

Getting Started Using the IDALS Self-service Portal – Application for a NEW private applicator

For best results use a desktop or laptop computer.

If you completed the exam online, you need the screenshot of your results saved to the computer you are using.

For tests taken at a college site, you will need to scan or take a picture of your proof of testing sheet.

For tests taken at an IDALS in-person site, you will need the proof of testing email (an easy way to save the email is to open the email and select print to file or print to PDF and save to your computer).

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

<https://iowaagriculture.force.com/pesticideapplicator/s/login/>

Select; **“First time user?”** unless you have already requested an online account.

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

Do you have a certification number? = NO

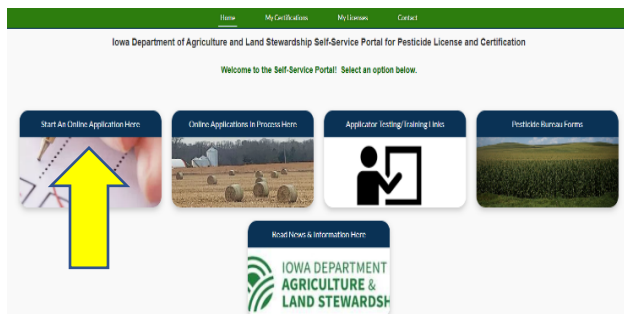
Do you have a license number? = NO

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 within about 15 minutes.

If you have accessed the IDALS self-service portal previously and do not remember your password, select **“Forgot Password?”**.

How to apply for a NEW Private Pesticide Applicator certification – Log in with your email address and password.



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

Important things to remember on the next screens:

- You are Creating a New Application
- You are Applying for a New Applicator/Individual Certification
- Certification type you are applying for is **“Private”**
- Make a note of your tracking number TRK - XX – XXXX.

Select and follow the prompts in each section. Be ready to enter your testing date.

	Pending	
- Complete Checklist	<input checked="" type="checkbox"/>	<input type="button" value="Complete Checklist"/> <input type="button" value="Review Checklist"/>
- Upload Submissions	<input checked="" type="checkbox"/>	<input type="button" value="Upload Submissions"/>
- Application In Review	<input checked="" type="checkbox"/>	
- Pay Fees	<input checked="" type="checkbox"/>	<input type="button" value="Pay Fees"/> (Total Balance: \$15.00)

Complete the required responses for all four checklist sections then save and next.

2.1 Please click Add Record for each test category to apply by Testing for New Certification

*required



Select the Category as "P Private" then use the calendar



to select the date of testing then save.

*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 for your saved file of your proof of testing. Click on the saved file. In the portal click on "Upload" and once the file is uploaded, 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

- Upload Submissions



Review Submissions

- Application In Review



Pay Fees

(Total Balance: \$15.00)

- Pay Fees

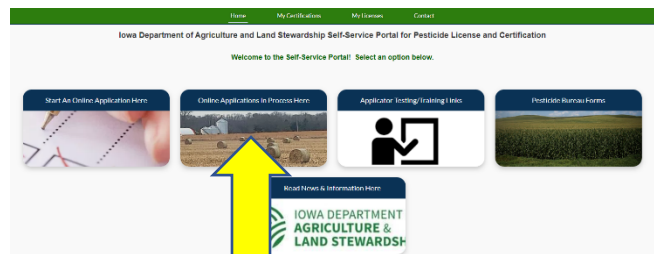
Your application will then be in "pending review" status. Once your application has been reviewed by IDALS you will receive an email advising you to log back in and "Pay Fees". The application review process may take 1-7 business days.

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:



- Complete Checklist



Complete Checklist

Review Checklist

- Upload Submissions



Upload Submissions

- Application In Review



Pay Fees



Balance: \$15.00)

- Pay Fees

Click on "Pay Fees" and follow the directions to pay with credit card. You will use the pay now "via US BANK" button. Once you complete the online payment step your certification is renewed.

A private applicator certification card will appear on your online account within 1-2 business days following payment under "My Certifications". If you requested a mailed application, expect it to take approximately 2 weeks after payment has been made.