

## **Existing X-ray Machine Registrations**

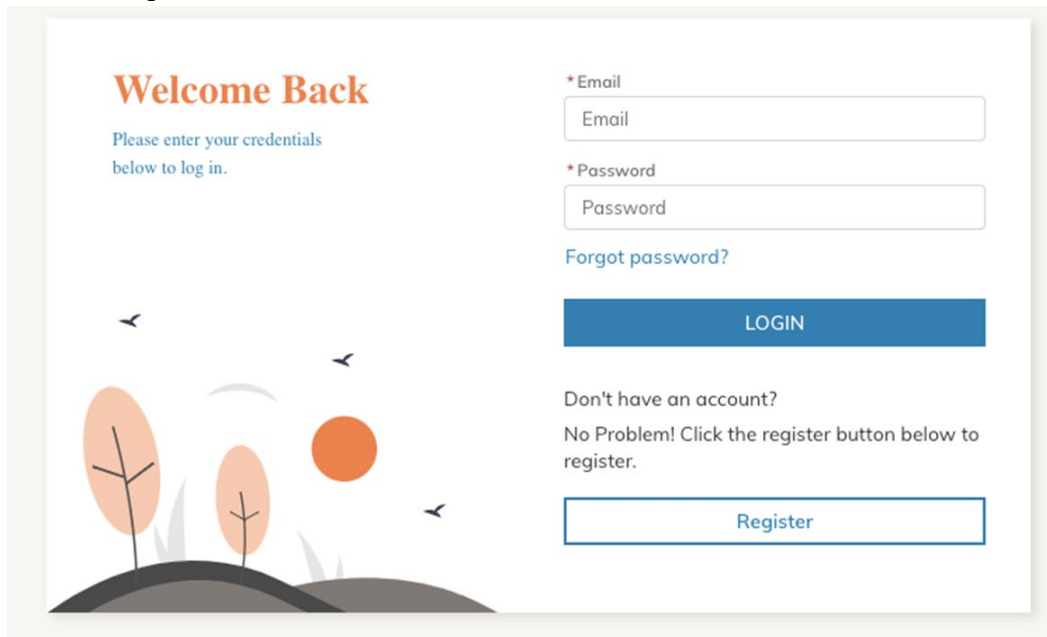
Individuals and companies that have a registered x-ray machine will be using the Division of Waste Management and Radiation Control Community Portal to manage their registrations beginning in February 2023. The following are instructions and guidance on how to use the Community Portal for renewing a registration or making changes to a registration. Additional information about the Community Portal can be found in the Community Portal User Guide which can be downloaded from the Division's Forms webpage.

### Logging into the Community Portal

1. To login to the Community Portal a user must have an account. If you do not have an account or do not think you have an account please call 801-536-0200 and ask to speak to someone in the x-ray program. The Community Portal can be accessed by clicking the following link:

<https://utdeq-dwmrc.force.com/s/login/>

Once users navigate to the link, they will see the screen below and would need to enter their email address and password.



The screenshot shows a login page with a decorative illustration of a landscape with trees, a sun, and birds. The text on the page includes:

- Welcome Back**
- Please enter your credentials below to log in.
- \*Email:
- \*Password:
- [Forgot password?](#)
- LOGIN** button
- Don't have an account?  
No Problem! Click the register button below to register.
- Register** button

2. If the user has forgotten their password they should click the Forgot Password link and an password reset email will be sent. Please follow the instructions to reset your password.

3. Upon login the user will be on the portal Home page and will see the Portal Dashboard. The dashboard should look something like is shown in the screenshot below.

**Portal Dashboard**  
LPR refers to License, Permits & Registrations. Applicants cannot upload SGI-M documents

**2**  
Issued Applications

**0**  
Submitted Applications

**0**  
Draft Applications

Pending Applicant Action  
Revision Requests

Pending Invoices

**All Pending Applications** [View All](#) [Apply](#)

APPLICATION #	LPR NUMBER	CONTACT NAME	APPLICATION TYPE	LPR TYPE	STATUS	SUBMITTED DATE/TIME	VIEW

**Issued LPRs** [View All](#)

LPR NUMBER	CONTACT NAME	LPR TYPE	SUBMITTED DATE/TIME	EXPIRATION DATE	PRINT	ACTION
XR-7771	Scott Anderson	X-Ray Machine Registration	2/23/2023, 12:21 PM	2/23/2024		<a href="#">Request For Change</a>

4. All issued registrations in the users account will be shown in the Issued LPRs(Licenses, Permits, Registrations) section. Users can apply for a new registration by clicking the Apply button (see the New X-ray Machine Registration document for this process). For an existing registration users can request a change or renew the registration. Each of these processes is detailed below.

### Requesting a Change to an X-ray Machine Registration

1. Ensure that you are on the Home page of the Community Portal. The Portal Dashboard should look something like is shown in the screenshot below.

**Portal Dashboard**  
LPR refers to License, Permits & Registrations. Applicants cannot upload SGI-M documents

**1**  
Issued Applications

**0**  
Submitted Applications

**0**  
Draft Applications

Pending Applicant Action  
Revision Requests

Pending Invoices

**All Pending Applications** [View All](#) [Apply](#)

APPLICATION #	LPR NUMBER	CONTACT NAME	APPLICATION TYPE	LPR TYPE	STATUS	SUBMITTED DATE/TIME	VIEW

**Issued LPRs** [View All](#)

LPR NUMBER	CONTACT NAME	LPR TYPE	SUBMITTED DATE/TIME	EXPIRATION DATE	PRINT	ACTION
XR-7771	Scott Anderson	X-Ray Machine Registration	2/23/2023, 12:21 PM	2/23/2024		<a href="#">Request For Change</a>



2. To make a change to a registration click on the Request for Change button (circled in red in the screenshot above) in the Action column on the row of the registration that needs to be changed.

3. After clicking the Request for Change button the user is taken to the Change Application Instructions page. Make note of the Application Name at the top of the page (A-XXXXXX). After reading the instructions click on the Save and Next button at the bottom of the screen to move to the Application Questions screen.

**Note: Even though the instructions state that the registration fee is \$45 per tube the Division does not currently charge a fee for x-ray registration change applications.**

**Note: Users can save their application during the application process by clicking the Save and Exit button at the top right of the screen. To resume the application process the user must click on the icon in the View column of the “All Pending Applications” section of the Portal Dashboard. Applications can also be deleted by clicking the Delete button next to the Save and Exit button.**

4. On the Application Questions page the user should see all the fields completed with the information that currently exists on the registration. Users can change any of the information by clicking on the pencil icon in the Edit/Delete column of each section. The information in a section can be deleted by clicking on the trash can icon in the Edit/Delete column.

**Note that if the information in a required field is deleted it must be replaced on the User will not be able to continue with the application.**

The Machines section of the application will list all x-ray machines currently registered. To add a new machine, click the Add button and a window will open with fields for Manufacturer, Model, Serial Number, Room, Unit Type (Drop Down List), Number of Tubes, and Status (Drop Down List). All required fields must be completed but users are encouraged to enter as much information as possible. Machines are added one at a time.

**Note: Even though the instructions state that the registration fee is \$45 per tube the Division does not currently charge a fee for x-ray registration change applications.**

The only changes that a registrant can make to an existing machine is to change the Room or Status. Status can be either Active, Stored or Removed. A machine with the status of stored will remain on the registration and the registrant will still pay a fee for the machine when the registration is renewed. A stored machine can have its status change to Active or Removed with a future application. A machine that has the status changed to Removed will be removed from the registration and the user will not have the ability to make any future changes to that machine.

Once the user has made all the necessary changes click the Save and Next button at the bottom of the screen.



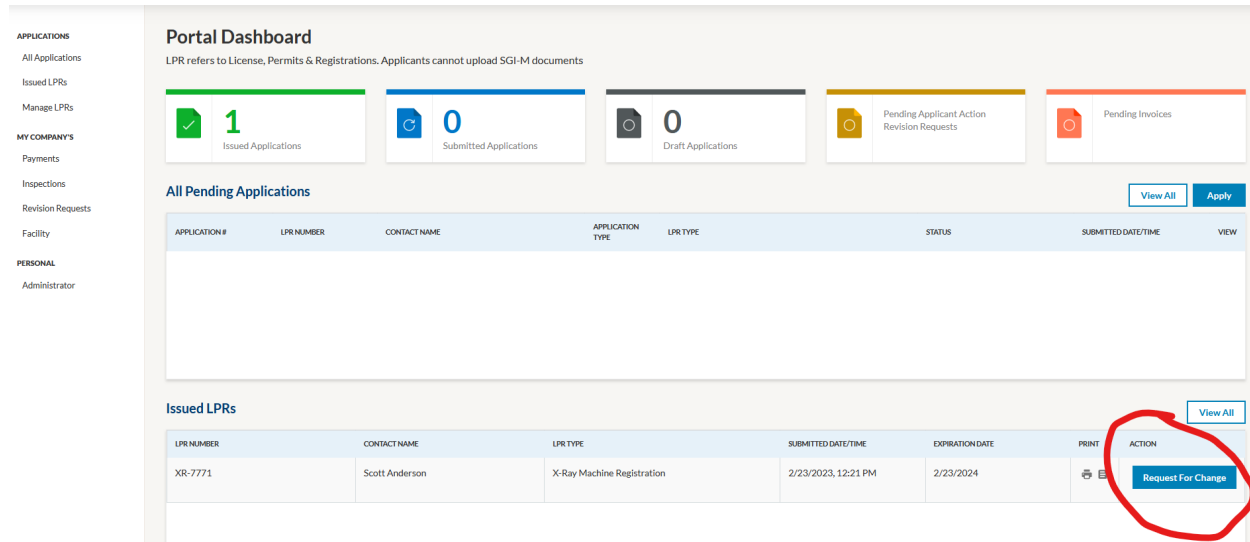
5. The user is now on the Application Documents screen. This is optional for x-ray machine change applications. This feature can be used to upload electronic copies of any documents that need to be included with the x-ray machine change application. Multiple files can be uploaded. The maximum document size for each document is 2 GB. Click the Save and Next button at the bottom of the screen to move to the next section.
6. The next screen is the pay screen. As stated previously, the Division currently does not charge a fee for change applications so the screen states, "Payment Not Required." Click the Save and Next button to move to the next page.
7. The next page is the Attestation & Submission page. Please read the attestation statements on the page then click the box if you agree with the statements. You cannot submit your application unless you agree to the attestation statements.
8. The next page is the Summary page. On this page the user can review all the information that is being submitted as part of the application. If changes need to be made the user can click on the appropriate menu item on the left side of the screen to be taken to that section of the application process and make any corrections necessary. Once the user has confirmed that all the information is correct click the Submit button at the bottom of the screen. The user should get a success message box and can then return to the Dashboard on the Home page by clicking the link.
15. An email will be sent to the email address entered for the Facility Contact informing them that the change application has been received. The email contains the application number (A-XXXXXX). This number is also displayed in the Portal Dashboard on the Home page of the Community Portal in the All Pending Applications section.

**Note: It is important to keep track of this number because you will need to use this number to communicate with Division staff regarding an application. Once a application is approved the application will be removed from the All Pending Applications section and the changed information will be part of the issued registration. Users can see all past and present applications by clicking on the All Applications link in the menu on the left side of the Home page.**
16. When an application is approved an email is sent to the Facility Contact email address informing them that the application has been approved. Attached to the email will be a registration certificate and receipt. The registration expiration date will not change even though a new certificate is issued.
17. Users can access the registration certificate and receipt on the Community Portal Dashboard/Home page the application in the Issued LPRs section by clicking the printer icon in the Print column a copy of the registration certificate can be viewed, printed, or downloaded. By clicking the document icon in the Print column, the registration receipt can be viewed, printed or downloaded.

**Note: You must allow pop-ups for the Community Portal web page to be able to access the certificate or receipt.**

### Renewing an X-ray Machine Registration

1. Ensure that you are on the Home page of the Community Portal. The Portal Dashboard should look something like is shown in the screenshot below.



**Portal Dashboard**  
LPR refers to License, Permits & Registrations. Applicants cannot upload SGI-M documents

Issued Applications: 1  
Submitted Applications: 0  
Draft Applications: 0  
Pending Applicant Action Revision Requests: 0  
Pending Invoices: 0

**All Pending Applications** View All Apply

APPLICATION #	LPR NUMBER	CONTACT NAME	APPLICATION TYPE	LPR TYPE	STATUS	SUBMITTED DATE/TIME	VIEW

**Issued LPRs** View All

LPR NUMBER	CONTACT NAME	LPR TYPE	SUBMITTED DATE/TIME	EXPIRATION DATE	PRINT	ACTION
XR-7771	Scott Anderson	X-Ray Machine Registration	2/23/2023, 12:21 PM	2/23/2024		<span>Request for Change</span>

2. To renew a registration click on the Renew button that is next to the Request for Renewal button (circled in red in the screenshot above) in the Action column on the row of the registration that needs to be changed. The Renew button will only appear after a renewal notice email has been sent.

3. After clicking the Renew button the user is taken to the Renew Application Questions page. Make note of the Application Name at the top of the page (A-XXXXXX).

**Note: Users can save their application during the application process by clicking the Save and Exit button at the top right of the screen. To resume the application process the user must click on the icon in the View column of the “All Pending Applications” section of the Portal Dashboard. Applications can also be deleted by clicking the Delete button next to the Save and Exit button.**

4. On the Application Questions page the user should see all the fields completed with the information that currently exists on the registration. Users can change any of the information by clicking on the pencil icon in the Edit/Delete column of each section. The information in a section can be deleted by clicking on the trash can icon in the Edit/Delete column.



**Note that if the information in a required field is deleted it must be replaced on the User will not be able to continue with the application.**

The Machines section of the application will list all x-ray machines currently registered. To add a new machine, click the Add button and a window will open with fields for Manufacturer, Model, Serial Number, Room, Unit Type (Drop Down List), Number of Tubes, and Status (Drop Down List). All required fields must be completed but users are encouraged to enter as much information as possible. Machines are added one at a time. The only changes that a registrant should make to an existing machine is to change the Room or Status. Status can be either Active, Stored or Removed. A machine with the status of stored will remain on the registration and the registrant will still pay a fee for the machine when the registration is renewed. A stored machine can have its status change to Active or Removed with a future application. A machine that has the status changed to Removed will be removed from the registration and the user will not have the ability to make any future changes to that machine. The Delete feature should only be used to delete a machine that was erroneously added to the registration.

Once the user has made all the necessary changes click the Save and Next button at the bottom of the screen.

5. The user is now on the Application Documents screen. This is optional for x-ray machine renew applications. This feature can be used to upload electronic copies of any documents that need to be included with the x-ray machine renew application. Multiple files can be uploaded. The maximum document size for each document is 2 GB. Click the Save and Next button at the bottom of the screen to move to the next section.

6. The next screen is the pay screen. The Payment Amount is shown on the screen. This amount is calculated automatically and is determined by the number of x-ray machines and the number of tubes entered on the Application Questions page. Click the Pay button and a new window will open where the payment method can be selected. Payment **MUST** be received by the Division before the user can complete the application process and submit their application. The payment methods available are: Card, eCheck, Wire Transfer, IAT (State Government Agency Use Only), or Check.

If the user clicks on Card or eCheck as the payment method and clicks the Pay button the user will be navigated to the Utah DEQ payment portal to make the payment.

**Note: You must allow pop-ups for the Payment Portal web page to be able to make a credit card or eCheck payment.**

When the user has completed the payment process in the payment portal, they will be returned to the payment screen in the Community Portal and will receive an email receipt from the payment portal and another email stating that payment has been received. The status of payment will



change to Paid and the Save and Next button should be enabled. Click the Save and Next button to move to the next page.

If the user chooses Wire Transfer, IAT or Check they will be required to enter additional information prior to clicking the Pay button.

The field titled “Date of Requested Payment” is required for all three of these methods. The user should enter the date that they plan to submit the payment. Only the current date or a future date can be entered.

In addition to the date an IAT also requires a document number.

Check requires the check number in addition to the date.

After clicking the Pay button, the screen will show that the status of the payment is Pending and will provide a Payment ID number. If the user needs to correspond with the Division regarding the payment, please reference the Payment ID number. The user should click the Save and Exit button at this time and wait for notice from the Division that payment has been received. The application will be listed in the All Pending Applications section of the Community Portal Home page. Take note of the Application Number for future reference. Once payment is received by the Division the user will receive an email informing them that payment has been received and they can continue with their application. After receiving this email, the user can log back into the Community Portal and click the icon in the View column of the All Pending Applications section on the row with the appropriate Application Number. This will take the user to the Payment Screen where the payment Status will not be Paid and the Save and Next button will be enabled.

Users should click the Save and Next button once it has been enabled to proceed to the next step in the application process.

**7.** The next page is the Attestation & Submission page. Please read the attestation statements on the page then click the box if you agree with the statements. You cannot submit your application unless you agree to the attestation statements.

**8.** The next page is the Summary page. On this page the user can review all the information that is being submitted as part of the application. If changes need to be made the user can click on the appropriate menu item on the left side of the screen to be taken to that section of the application process and make any corrections necessary. Once the user has confirmed that all the information is correct click the Submit button at the bottom of the screen. The user should get a success message box and can then return to the Dashboard on the Home page by clicking the link.

**15.** An email will be sent to the email address entered for the Facility Contact informing them that the renew application has been received. The email contains the application number (A-XXXXXX). This number is also displayed in the Portal Dashboard on the Home page of the Community Portal in the All Pending Applications section.



**Note: It is important to keep track of this number because you will need to use this number to communicate with Division staff regarding an application. Once a application is approved the renew application will be removed from the All Pending Applications section. Users can see all past and present applications by clicking on the All Applications link in the menu on the left side of the Home page.**

**16.** When an application is approved an email is sent to the Facility Contact email address informing them that the application has been approved and the registration has been renewed. Attached to the email will be a registration certificate and receipt.

**17.** Users can access the registration certificate and receipt on the Community Portal Dashboard/Home page the application in the Issued LPRs section by clicking the printer icon in the Print column a copy of the registration certificate can be viewed, printed, or downloaded. By clicking the document icon in the Print column, the registration receipt can be viewed, printed or downloaded.

**Note: You must allow pop-ups for the Community Portal web page to be able to access the certificate or receipt.**