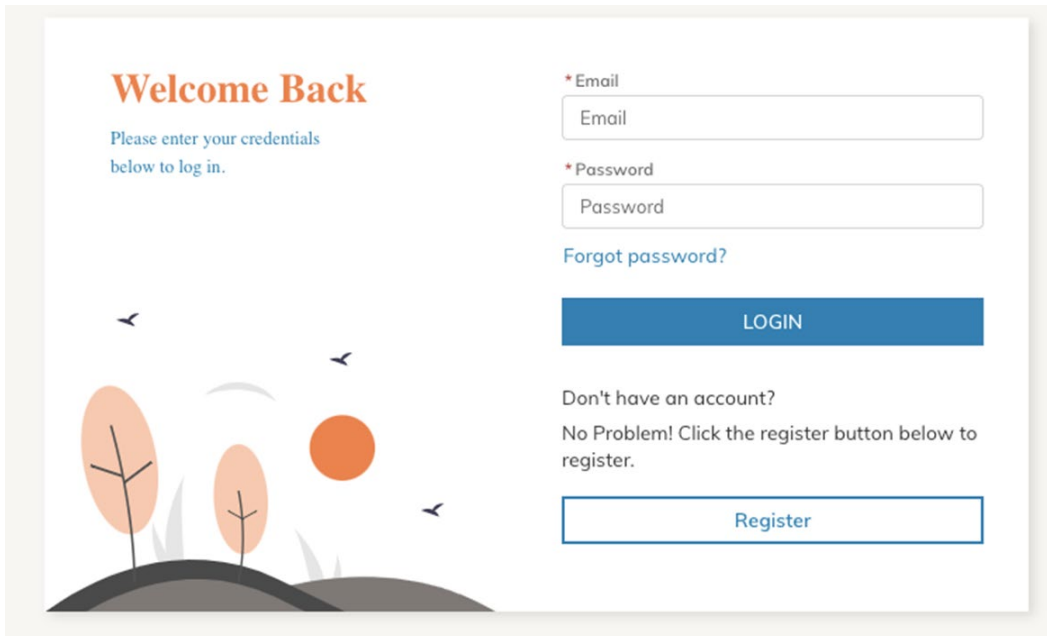


## New X-ray Machine Registration

Individuals and companies that want to register an x-ray machine will be using the Division of Waste Management and Radiation Control Community Portal to register and renew registrations beginning in February 2023. The following are instructions and guidance on how to complete the process. 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.

### Registering as a Community Portal User

1. Individuals and companies 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.



**Welcome Back**

Please enter your credentials below to log in.

\*Email  
Email

\*Password  
Password

[Forgot password?](#)

**LOGIN**

Don't have an account?  
No Problem! Click the register button below to register.

**Register**

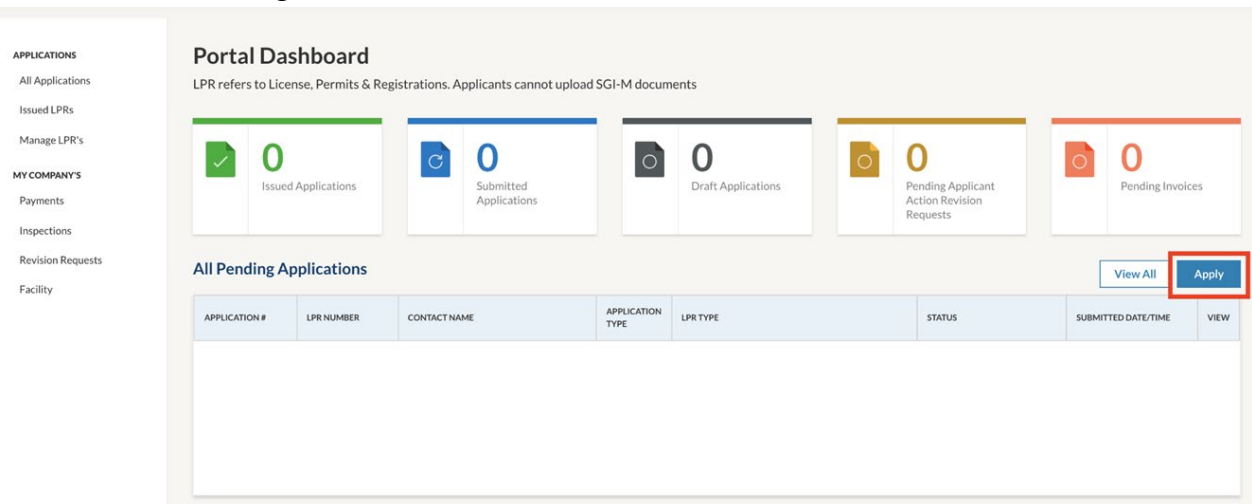
2. After clicking on the Register button, the user will need to fill in the required information for registration. Email address and Billing Email Address are required fields. Both email addresses can be the same. The Billing Email Address is used by the Division to send notices that registrations are due for renewal to send inspection invoices to x-ray registrants.

**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 contact the Division at 801-536-0200 and ask to speak to someone in the x-ray program.**

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 the X-ray Program Manager to have their Level of Access set up. Do this by dialing 801-536-0200 and ask to speak to the X-ray Program Manager. The user will not be able to do anything in the Community Portal until this is complete. After the Level of Access is set up the user can login and create and submit an x-ray machine registration application.

### Submitting an X-ray Machine Registration Application

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.



The screenshot shows the 'Portal Dashboard' with a sidebar on the left containing navigation links: APPLICATIONS (All Applications, Issued LPRs, Manage LPR's), MY COMPANY'S (Payments, Inspections, Revision Requests, Facility). The main content area has a title 'Portal Dashboard' and a subtitle 'LPR refers to License, Permits & Registrations. Applicants cannot upload SGI-M documents'. Below this are five status cards: Issued Applications (0), Submitted Applications (0), Draft Applications (0), Pending Applicant Action Revision Requests (0), and Pending Invoices (0). Underneath is a section titled 'All Pending Applications' with a table and two buttons: 'View All' and 'Apply' (highlighted with a red box). The table has columns for APPLICATION #, LPR NUMBER, CONTACT NAME, APPLICATION TYPE, LPR TYPE, STATUS, SUBMITTED DATE/TIME, and VIEW.

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

2. Click on the Apply button on the right-hand side of the screen.
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 user can either enter their company name or their own name if they are registering the x-ray machine(s) to themselves.

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 x-ray machine registrations.

Users can enter a new Facility Contact or, by clicking in the “Facility Contact” field, enter 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 screen. Click on the “Home” tab at the top of the page and click the “Apply” button again.

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 “X-ray Machine Registration” 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. Information entered into a specific section of the application can be edited by clicking the pencil icon on the right of the section. The information can be deleted by clicking the trash can icon.

In the Registrant Information field choose one of the business types (individual, corporation, LLC, etc.). Choose Other if the business type is not listed and enter the type in the If Other, please specify field.

For Registrant Contact click anywhere in the Select Contact field for a list of contacts already associated with the account. Choosing a name from the list populates the fields with the data that has been previously entered. The user can also manually enter information into the fields.



If address information was previously entered for the Registrant Contact those fields will be automatically populated. If no information is displayed and the Add an Address button is grayed out, click the pencil icon and complete the fields.

The Facility Contact should be the person that is responsible for maintaining the registration and the person the Division should contact to schedule inspections and get information. The Facility Contact and the Registrant Contact can be the same person and more than one contact can be added. As with the Registrant Contact click anywhere in the Select Contact field for a list of contacts already associated with the account.

Choosing a name from the list populates the fields with the data that has been previously entered. The user can also manually enter information into the fields.

The Machines section of the application is where the user will enter all the information for registering each x-ray machine. Clicking the Add button opens a window 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.

**11.** The user is now on the Application Documents screen. This is optional for x-ray machine registrations. This feature can be used to upload electronic copies of any documents that need to be included with the x-ray machine registration. 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.

**12.** 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.

**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.** 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 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 because you will need to use this number to communicate with Division staff regarding an application. Once an**



**application is approved and a registration certificate is issued a registration number will be assigned. Once a registration number is assigned users should use the registration number when communicating with the Division regarding their registration. This registration number will be displayed as the LPR Number in the Community Portal.**

**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.

**17.** On the Community Portal Dashboard/Home page the application will move to the Issued LPRs section and will have an LPR number displayed, this is the registration number. 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.**