

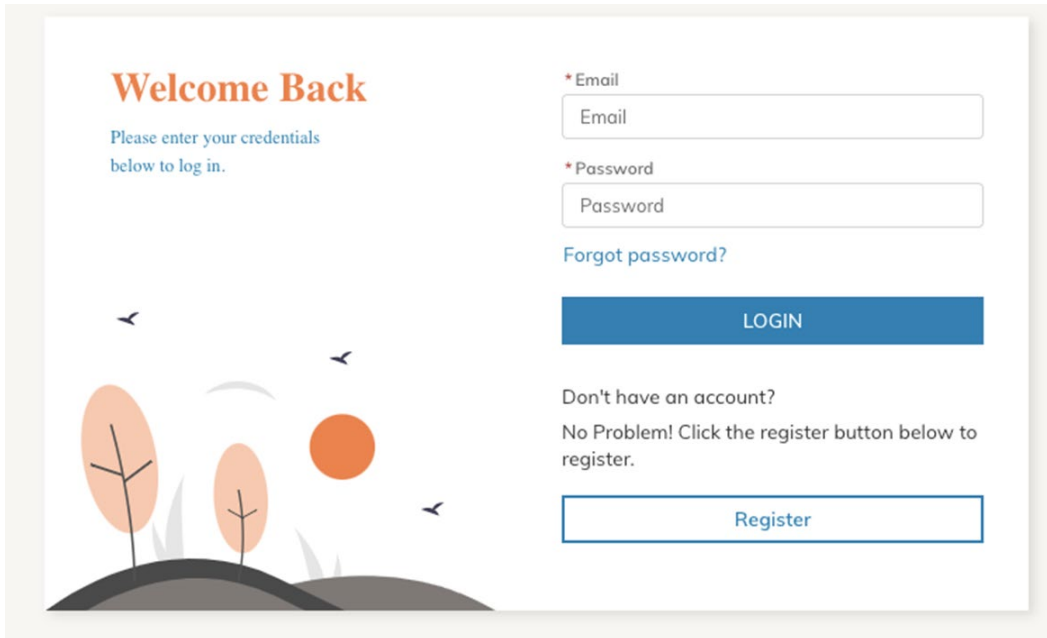
Qualified Expert Registration

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://deqorg.utah.gov/>

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 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 385-454-5574 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 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.

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

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

APPLICATION #	LPR NUMBER	CONTACT NAME	APPLICATION TYPE	LPR TYPE	STATUS	SUBMITTED DATE/TIME	VIEW
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Issued LPRs [View All](#)

LPR NUMBER	CONTACT NAME	LPR TYPE	SUBMITTED DATE/TIME	EXPIRATION DATE	PRINT	ACTION
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2. Click on the “Apply” button on the right-hand side of the screen, bordered in red in the screenshot above.

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 page. 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.

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. 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. Click the “Save and Next” button after you have clicked the box to move to the summary page.

14. On the summary page you can review all the information that has been entered in the application. If you need to make corrections you can click on the Application Questions step or the Application Documents step in the menu on the left to return to those areas and make corrections. Once everything is correct click the “Submit” button to submit your application.

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, 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.

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 instructing the email recipient to log into the Community Portal to download a copy of their registration certificate.

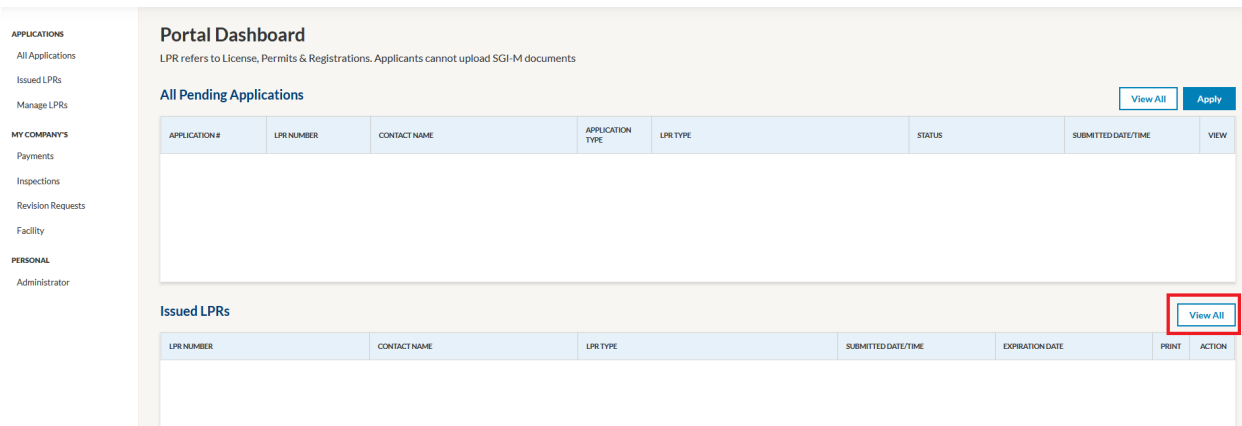
17. On the Community Portal web page the application will move to the Issued LPRs section. By clicking the printer icon in the Print column, a copy of the registration certificate can be viewed, printed, or downloaded.

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

Renewing a Qualified Expert Registration

Registered Qualified Experts will receive an email 30 days before the expiration of their registration informing them that their registration is going to expire and instructing them to login to the Community Portal to renew their registration.

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.



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

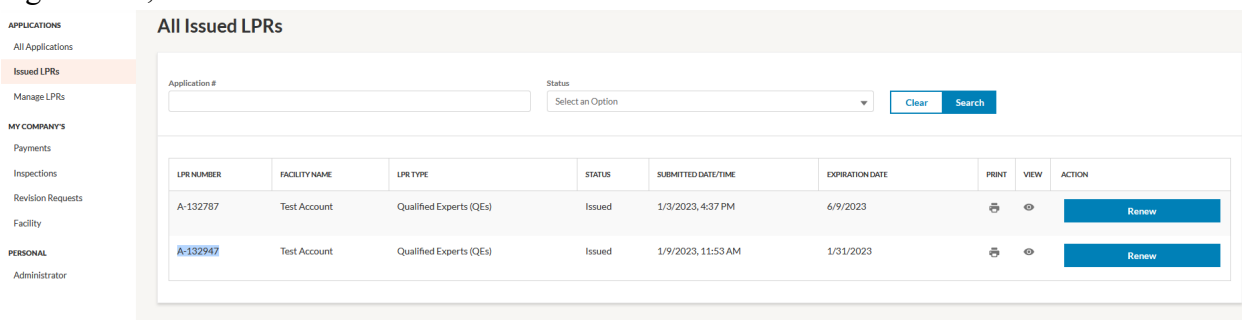
All Pending Applications [View All](#) [Apply](#)

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

2. All issued registrations should be visible in the Issued LPRs section. To renew a registration, click on the Renew button in the Action column in the Issued LPRs section on the row of the registration you are renewing. If a registration is 30 days or more past expiration it may not be visible in the Issued LPRs section. Click the View All button bordered in red in the screenshot above and the All Issued LPRs page will open as shown in the screenshot below. To renew a registration, click on the Renew button in the Action column.



All Issued LPRs

Application # Status [Clear](#) [Search](#)

LPR NUMBER	FACILITY NAME	LPR TYPE	STATUS	SUBMITTED DATE/TIME	EXPIRATION DATE	PRINT	VIEW	ACTION
A-132787	Test Account	Qualified Experts (QEs)	Issued	1/3/2023, 4:37 PM	6/9/2023			Renew
A-132997	Test Account	Qualified Experts (QEs)	Issued	1/9/2023, 11:53 AM	1/31/2023			Renew

3. On the Application Questions screen the Applicant Contact Name and the Mailing Address will already be filled out using the data that is already in the database. The user can update this information by clicking the pencil icon in the Edit/Delete column.



Users must list the Institution Name, Address and Inspection Date for four X-ray Radiation Safety Inspections performed in Utah or another state over the past two years on the Application Questions page and then upload copies of the inspection reports in the Application Documents step.

The field indicating if the user wants to be on the list of registered qualified experts will be prepopulated with the choice the user made on their last application. Click the down arrow on this field to change the value in the field.

The user should complete all required fields then click the “Save and Next” button at the bottom of the screen.

4. The user is now on the Application Documents screen. Use the Upload Files button to upload electronic copies of the four Radiation Safety Inspections that were listed on the Application Questions page. 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.

5. 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.

6. 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. Click the “Save and Next” button after you have clicked the box to move to the Summary page.

7. On the Summary page you can review all the information that has been entered in the application. If you need to make corrections, you can click on the Application Questions step or the Application Documents step in the menu on the left to return to those areas and make corrections. Once everything is correct click the “Submit” button to submit your application.

8. 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.

9. When an application is approved an email is sent to the Facility Contact email address informing them that the application has been approved and instructing the email recipient to log into the Community Portal to download a copy of their registration certificate.

10. On the Community Portal web page the application will disappear from the All Pending Applications section and the “Renew” button will disappear from the Issued LPRs section and



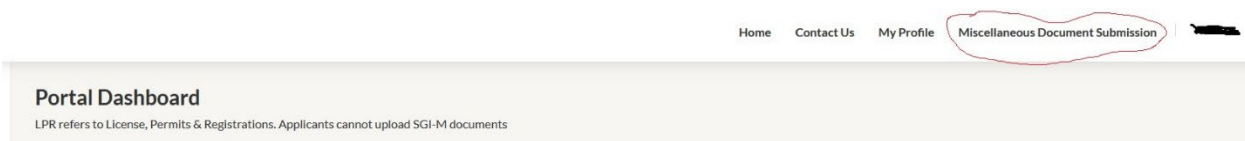
the Expiration Date will update. By clicking the printer icon in the Print column, a copy of the registration certificate can be viewed, printed, or downloaded.

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

Submitting Inspection Reports Electronically via the Portal

QEs can submit their inspection reports electronically from within the Community Portal. The steps below will walk you through this process.

1. Login to the Community Portal.
2. At the top left of the Portal Dashboard there are several menu items. Click on Miscellaneous Document Submission as circled in red in the screenshot below.



3. Click on Select Program in the Choose a Program field and choose X-ray from the dropdown menu.
4. Click the radio button next to Qualified Experts (QEs) and enter any comments you would like to enter in the Comments field then click the Upload Documents button.
5. In the Upload Files window that opens click on Upload Files. Clicking the Upload Files button opens a window where you can navigate to the files on your computer that you want to upload. More than one file can be uploaded at a time. Click on the file or files you want to upload then click the Open button. Once the files have uploaded click the Done button.
6. Double check the files that are shown in the Upload Files window. You cannot delete a file once it has been submitted. You can view a preview of each file by clicking on the eyeball icon in the Action column. Click on the trashcan icon to delete a file that you do not want to upload.
7. When you are ready to submit your files click the Submit button. Your documents will be uploaded and reviewed by staff.