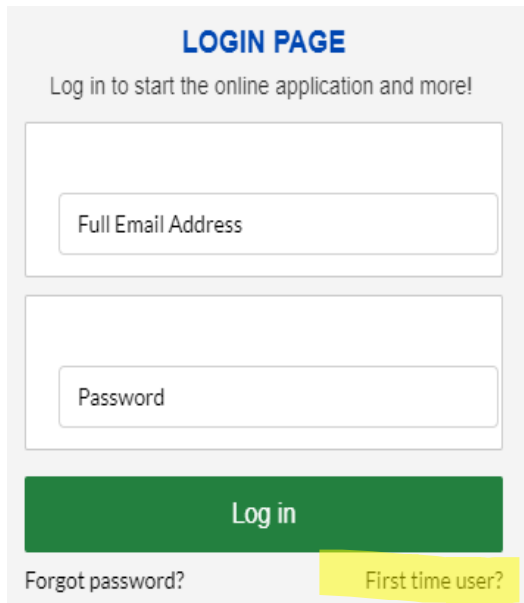


Getting Started Using the IDALS Self-service Portal – Application for a NEW private applicator

For best results use a desktop or laptop computer.

You will need proof of your passing score for the private test saved on your computer as a .pdf, .jpg, or .pdf.

How to create an account and log in to the IDALS portal - If you have previously set up an IDALS portal account, skip to the next section.



<https://agriculture-iowa.my.site.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

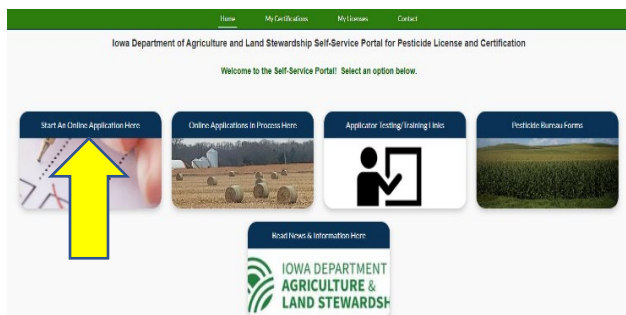
Do you have a certification number? = NO

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.

How to apply for a NEW Private Pesticide 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/>



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 **Complete Checklist** and follow the prompts in each section. Be ready to enter your testing date.



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



Add Record



Select the Category as "P Private" (Private is near the bottom of the list.)

Then use the  calendar to select the date of testing then save.

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

Select **Upload Submissions**   click on the folder next to the garbage can. You can now search your computer 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 
- Upload Submissions 
- Application In Review 
- Pay Fees  (Total Balance: \$15.00)

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 1-15 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 
- Upload Submissions 
- Application In Review 
- Pay Fees   (Balance: \$15.00)

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 selected a digital card. If you requested a mailed card, expect it to take approximately 2 weeks after payment has been made. As soon as payment is made you or your retailer can verify your certification is valid here: <https://agriculture-iowa.my.salesforce-sites.com/lookup>