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**From:** David M. Howe, Section Manager  
Radiation Protection Services (RPS)

**Subject: Online Access to New X-ray Registrant Website (Information Bulletin 2016-03)**

In an ongoing effort to improve Radiation Protection Service's (RPS) X-ray registration and device registry, we are pleased to announce the launch of the first phase of our newly designed online web portal. The first phase ensures that RPS has the correct contact person and facility information, specifically your email address.

Planned future enhancements include Device Registration Statements, ability to pay your registration fees online and the ability to immediately view and print your inspection reports. You will be able to access your facility information from anywhere that you have internet connectivity.

You are being notified because you are currently listed as the primary contact at your facility. If you are not the person who is responsible for coordinating with the Oregon RPS X-ray program or if you find that any information we currently have on file regarding your facility is incorrect, please notify Judy Smith, X-ray Registrar, at [judith.a.smith@state.or.us](mailto:judith.a.smith@state.or.us).

The "Profile" page is where your contact information is maintained. **It is essential that you open the Profile page (Step #7 of the instructions) and provide your facility's primary contact person's correct e-mail address since this is how you will be receiving all future registration documents.**

By following the instructions below, you will be able to sign into the portal to review all facility and device information that we have on file. In the future, the "Documents" option will allow you to view and print your "Certificates of Validation" and any documents that have been stored. [NOTE: At this time, the documents list will be blank. Once you renew your device registration or add a new device, the "Documents" option is where you will then find copies of all certificates and statements]

*To ensure that you receive your electronic documents through e-mail, check the "E-mail Documents" box.*

SEE NEXT PAGE FOR INSTRUCTIONS AND SAMPLE SCREEN SHOT

**INSTRUCTIONS TO ACCESS THE X-RAY REGISTRANT WEBSITE**  
**\*IN ORDER TO UTILIZE THE BENEFITS OF THIS NEW SERVICE YOU MUST HAVE A VALID E-MAIL ADDRESS ON RECORD\***

1. To access the web portal go to: <https://rps.xray.oregon.gov> . This will take you directly to the main RPS Licensing Services page.
2. Click on the "Login" link to be taken to the log in page.
3. Your user name is your Oregon RPS facility ID number. It appears in the lower left corner of this letter.
4. Your initial password is your facility ID number plus your last name. (For example, if your facility ID number is 1234 and your last name is Smith, your initial password will be 1234Smith. Please note that the password is case sensitive.)
5. When you log in initially, you will be taken to a "Change Password" screen, where you will be required to change your password. Once you change your password you will need to log in a second time using your new password to confirm.
6. After confirming your password, you will be taken to the Oregon X-ray Services website home page where you will see your available options on the navigation bar at the top of the page.
7. Click on the "PROFILE" page tab. Review and make any needed corrections. It is essential that you open the Profile page and provide your facility's primary contact person's correct e-mail address since this is how you will be receiving all future registration documents. In order to receive electronic documents from RPS, **click the "E-mail Documents" box.** Once all changes have been made click "SAVE" at the bottom of the page.

If you have trouble logging in to the website contact the webmaster at [riven.leigh@state.or.us](mailto:riven.leigh@state.or.us)  
**PROFILE" PAGE SCREEN SHOT**

Facility Information	
Facility Number	Facility Name
Status	
Phone 1	Ext.
Phone 2	Ext.
Alternate Phone	Ext.
Fax	Facility Email
<input checked="" type="checkbox"/> Email Documents	Hours of Operation
Monday	9-5
Tuesday	9-5
Wednesday	9-5
Thursday	9-5
Friday	9-5
Saturday	Closed
Sunday	Closed

  

Website User Profile			
First Name	Middle Name	Last Name	Email