

# 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 -

**LOGIN PAGE**  
Log in to start the online application and more!

Full Email Address

Password

Log in

[Forgot password?](#) [First time user?](#)

<https://iowaagriculture.force.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

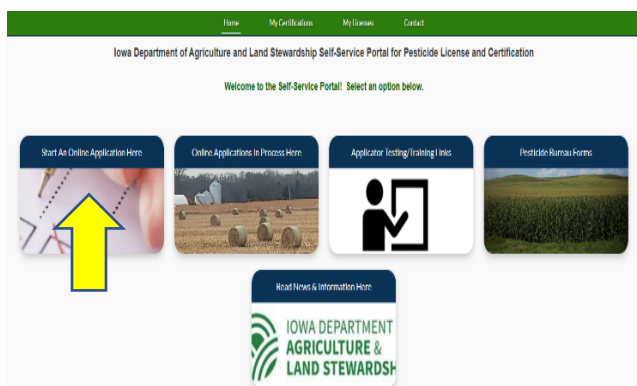
Do you already have a Certification Number = “NO” if you have never been certified. “YES” if you have had a certification in Iowa at any point in time.

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.**



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
- 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://iowapestapplicators.secure.force.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   ( Total Balance: \$15.00 )



Select  and follow the prompts in each section. You will be asked to enter your category test date(s) in section 2. Select "Add a Record" and select the category test and select the date the test was passed. Continue to "Add a record" until each passed test 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 verification(s). 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. If changes need to be made you will receive an email with instructions, if no changes are needed you will receive an email that the application has been approved.

If you selected a digital copy, a commercial applicator certification card will appear on your online account within 1-2 business days following application approval under "My Certifications". If you selected to have a card mailed to you, expect approximately 2 weeks for delivery by mail from the date the application was approved.