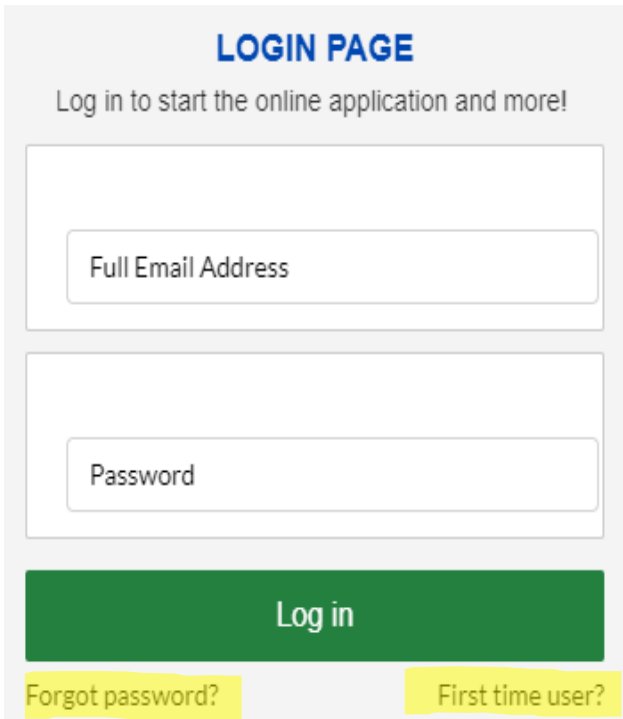# Getting Started Using the IDALS Self-service Portal –
New Commercial Company License Application

For best results use a desktop or laptop computer.

To apply for a new 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.

How to create an account and log in to the IDALS portal -

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

Leave the license question's answer as = NO

Your contact information must be confirmed, which <u>may take 1-2 business days</u>. 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 apply for a NEW 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?**"
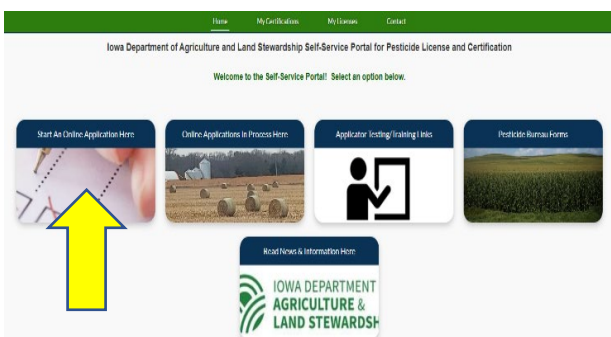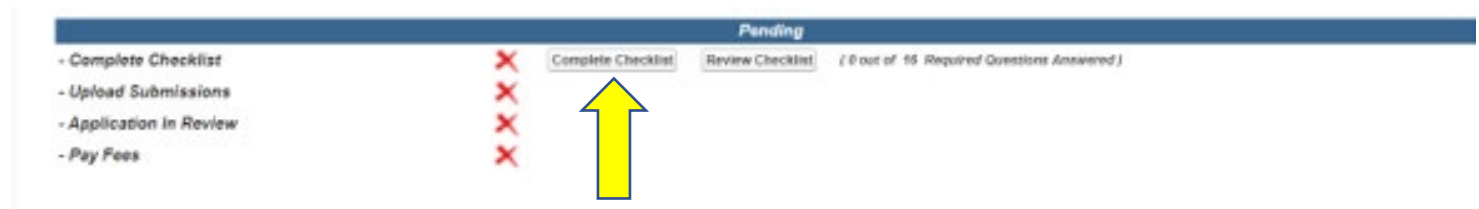

The new screen displays 5 boxes, click on "**Start an Online Application Here**."

Important things to remember:

- Select yes if you would like your license mailed to you
- You will "Apply for a New Company License"
- Answer the questions as they relate to your business and select next
- Enter the company information then enter site information then verify
- 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".

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]

Under section 2.1 you will add all new and or existing applicators you wish to certify under your business

• To add new applicators who have never certified, select "New" then "Add Record" then enter the applicators information into the form then "Save" (use applicator's personal email address)

• To add an additional new applicator select "Add Record" and repeat the process until all new applicators are entered.

• To add applicators with an existing certification (even if expired) to your business license check the box next to "Existing" then "Add Record" then enter the applicators information into the form then "Save"

• Select "Add Record" to add additional existing applicators until all existing applicators have been added to your checklist

• Select "Save & Next" once all applicators are accounted for

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Under section 5. Secondary Containment - most companies will start with section 5.2 and select all of the options that are true for your business, if you have questions on containment call the Pesticide Bureau at 515-281-8591

5. Secondary Containment

Certification For Compliance With Secondary Containment Title 21—Chapter 44(206) of the Iowa Administrative Code

PLEASE NOTE: There are two sections under this Secondary Containment title. You are required to complete either a verification of compliance with secondary containment (Section A) OR a request for exemption (Section B).

"Pesticide" means any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating directly or indirectly any insects, rodents, nematodes, fungi, weeds, and other forms of plant or animal life or viruses, except viruses on or in living persons, which the secretary shall declare to be a pest. Pesticides do not include fertilizers or soil conditioners."

Section A – Verification of Meeting Compliance with Pesticide Secondary Containment Requirements

5.1 This firm is in compliance with the regulations as specified in Title 21—Chapter 44(206) of the Iowa Administrative Code. This firm currently has met compliance by completing one of the following steps: **(Please check only one.)**

☐ This firm currently has an exemption form on file and continues to meet all requirements of that exemption.
☐ This firm has submitted plans, built a containment facility and submitted a Certificate of Completion form.
☐ This facility has submitted plans, built a containment facility and submitted a Certificate of Completion form.
☐ The company holding secondary containment certification has been renamed. The site listed on this online form has containment. A certificate of completion verifying this containment was completed and was constructed in accordance with the requirements in the Iowa Administrative Code. Please fill out the text boxes below to reference approved containment site.

OR

Section B – Request of Exemption from Pesticide Secondary Containment Requirements

5.2 I am requesting an exemption from secondary containment requirements as specified in Title 21-44(206) of the Iowa Administrative Code for the following reasons (check all that apply)

☐ No bulk pesticides (greater than 55 gallons or 100 pounds dry) are stored in nonmobile bulk storage tanks at this site.
☐ Pesticides of any size are not stored or kept at this location for more than 30 days per year.
☐ There are less than 300 gallons of liquid, or less than 300 pounds of dry pesticides being mixed, repackaged or transferred from one container to another within a 30-day period.
☐ All pesticide mixing, loading, unloading, repackaging and all rinsing or cleaning of equipment related to this licensee's operation will take place in the field of application
☐ Other

Select "Save" then complete boxes 5.3 through 5.7 then select "Save & Next"

6.2 Applicant Signature: Please type Full Name below.

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

*required

[   ]

← Previous   Save →

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*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 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).
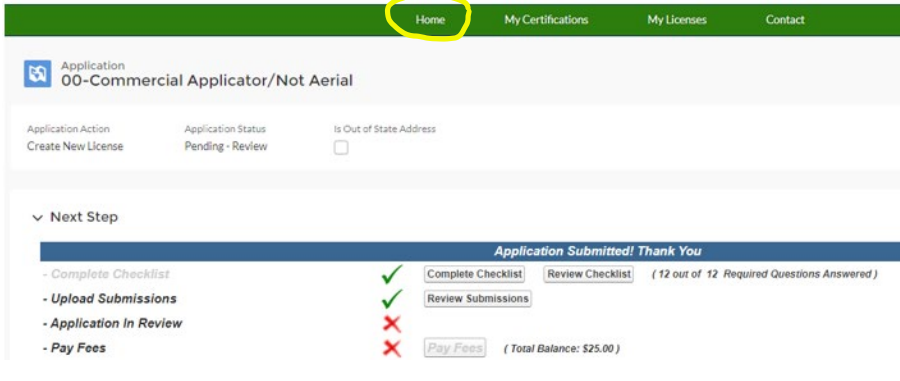
You will be returned to the application page but **YOU ARE NOT DONE!**

Select "Home" at the top of the page to be returned to the home page where 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 that will need to be completed.
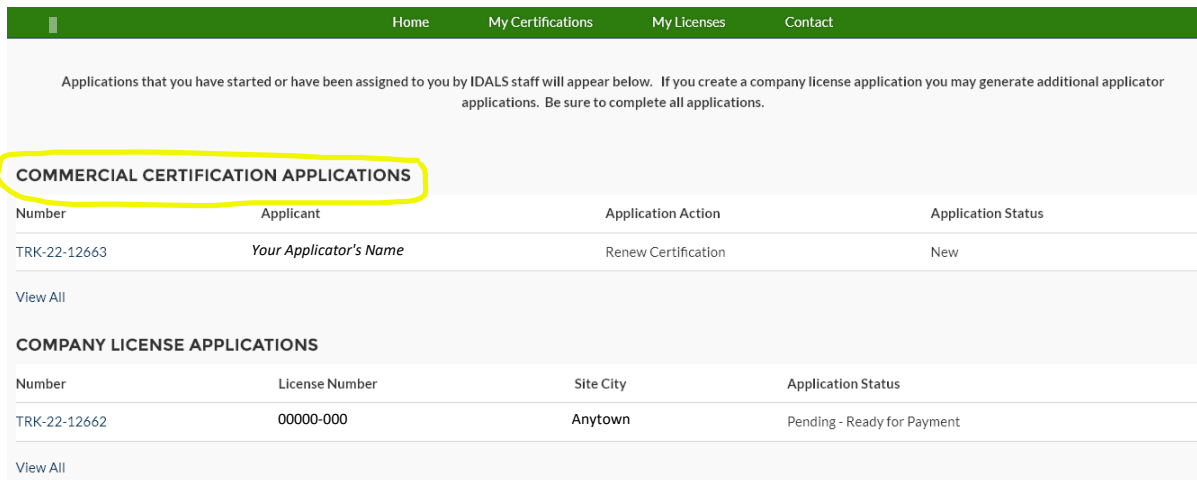
For each new applicator you will be required to complete the application and upload the required proof of testing documents for their core exam and each category exam they have passed. Be sure to "Add a Record" for each test under section 2. In their checklist.

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".

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 1-7 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
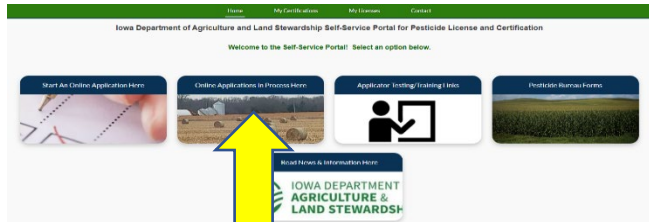
"**Online Application in Process Here**". Click on the tracking number for the company and you will jump to the Checklist:

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 have been issued 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**". **C**ertification 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 to have your license or certification cards mailed, expect this to take approximately 2 weeks from the time the payment(s) were processed.