Getting Started Using the IDALS Self-service Portal – Commercial Company License RENEWAL Application

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/
LOGIN PAGE	If this is your first time, select "First time user?"
Log in to start the online application and more!	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
Full Email Address	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
Password	Do you have a license = YES
Log in	Your contact information must be confirmed, which <u>may take 1-2</u> <u>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.
Forgot password? First time user?	*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 <u>pesticides@iowaagriculture.gov</u>



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".

Complete Checklist
 Complete Checklis

Select NEW and/or EXISTING New - Applicator has no current or expired commercial certification in Iowa. Existing - Applicator has a current or expired commercial certification in Iowa. Net wer Pair Seek Ste	Under section 2.1 you will add all new app certify under your business, and you will e
IMPORTANT: Once you select SAVE in the applicator window, the system will immediately update the change. required New. Existing	• To add <u>new applicators</u> who have never to your license, select "New" then "Add Recor
2.1 Add new applicators that have no commercial certification number in Iowa. required Add Record	 applicators information into the form then "Sa To add an additional new applicator who
Select NEW and/or EXISTING New - Applicator has no current or expired commercial certification in Iowa. Existing - Applicator has a current or expired commercial certification in Iowa. Not well Public Second Ste	certified in Iowa, select "Add Record" and repair all new applicators are entered.
IMPORTANTI Once you select SAVE in the applicator window, the system will immediately update the change. "required New Security Existing	• To <u>renew applicators still employed</u> with certification under your license, check the bo then "Edit" then "YES" to Certification Card R
2.1 Add applicators that already have a commercial certification number in lowa. required Add Record	 Currently Employed then "Save". To remove an applicator no longer employed the second sec
Certification Card Requested Please select Certification Number	then select "NO" to Certification Card Reque Currently Employed then "Save".
24355 First Name ROBERT	 Select "Add Record" to <u>add an additiona</u> not currently employed but currently certifie
Last Name SLAYTON	expired), select "YES" to Certification Card Re applicators information then select "YES" to
Currently Employed Please select	then "Save".
Save Cancel	 Select "Add Record" and repeat until all added to your checklist
	Select "Save & Next" once all applicator

ators you wish to your existing list.

en certified in Iowa then enter the

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n existing ext to "Existing" uested and "YES" to

ed, select "Edit", d and "NO" to

xisting applicator n Iowa (even if ested, enter the rently Employed

plicators have been

re accounted for

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

Applicant Signature: Please type Full Name below.	
This signature must match the Applicant's name and all required questions must be answered. *required	

*Type applicants name in the box to complete the signature section, select "Save", then "Save and Next" to complete the checklist section.

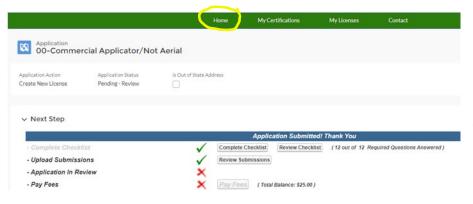
Upload Submissions Select

click on the folder next to the garbage can

m

. 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.

	Home	My Certifications	My Licenses	Contact	
Applications that you have started or have been assigned to you by IDALS staff will appear below. If you create a company license application you may generate additional applicator applications. Be sure to complete all applications.					
COMMERCIAL CE	RTIFICATION APPLICATIONS				
Number	Applicant	Appli	cation Action		Application Status
TRK-22-12702	Your Applicator's Name	Rene	w Certification		New
TRK-22-12703	Your Applicator's Name	Rene	w Certification		New
View All					
COMPANY LICENS	SE APPLICATIONS				
Number	License Number		Site City	Applicat	ion Status
TRK-22-12700	00000-000		Anytown	Pending	- Review
View All					

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.



completed, Log-in and click on the second box "Online Application in Process Here". Click on the tracking number for

the company and you will jump to the Checklist:

Pay Fees – After receiving the email indicating the review has been

\checkmark	Complete Checklist Review Checklist
\checkmark	Upload Submissions
\checkmark	
×	Pay Fees (Total Balance: \$25.00)

Complete Checklist

- Upload Submissions
- Application In Review

Pay Fees

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: <u>https://agriculture-iowa.my.salesforce-sites.com/lookup</u>

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.