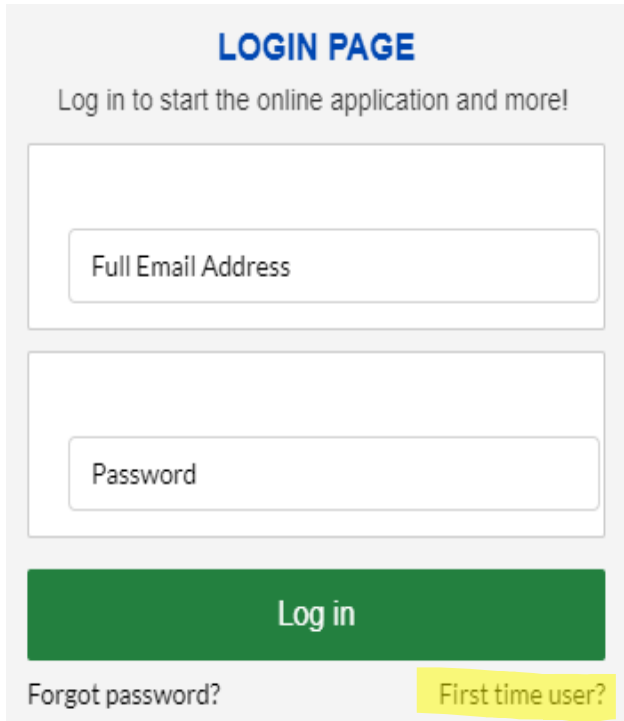


# Getting Started Using the IDALS Self-service Portal – Commercial applicator renewal by training or testing

For best results use a desktop or laptop computer. You will use your existing certification number (even if it has expired) to sign up. Find your certification number by using the public look up - <https://agriculture-iowa.my.salesforce-sites.com/lookup>

Be sure to SIGN your Continuing Instruction Course's (CIC) half-sheet. You will then need to scan or take a picture of your CIC's half-sheet and save the file to the computer you are using. If renewing by testing, you will need to save your testing verification(s) to your computer. All files need formatted 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/>

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

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

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

*User type = applicator*

*Certification Number = Yes.*

Enter your certification number (even if it has expired)

*\*Should be five characters long*

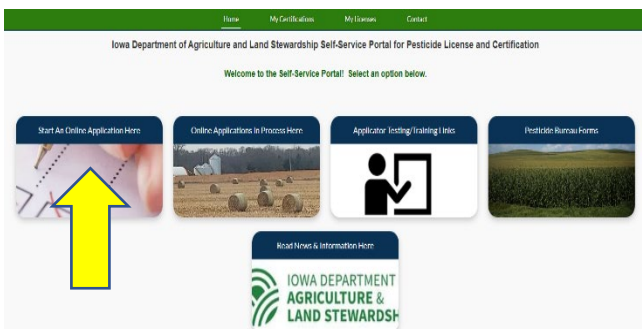
Leave the license question's answer as = No

Your contact information must be confirmed, which may take 1-2 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 re-new your Commercial 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/>



The new screen displays 5 boxes, click on “**Start an Online Application Here.**” Answer the questions and select “next”

Important things to remember:

- Select yes if you would like your card mailed to you
- You will “Renew an Existing Applicator/Certification”
- You are applying for a “Commercial” certification
- Make a note of your tracking number TRK - XX – XXXX.

Select **Complete Checklist** and follow the prompts in each section. Be ready to enter your CIC training date(s) or your testing date(s) by category. To add additional categories to your renewal, select “Add Record”. If reciprocal you will still need to enter testing and include the Core, the testing date will be the date you complete the application for the reciprocal certification.

**Pending**

- Complete Checklist X Complete Checklist Review Checklist
- Upload Submissions X
- Application In Review X
- Pay Fees X



**2.1** How do you wish to apply?

\*required



Use the calendar



to select the date of training/testing.

- Testing
- Training

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

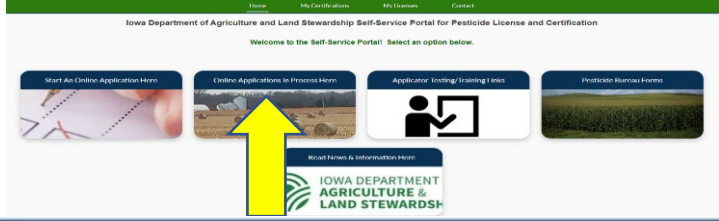
Select **Upload Submissions** click on the folder next to the garbage can   . You can now search your desktop/computer for your saved file of your CIC's half-sheet or testing verification. Click on the saved file. In the portal click on "Upload" and once the file is uploaded (file name will turn blue), repeat for each required upload and 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 ✓ Complete Checklist Review Checklist ( 6 out of 6
- Upload Submissions ✓ Review Submissions
- Application In Review X
- Pay Fees X Pay Fees ( 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 ✓ Complete Checklist Review Checklist
- Upload Submissions ✓ Review Submissions
- Application In Review ✓
- Pay Fees X Pay Fees ( 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.

You can find your certification number at this link: <https://agriculture-iowa.my.salesforce-sites.com/lookup>

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.