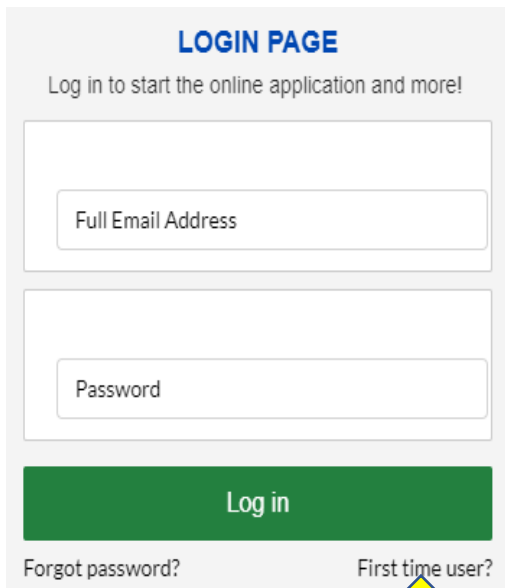


# Getting Started Using the IDALS Self-service Portal – Commercial applicator ADD A TEST CATEGORY to your certification

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 a new 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 an email address that is unique for you. We suggest applicators use a personal email not a company email so that access is continuous regardless of employment/employer.

*User type = Applicator*

*Do you already have a Certification Number = “No” if you have never been certified. “Yes” if you have had a certification in Iowa at any point in time.*

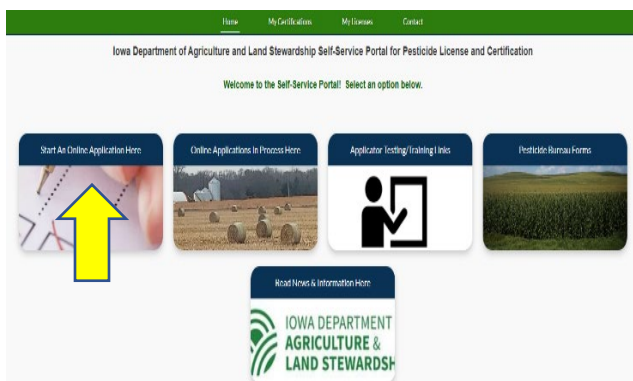
*Do you already have a License Number = “No” (this would be the employer not an individual)*

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 add a test category to an existing 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
- For type of application you want to begin, select **“OTHER”** then 3 more options will appear; select **“Add a test category”**
- 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

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



**Pending**

- *Complete Checklist* ✗
- *Upload Submissions* ✗
- *Application In Review* ✗
- *Pay Fees* ✗



Select  and follow the prompts in each section. You will be asked to enter your category exam test date(s) in section 2. Select "Add a Record" and select the category exam and select the date the exam was passed. Continue to "Add a record" until each passed exam is entered you are wanting to add.

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

Select  click on the folder next to the garbage can.   You can now search your desktop/computer for your saved file of your testing verifications. 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* ✓
- *Upload Submissions* ✓
- *Application In Review* ✗

Your application will then be in "pending review" status. The application review process may take 1-7 business days. Once your application has been reviewed by IDALS you will receive an email if changes need made, if no changes are needed a new certification card will automatically be mailed out if you selected to have a card mailed or a commercial applicator certification card will appear on your online account within 1-2 business days under "**My Certifications**" if you selected a digital copy.