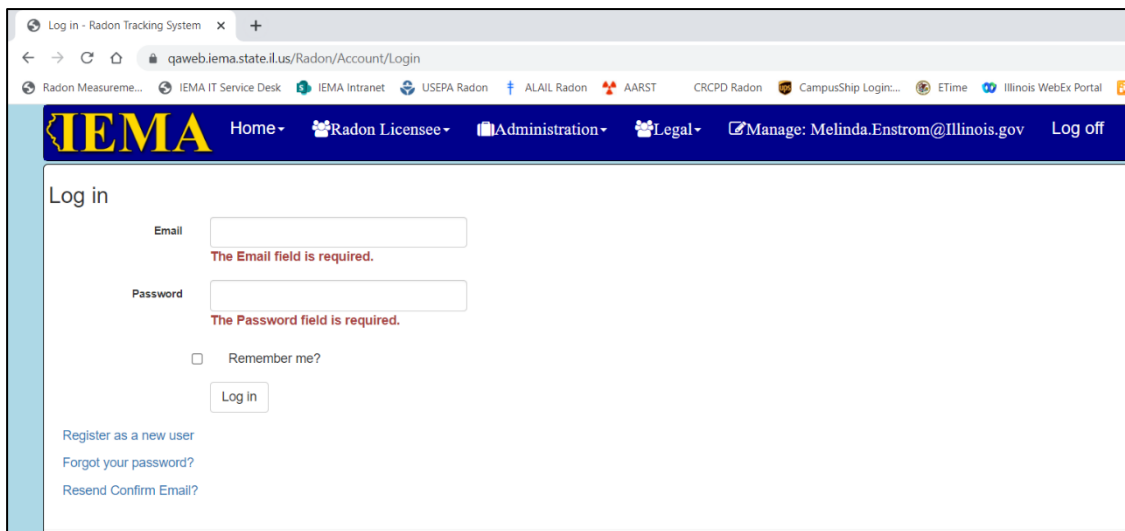
6. Once approved, you will receive an email from IEMA Radon Program asking you to verify your account. This email will go to the email address you provided during registration and will look like this:



7. You **MUST** click the blue link attached to 'here' or your account will not be activated. Once you click the link you will be taken to this page:



8. Select 'Click here to Log In' on this page to take you to the main log-in page for the system:



9. Log in to your profile using the email address and password you set up during the registration process on step 2.

What's my next step?

If you are a new applicant looking to apply for an IEMA Radon License for the very first time, you need to use the guidance documents to apply for the specific license category you are wanting.

If you hold a current IEMA Radon License and were registering to get your license(s) synced to your profile in the new system, you should use the guidance document titled for the licensing task you are interested in performing.

These and all other guidance documents can be found on our website: www.radon.illinois.gov