



PUBLIC HEALTH DIVISION
Radiation Protection Services

John A. Kitzhaber, MD, Governor

Oregon
Health
Authority

800 NE Oregon Street, Suite 640
Portland, OR 97232
Voice 971-673-0490
FAX 971-673-0553
TTY 971-673-0372

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INFORMATIONAL BULLETIN 2013-03

To: **Tanning Facility Owners and Staff**

From: David M. Howe, Program Director 
Radiation Protection Services (RPS)

Subject: **Electronic Payment Now Available for Tanning Device Registration Fees**

In an ongoing effort to improve Radiation Protection Service's (RPS) tanning registration fee payment program, we have implemented an electronic payment service to allow tanning registrants to pay on-line allowing the use of a credit or debit card. Our goal is to provide another option to pay your annual registration fees.

INSTRUCTIONS TO ACCESS AND USE THE ELECTRONIC PAYMENT SYSTEM

IN ORDER TO UTILIZE THE ELECTRONIC PAYMENT SYSTEM, YOU MUST HAVE A VALID E-MAIL ADDRESS ON RECORD WITH RPS

1. To access the web based e-payment program, go to <https://rps.licenseeservices.public.health.oregon.gov> you will then be directed to the RPS Licensee Services welcome page.
2. Select the login link either on the main message or on the left side in the table of contents.
3. The user name is your facility ID number.
This is a six digit number starting with the number 97 which is located on the bottom left corner of your invoice.
4. The password is your facility ID number and the owner's last name using all capital letters.
For example, if your facility number is 970008 and the owner's last name is Smith, your initial password is 970008SMITH. You will be directed to change your password after the first login.
5. Locate the table of contents on the left hand side, select "my certificates".
6. Make sure the filter selection is set to "all due".
7. When ready, select the "pay now" button and you will be directed to the credit card vendor page.
8. Follow the instructions to complete payment.

After successful payment, your e-certificates will be presented to you in a new browser window (or tab), where you may print them. Your certificates and RPS payment receipt are always available through the "My Documents" link on the left side of the webpage.

NOTE: A nominal transaction fee will be charged by the financial institution to use this service.

If you encounter problems, **need to update your e-mail address**, or have any questions, contact Sharon Ross, Tanning Facility Registrar at (971) 673-0509.

The Oregon Health Authority, Radiation Protection Services (RPS) is charged with protecting the health and safety of Oregonians from unnecessary exposure to radiation. RPS Regulation, Inspection, Registration and Emergency Response programs are funded through registration and licensing fees. Thus, payment of your registration fees has a direct impact on our ability to protect the health of Oregonians.