

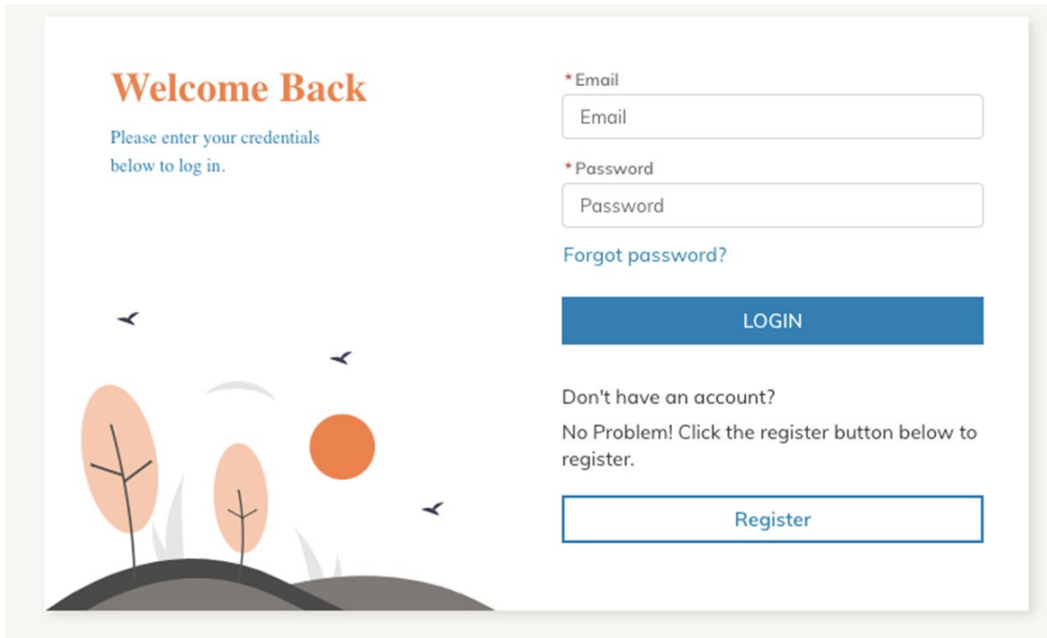
Qualified Expert Registration

Qualified Experts will be using the Division of Waste Management and Radiation Control Community Portal to register and renew registrations beginning in January 2023. The following are instructions and guidance on how to complete the process.

Registering as a Community Portal User

1. Qualified Experts must register as portal users. To register as a Portal User, users will need to navigate to 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 click on the “Register” button.



2. After clicking on the Register button, the user will need to fill in the required information for registration. Email address and Billing Email Address are required fields. Both email addresses can be the same. The Billing Email Address is not used for Qualified Expert registrations but must be completed as a required field.

Note: If the account name you enter is already in our database you will not be able to complete the registration process. If this happens, please use your name as the account name.

3. After a successful Registration, the user will receive a welcome email. To activate the account, users should click on the link in the email to continue with the registration process.



4. Clicking the link will take the user to the Change Your Password page where a password must be created. Please follow the instructions and create a password for your account.
5. After the user creates the password for their account, they will be redirected to the Home Page of the Community Portal. Users should navigate to the “My Profile” tab on the top right where they need to ensure that all information in their profile is complete and correct. Click on the Edit button in the upper right side of the screen to edit any information in the profile. Users must add a phone number (if not entered when registering), job title, and mailing address then click on the Save button to save the changes.
6. Once a user has updated and saved their profile the user will need to contact Tom Ball, the X-ray Program Manager, at 801-536-0251 to have their Level of Access set up. After the Level of Access is set up the user can login and create and submit an application for registration as a Qualified Expert.

Applying for or Renewing Registration as a Qualified Expert

1. Ensure that you are on the Home page of the Community Portal. The Portal Dashboard as shown in the screenshot below should be visible.

The screenshot shows the 'Portal Dashboard' with a left-hand navigation menu and a main content area. The dashboard includes five status cards: Issued Applications (0), Submitted Applications (0), Draft Applications (0), Pending Applicant Action Revision Requests (0), and Pending Invoices (0). Below these is a table titled 'All Pending Applications' with columns for Application #, LPR Number, Contact Name, Application Type, LPR Type, Status, Submitted Date/Time, and View. A red box highlights the 'Apply' button in the top right corner of the table area.

2. For a new registration click on the Apply button on the right-hand side of the screen. For renewing a registration click on the Renew button in the Action column of the Issued LPRs section on the row of the registration you are renewing. Renewals skip to Step 10.

Note: In early 2023 Qualified Experts renewing their registration will apply as if they did not have a registration.



3. After clicking Apply the user is taken to the Facility Selection screen. New users will need to create a facility. Click the blue “Click here” text to open the facility creation page.

4. On the Facilities page click the “Add New Facility” button. Complete the required fields on the Enter Facility Details page then click the blue Add button.

For “Name” a Qualified Expert can either enter their company name or their own name. For accounts with multiple Qualified Experts this should be the company name.

The Latitude and Longitude fields will be automatically filled in based on the address entered.

These fields are used by other programs and are not used for Qualified Expert registrations.

In most cases the Facility Contact should be the Qualified Expert. In the case where one person is submitting multiple applications for several people the Facility Contact should be the person submitting the applications who created the portal account. Clicking in the “Facility Contact” field will open a drop-down menu that contains the name the user entered when creating their portal registration. Click the name to add it as the Facility Contact.

5. Once the facility is added, the user will be returned to the Facilities. Click on the “Home” tab at the top of the page and click the “Apply” button again.

Note: Accounts with more than one Qualified Expert will need to complete steps 6 through 13 for each Qualified Expert.

6. After clicking Apply the user is taken to the Facility Selection screen. Click anywhere in the Choose one field and click on the facility that was just added then click the Next button.

7. The user is now taken to the Program Selection page. Click anywhere in the Choose one field and click on X-Ray.

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.

8. When the Choose a sub-program window opens click the button next to “Qualified Experts (QEs)” then click the Save and Next button at the bottom of the screen.

9. The user is now on the Instructions screen. After reading the instructions click on the Save and Next button at the bottom of the screen to move to the Application Questions screen.

10. On the Application Questions screen the user should complete all required fields then click the Save and Next button at the bottom of the screen.

The Applicant Contact Name should be the name of the Qualified Expert. Clicking the Add a Contact button opens a window where the user can click in the Select Contact field and find the name that was entered as the Facility Contact during the facility creation step or can enter information for a new contact. If a contact is chosen from the list the



information for the various fields is automatically filled with the information previously entered.

The email address entered here can be the same as the address entered for Facility Contact if the account and registration is for a single Qualified Expert. For accounts with multiple Qualified Experts the email address entered here should be the email address of the Qualified Expert whose name was entered as the Applicant Contact.

Choose “Qualified Expert” from the dropdown list in the Role field.

Verify that all the information is correct, edit as necessary, then click the Save button.

The Mailing Address fields will automatically fill in with the information previously entered unless a new name was entered.

The next two fields are mandatory but only one needs to be filled out depending on whether the application is new or a renewal. For new applications fill in the first box and enter “N/A” in the second box. For renewal applications enter “N/A” in the first box and fill in the second box.

11. The user is now on the Application Documents screen. Use the Upload Files button to upload electronic copies of each degree and any other supporting or necessary documents for new applications. For renewal applications upload copies of the four Radiation Safety Inspections. 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 once all necessary documents have been uploaded.

12. The next screen is the pay screen. No payment is required for a Qualified Expert registration so the user should just click the Save and Next button.

13. 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.

14. An email will be sent to the email address entered for the Facility Contact informing them that the application has been received. The email contains your 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, especially for accounts with more than one Qualified Expert, because you will need to use this number to communicate with Division staff regarding an application.

15. 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.



16. On the Community Portal web page the application will move to 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.

Note: You must allow pop-ups for the Community Portal web page to be able to access your certificate from the printer icon.