

# Getting Started Using the IDALS Self-service Portal – Private applicator renewal by training or testing

For best results use a desktop or laptop computer.

You will use your existing certification number to sign up (even if it has expired).

Find your certification number by using the public look up –

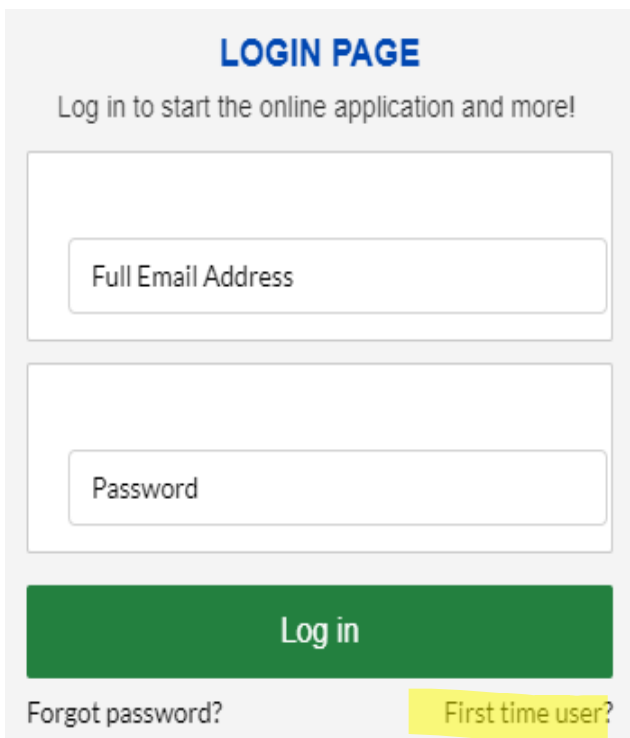
<https://agriculture-iowa.my.salesforce-sites.com/lookup>

Be sure to SIGN and fill in your date of birth on your Continuing Instruction Course's (CIC) half-sheet.

You will need to scan or take a picture of your proof of testing or CIC's half-sheet and save the file to your computer.

Files need to be formatted as a .jpg, .doc, 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/>

If this is your first time select, **“First time user?”**

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

Certification Number = yes

Enter your certification number (even if it has expired)

*\*Should be 7 characters, add “0” zero(s) in front if less than 7*

Leave the license question's answer as = No

Your contact information must be confirmed, which may take 1-2 days. 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 re-new my 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:

- You are applying for a “P Private” certification
- You will “renew an existing applicator/certification”
- 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 CIC training date or testing date depending on how you are renewing.

## Pending

- Complete Checklist
- Upload Submissions
- Application In Review
- Pay Fees

Complete Checklist   Review Checklist

Upload Submissions

Pay Fees ( Total Balance: \$15.00 )

### 2.1 How do you wish to apply?

\*required

- Testing
- Training



Use the calendar to select the date of training. If renewing by testing, select Testing and use the calendar icon to select the testing date.

\*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 desktop for your saved file of your CIC's half-sheet or 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

Complete Checklist   Review Checklist

Review Submissions

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 1-7 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:

- Upload Submissions
- Application In Review
- Pay Fees

Complete Checklist   Review Checklist

Upload Submissions

Pay Fees ( Total Balance: \$15.00 )

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 you complete the online payment step your certification is renewed.

If you selected a digital card 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 card, expect it to take approximately 2 weeks after payment has been made.