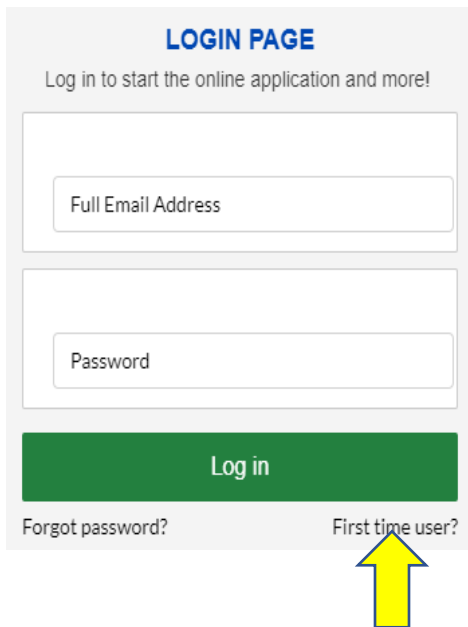


# Getting Started Using the IDALS Self-service Portal – Commercial applicator NEW IA Reciprocal certification

For best results use a desktop or laptop computer. You will need to scan or save your proof of testing forms or emails to the computer you are using and save the files as a .jpg, .doc, or .pdf. Emails can be converted easily by using print to file or print to .pdf options.

**How to create an account and log in to the IDALS portal - if you already have an account skip to the next section.**



<https://agriculture-iowa.my.site.com/pesticideapplicator/s/login/>

Select, **“First time user?”**

A new screen will ask for your name and contact information.

Enter a personal email address that is unique for you. (Cannot share an email address with another applicator)

*User type = Applicator*

*Do you already have a Certification Number = “No”.*

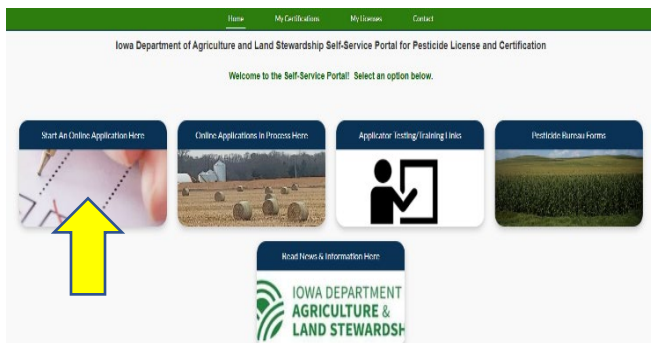
*Do you already have a License Number = “No”*

Select  to continue

When the account is ready, an email will be sent inviting you to set up a password so that you may login. Follow the instructions in the email. **Check your junk or spam folder if you don't see the email in your inbox.**

**How to apply for a new IA Reciprocal Commercial Pesticide Applicator certification** – Log in with your email address and password. **If you have an existing account and do not remember your password, select “Forgot Password?”** on the login screen and a password reset email will be sent to the email used to register.

<https://agriculture-iowa.my.site.com/pesticideapplicator/s/login/>



Once logged in the screen displays 5 boxes, click on **“Start an Online Application Here”** Answer questions and select **“next”**

- Select yes if you would like your card mailed to you
- Select **“Apply for a New Applicator/Individual Certification”**
- Certification Type = **“Commercial”**
- Select how to apply (Business License Number)  
Find your employer's license number here:  
<https://agriculture-iowa.my.salesforce-sites.com/lookup>
- Complete the Applicant Information Form
- **Under Residence County: select “out of State”**
- Select **“yes”** to apply for certification by reciprocity

Once your application for a new certification has been created, make a note of your tracking number TRK - XX – XXXX before you are directed to the application checklist.

**Pending**

- Complete Checklist	✗	<a href="#">Complete Checklist</a>	<a href="#">Review Checklist</a>	( 1 out of 5 Required Questions Answered )
- Upload Submissions	✗			
- Application In Review	✗			
- Pay Fees	✗			

Select [Complete Checklist](#) and follow the prompts in each section. Under Section 2.1 Select “Add Record” for the Core exam and select the current date as the test date using the calendar icon then save . Then select “Add a Record” and select the category exam for the Iowa category you wish to reciprocate and select the current date again. Continue to “Add a record” until each category you want to reciprocate is entered. Under Section 2.2 select “Reciporcity” and repeat the process to add the core and Iowa category or categories you wish to reciprocate. Agree to the fee in section 3. Under Section 4. Complete the company and applicator information. Agree to section 5.

**\*Type your name in the box to complete the signature section.**

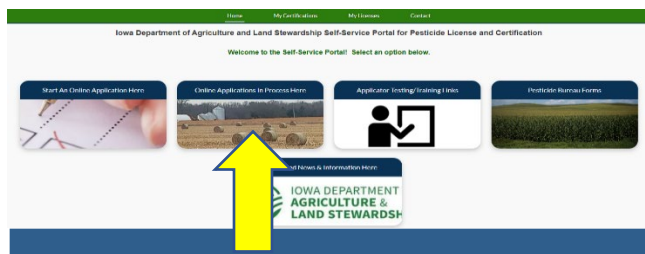
Select [Upload Submissions](#) click on the folder next to the garbage can. You can now search your desktop/computer for your saved file of your current out of state applicator card. Click on the saved file. In the portal click on “Upload” and once the file is uploaded (file name will turn blue), repeat for each test category then click on “Done.” (If you are unable to upload your file, check if it is formatted as .doc, .jpg, or .pdf).

**Application Submitted! Thank You**

- Complete Checklist	✓	<a href="#">Complete Checklist</a>	<a href="#">Review Checklist</a>	( 6 out of 6
- Upload Submissions	✓	<a href="#">Review Submissions</a>		
- Application In Review	✗			
- Pay Fees	✗	<a href="#">Pay Fees</a>		( Total Balance: \$75.00 )

Your application will then be in “pending review” status. Once your application has been reviewed by IDALS you will receive an email advising you to log back in and “Pay Fees”. The application review process may take 1-7 business days.

**Pay Fees** – After receiving the email indicating the review has been completed, Log-in and click on the second box



**“Online Application in Process Here”**. Click on the tracking number and you will jump to the Checklist:

**Ready for Payment**

- Complete Checklist	✓	<a href="#">Complete Checklist</a>	<a href="#">Review Checklist</a>	( 6 out of 6 Required Questions Answered )
- Upload Submissions	✓	<a href="#">Review Submissions</a>		
- Application In Review	✓			
- Pay Fees	✗	<a href="#">Pay Fees</a>		( Total Balance: \$75.00 )

Click on “Pay Fees” and follow the directions to pay with credit/debit card or electronic check. You will use the pay now “via US BANK” button. Once the payment is processed you will get a confirmation page, be sure to print this or save as a “pdf” as this is your receipt for payment. Once you complete the online payment step your certification is renewed/issued. If you selected a digital card a commercial applicator certification card will appear on your online account within 1-2 business days following payment under **“My Certifications”**. If you selected a mailed card, expect it to take approximately 2 weeks from date of payment.