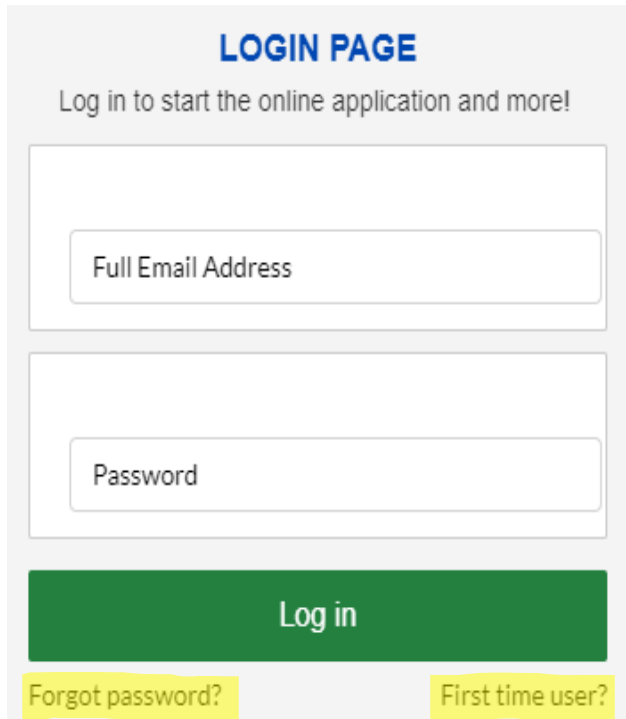


Getting Started Using the IDALS Self-service Portal – Commercial Company License RENEWAL Application

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/>

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*

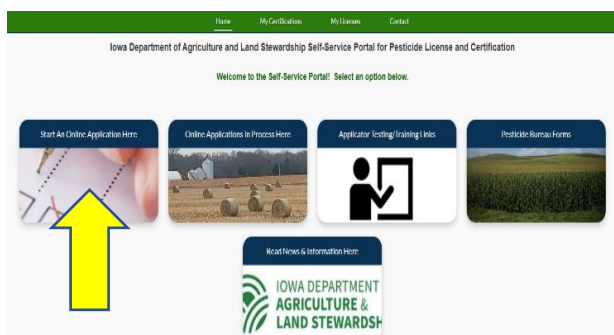
Do you have a license = YES

Your contact information must be confirmed, which may take 1-2 business days. 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/>

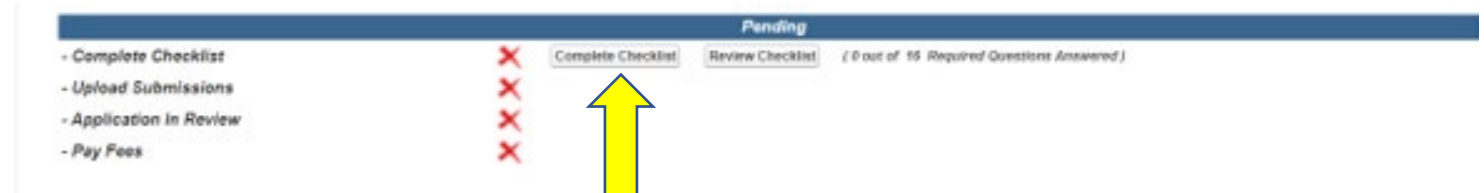


The new screen displays 5 boxes, click on “**Start an Online Application Here.**”

Important things to remember:

- Select yes if you would like your license mailed to you
- Create a New Application to Renew an Existing Company License
- 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”.



2.1 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 sure? Public Search Site

IMPORTANT! Once you select SAVE in the applicator window, the system will immediately update the change.
*required

New
 Existing

2.1 Add new applicators that have no commercial certification number in Iowa.
*required

Add Record

2.1 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 sure? Public Search Site

IMPORTANT! Once you select SAVE in the applicator window, the system will immediately update the change.
*required

New
 Existing

2.1 Add applicators that already have a commercial certification number in Iowa.
*required

Add Record

Certification Card Requested
Please select

Certification Number
24355

First Name
ROBERT

Last Name
SLAYTON

Currently Employed
Please select

Save Cancel

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

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

5.2 Applicant Signature: Please type Full Name below.

This signature must match the Applicant's name and all required questions must be answered.

*required

[Signature Input Box]

*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).

Home My Certifications My Licenses Contact

Application 00-Commercial Applicator/Not Aerial

Application Action: Create New License Application Status: Pending - Review Is Out of State Address:

Next Step

Application Submitted! Thank You

- Complete Checklist	✓	Complete Checklist	Review Checklist	(12 out of 12 Required Questions Answered)
- Upload Submissions	✓	Review Submissions		
- Application In Review	✗			
- Pay Fees	✗	Pay Fees		(Total Balance: \$25.00)

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 CERTIFICATION APPLICATIONS			
Number	Applicant	Application Action	Application Status
TRK-22-12702	Your Applicator's Name	Renew Certification	New
TRK-22-12703	Your Applicator's Name	Renew Certification	New
View All			
COMPANY LICENSE APPLICATIONS			
Number	License Number	Site City	Application Status
TRK-22-12700	00000-000	Anytown	Pending - Review
View All			

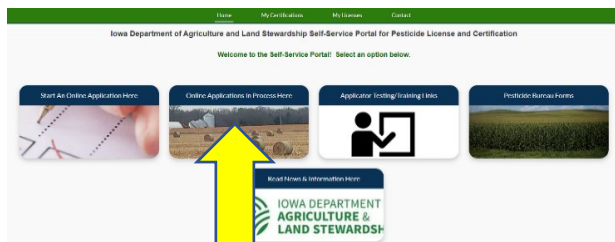
For each newly certified applicator you will be required to complete the application and upload the required proof of testing documents for their core exam and each category exam they have passed. Be sure to “Add a Record” for each test under section 2. In their checklist.

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 1-15 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 company and you will jump to the Checklist:

- 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: <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 applicator’s 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.