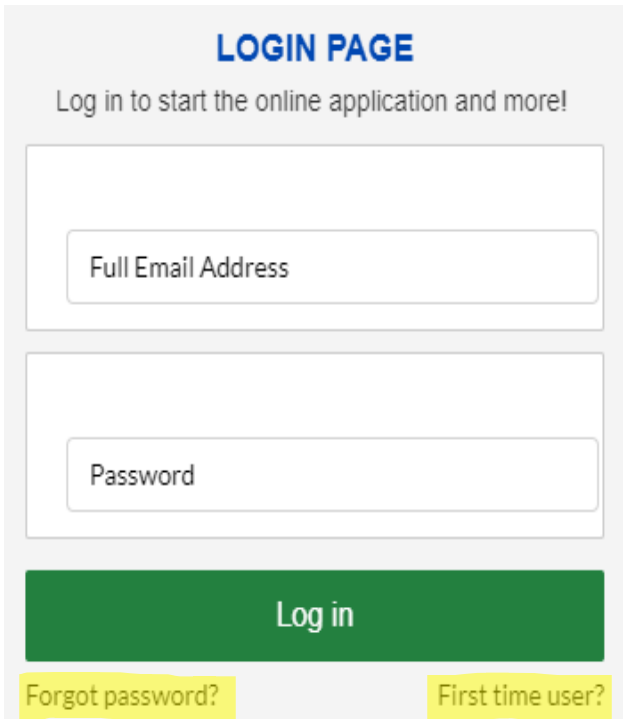# Getting Started Using the IDALS Self-service Portal – <u>Commercial Company License RENEWAL Application</u>

For best results use a desktop or laptop computer.

To renew a commercial company license you must have at least one commercial applicator who is either currently certified, qualified for renewal or a new applicator with valid proof of passing exam scores for the core exam and at least one category exam. As part of the renewal process you will also be required to edit your current applicator list.

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/

If this is your first time, select "**First time user?**"

A new screen will ask for your name and company address information.

Enter an email address that is unique for you. (Cannot share)

User type = either Business Owner/Representative or Applicator/Owner

Certification Number = NO for Business Owner/Representative
= YES if you have a current or expired certification

Enter your certification number (even if it has expired)

*Should be five characters long

Do you have a license = YES

Your contact information must be confirmed, which <u>may take 1-2 business days</u>. When the account is ready an email will be sent inviting you back to the portal and to create a password so that you may login.

*Check your junk or spam folder if you don't see the email in your inbox.

How to RENEW a Commercial Pesticide Business License – Log in with your email address and password. If you have accessed the IDALS self-service portal previously and do not remember your password, select "**Forgot Password?**" and a reset email will be sent. If you are not able to access the business license renewal, email pesticides@iowaagriculture.gov

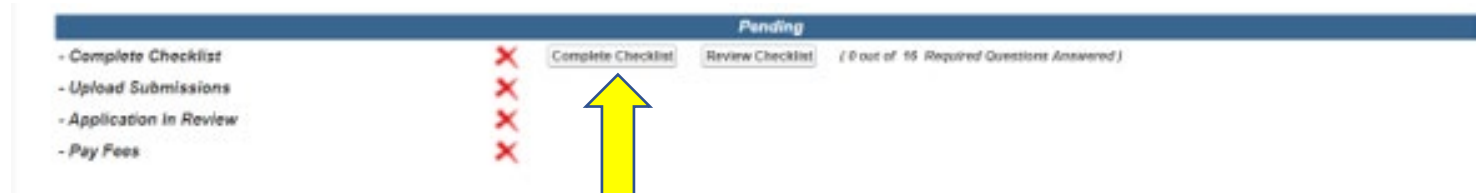https://agriculture-iowa.my.site.com/pesticideapplicator/s/login/
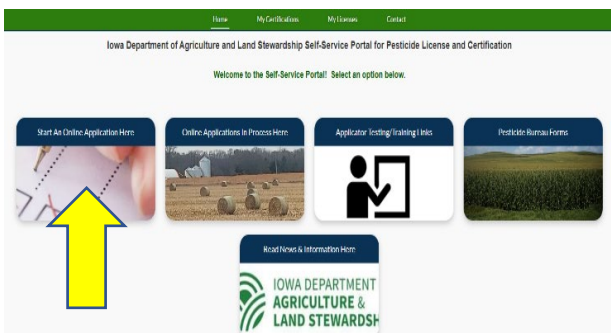
The new screen displays 5 boxes, click on "**Start an Online Application Here**."

Important things to remember:

- Select yes if you would like your license mailed to you
- Create a <u>New Application</u> to <u>Renew an Existing Company License</u>
- Enter your company license number
- Verify the company information
- Make a note of your tracking number TRK - XX – XXXX.

Select [Complete Checklist] and follow the prompts in each of the 6 checklist sections then "Save & Next".

Under section 2.1 you will add all new applicators you wish to certify under your business, and you will edit your existing list.

- To add new applicators who have never been certified in Iowa to your license, select "New" then "Add Record" then enter the applicators information into the form then "Save"

- To add an additional new applicator who has never been certified in Iowa, select "Add Record" and repeat the process until all new applicators are entered.

- To renew applicators still employed with an existing certification under your license, check the box next to "Existing" then "Edit" then "YES" to Certification Card Requested and "YES" to Currently Employed then "Save".

- To remove an applicator no longer employed, select "Edit", then select "NO" to Certification Card Requested and "NO" to Currently Employed then "Save".

- Select "Add Record" to add an additional existing applicator not currently employed but currently certified in Iowa (even if expired), select "YES" to Certification Card Requested, enter the applicators information then select "YES" to Currently Employed then "Save".

- Select "Add Record" and repeat until all applicators have been added to your checklist

- Select "Save & Next" once all applicators are accounted for

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Read and agree to sections 3.1 through 5.1 then "Save & Next"

*Type applicants name in the box to complete the signature section, select "Save", then "Save and Next" to complete the checklist 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 company's current Certificate of Insurance. Click on the saved file. In the portal click on "Upload" and once the file is uploaded (file name will turn blue) then click on "Done." (If you are unable to upload your file, check if it is formatted as .doc, .jpg, or .pdf).

You will be returned to the application page, but **YOU ARE NOT DONE!**

Select "Home" at the top of the page to be returned to the home page, click on "Applications in Process" and you will now see the application TRK#(s) for each new applicator's new certification application and each existing applicator's renewal application that is due to renew and will need to be completed.

For each newly certified applicator you will be required to complete the application and upload the required proof of testing documents for their core exam and each category exam they have passed. Be sure to "Add a Record" for each test under section 2. In their checklist.

For existing applicator's renewal application, you will be required to select renewal by testing or training under Section 2 of the application checklist. You will then be required to either upload their most recent training form(s) for each category they wish to renew if renewing by training. If renewing by testing, you will upload the applicator's proof of testing for the core exam and each category they have passed.

If you need further direction on the applicator's application, see the Quick Reference Guides for "New Commercial Applicator Application" or "Commercial Applicator Renewal by Testing or Training" located on the Pesticide Bureau website.

When your company license application and each applicator's application is to two green checks, the application is in "pending review" status. Once your complete 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.

If any changes or corrections are required, the company representative who completes the applications will receive instructions via email after the application(s) have been through the review process.
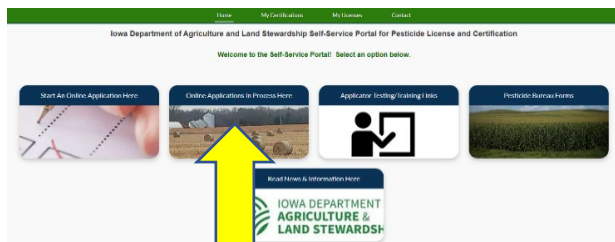
Pay Fees – After receiving the email indicating the review has been completed, Log-in and click on the second box

"**Online Application in Process Here**". Click on the tracking number for the <u>company</u> and you will jump to the Checklist:

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 steps your license/applicator certifications are renewed/issued.

You can immediately see your license/applicator certifications here: https://agriculture-iowa.my.salesforce-sites.com/lookup

If you selected a digital license it will appear on your online account within 1-2 business days following payment under "**My Licenses**". Digital certification cards will appear on the <u>applicator's</u> online account within 1-2 business days following payment under **"My Certifications"** on their home page. If you selected mailed documents this will take approximately 2 weeks from the time the payment(s) were processed.