

Getting Started Using the IDALS Self-service Portal – Commercial applicator TRANSFER your certification

For best results use a desktop or laptop computer. If you have already requested an online portal account and set up a password, login and continue to the second section.

How to create a new account and log in to the IDALS portal -

<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 = “Yes” For a transfer

Enter your certification number

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

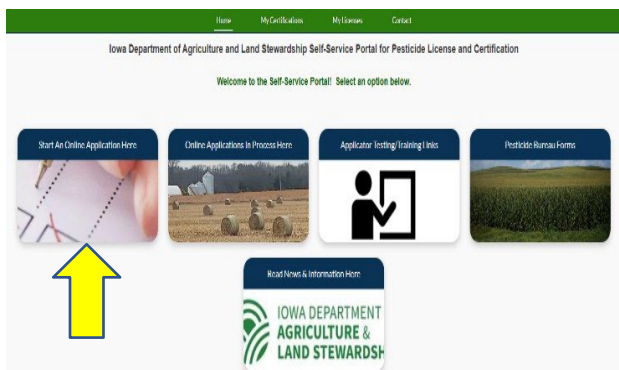
Select  to continue

When the account is ready, an email will be sent inviting you to set up a password so that you may login. This may take 1-2 business days.

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

How to transfer my applicator certification – 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?”**

<https://agriculture-iowa.my.site.com/pesticideapplicator/s/login/>



Once logged in the screen displays 5 boxes, click on **“Start an Online Application Here”**

- Select “Yes” if you would like your card mailed to you, then Next
- Type of application you want to begin, select “OTHER” then 3 more options will appear; select “Transfer an Existing Certification to a New Company”
- Select “License Number” for how you want to apply
- If not known, find employer’s license numbers here: <https://agriculture-iowa.my.salesforce-sites.com/lookup>

Select the type of application you would would like to begin.

- Apply for a New Company License
- Renew an Existing Company License
- Apply for a New Applicator/Individual Certification
- Renew an Existing Applicator/Individual Certification
- Aerial Consultant Registration
- Other Options

* Select One

- Change a License Mailing Address
- Transfer an Existing Certification to a New Company
- Add a Test Category

*What is the license number of the company you wish to renew under?

Complete this field.

If you are unsure of the correct license number select the link below to search for the license number by Company Name, Certification Number or Applicator/Handler/Consultant.

Example license number: 12345-000

[Link to Public Search](#) for License/Certification Number

Enter the company license number for the company you are **transferring from**.



Application - Create New / Renewal Application

Review Company Information

Company Name: IOWA DEPARTMENT OF AGRICULTURE

Company Street: HENRY WALLACE BUILDING

Company City: DES MOINES

Company State: IA - Iowa

Company County: POLK - 77

Company Zip Code: 50319-0000

Company Phone: (515) 281-8591

Company Email:

Certification Name: 27896

Residence Address:

Residence City:

Residence County:

Residence State:

Residence Zip Code:

If you are in the application process to [renew](#) a company license or applicator certification and the license information is not correct, return to the application selection page. Select Other Options. Select Change a License Mailing Address.

Previous Next

Verify this is the **former employer**

THEN



*What is the license number of the company you wish to renew under?

Complete this field.

If you are unsure of the correct license number select the link below to search for the license number by Company Name, Certification Number or Applicator/Handler/Consultant.

Example license number: 12345-000

[Link to Public Search](#) for License/Certification Number

Enter the company license number for the company you are **transferring to**.



Application - Create New / Renewal Application

Review Company Information

Company Name: IOWA DEPARTMENT OF AGRICULTURE

Company Street: HENRY WALLACE BUILDING

Company City: DES MOINES

Company State: IA - Iowa

Company County: POLK - 77

Company Zip Code: 50319-0000

Company Phone: (515) 281-8591

Company Email:

Certification Name: 27896

Residence Address:

Residence City:

Residence County:

Residence State:

Residence Zip Code:

If you are in the application process to [renew](#) a company license or applicator certification and the license information is not correct, return to the application selection page. Select Other Options. Select Change a License Mailing Address.

Previous Next

Verify this is the **company you wish to transfer to**

THEN



Make a note of the application TRK# then select Next

Next Step

Pending

- Complete Checklist Complete Checklist Review Checklist (0 out of 1 Required Questions Answered)
- Upload Submissions
- Application In Review
- Pay Fees

Next Step

Complete the checklist

Application Submitted! Thank You

- Complete Checklist Complete Checklist Review Checklist (1 out of 1 Required Questions Answered)
- Upload Submissions
- Application In Review
- Pay Fees

Your application is now in review, once approved a new card will be mailed