How to Apply Online for Your Contractor Registration

You are on Step 1 of 11:

1. Go to the log-in page.
2. Enter Account ID and password and log in.
3. Enter FEIN or SSN to begin creating your registration.
4. Enter your company’s address and other details.
5. Pick your NAICS Code.
6. Enter your company’s Workers Compensation insurance information, UI Account Number, and Bond details.
7. Upload attachments.
8. Submit information you’ve entered so far.
9. Make Payment.
10. Print Receipt.
11. Submit application for review and Finish.

Click on “Apply for a Contractor Registration.”
You are on Step 2 of 11:

1. Go to the log-in page.
2. Enter Account ID and password and login.
3. Enter FEIN or SSN to begin creating your registration.
4. Enter your company’s address and other details.
5. Pick your NAICS Code.
6. Enter your company’s Workers Compensation insurance information, UI Account Number, and Bond details.
7. Upload attachments.
8. Submit information you’ve entered so far.
9. Make Payment.
10. Print Receipt.
11. Submit application for review and Finish.

Enter your Account ID and password. Then click “Sign In.” Account IDs will always end with “IowaID”, e.g. “firstname.lastname@IowaID”.

Note: Your registration number is NOT the same thing as your Account ID. It is possible to have a registration number existing in our system but not have an Account ID.

If you’ve previously applied for your Unemployment Insurance account number (UI#) as required, you will use the same Account ID and password that you set up on their website.
You are on Step 2 of 11:

1. Go to the log-in page.
2. **Enter Account ID and password and log in.**
3. Enter FEIN or SSN to begin creating your registration.
4. Enter your company’s address and other details.
5. Pick your NAICS Code.
6. Enter your company’s Workers Compensation insurance information, UI Account Number, and Bond details.
7. Upload attachments.
8. Submit information you’ve entered so far.
9. Make Payment.
10. Print Receipt.
11. Submit application for review and Finish.

If you do not have an account, click here and follow the prompts to create an Account ID.

If you do not know your Account ID, click on “Forgot ID” above the big blue log-in box to submit your email address so the system will send your ID to you in an email.

If you have your Account ID and do not know your password, click “Forgot Password” to answer the security questions to reset your password.
How to Apply Online for Your Contractor Registration

You are on Step 3 of 7:

1. Go to the log-in page.
2. Enter Account ID and password and log in.
3. Enter FEIN or SSN to begin creating your registration.
4. Enter your company’s address and other details.
5. Pick your NAICS Code.
6. Enter your company’s Workers Compensation insurance information, UI Account Number, and Bond details.
7. Upload attachments.
8. Submit information you’ve entered so far.
9. Make Payment.
10. Print Receipt.
11. Submit application for review and Finish.

If this is the first time you’ve logged into our system, you will see this page pop up. If you’ve logged in before and do not see this screen, skip to next step.

1. Enter and confirm your company’s FEIN or your SSN. Only enter your personal SSN if your company is a sole-proprietorship and you do not have an FEIN.

2. Click “Continue.”

Note: Do not use dashes when inputting your FEIN/SSN, otherwise you will get an error and will not be able to proceed.
You are on Step 4 of 11:

1. Go to the log-in page.
2. Enter Account ID and password and log in.
3. Enter FEIN or SSN to begin creating your registration.
4. **Enter your company’s address and other details.**
5. Pick your NAICS Code.
6. Enter your company’s Workers Compensation insurance information, UI Account Number, and Bond details.
7. Upload attachments.
8. Submit information you’ve entered so far.
9. Make Payment.
10. Print Receipt.
11. Submit application for review and Finish.

Enter the information as required and click “Submit.”
How to Apply Online for Your Contractor Registration

You are on Step 5 of 11:

1. Go to the log-in page.
2. Enter Account ID and password and log in.
3. Enter FEIN or SSN to begin creating your registration.
4. Enter your company’s address and other details.
5. **Pick your NAICS Code.**
6. Enter your company’s Workers Compensation insurance information, UI Account Number, and Bond details.
7. Upload attachments.
8. Submit information you’ve entered so far.
9. Make Payment.
10. Print Receipt.
11. Submit application for review and Finish.

Click on the category type that most closely aligns with the type of construction work your company performs.

Clicking on “Details” will open a new tab with more information on the US Census Bureau’s website.
**You are on Step 5 of 11:**

1. Go to the log-in page.
2. Enter Account ID and password and log in.
3. Enter FEIN or SSN to begin creating your registration.
4. Enter your company’s address and other details.
5. **Pick your NAICS Code.**
6. Enter your company’s Workers Compensation insurance information, UI Account Number, and Bond details.
7. Upload attachments.
8. Submit information you’ve entered so far.
9. Make Payment.
10. Print Receipt.
11. Submit application for review and Finish.

**Apply for a Contractor Registration**

- **NAICS Code**: 238990 - 238990 - All Other Specialty Trade Contractors

  - **Continue**
  - **Cancel**

**Confirm the NAICS Code you picked. If you would like to change the NAICS code, you can select from the drop-down list by clicking here.**

**Once satisfied with your NAICS code, click “Continue.”**
How to Apply Online for Your Contractor Registration

You are on Step 6 of 11:

1. Go to the log-in page.
2. Enter Account ID and password and log in.
3. Enter FEIN or SSN to match your account ID with your company’s registration.
4. Enter your company’s address and other details.
5. Pick your NAICS Code.
6. **Enter your company’s Workers Compensation insurance information, UI Account Number, and Bond details.**
7. Upload attachments.
8. Submit information you’ve entered so far.
9. Make Payment.
10. Print Receipt.
11. Submit application for review and Finish.

**Enter all information as it pertains to your business.**

**Note:** the insurance referenced here is **Workers Comp ONLY, NOT General Liability**. If you do not have employees, mark “Yes” that you are Insurance Exempt.

**Click “No” if your company is based in Iowa. Note:** having a branch office in Iowa does not qualify a company as an in-state contractor.
How to Apply Online for Your Contractor Registration

You are on Step 7 of 11:

1. Go to the log-in page.
2. Enter Account ID and password and log in.
3. Enter FEIN or SSN to begin creating your registration.
4. Enter your company’s address and other details.
5. Pick your NAICS Code.
6. Enter your company’s Workers Compensation insurance information, UI Account Number, and Bond details.

7. **Upload attachments.**

8. Submit information you’ve entered so far.
9. Make Payment.
10. Print Receipt.
11. Submit application for review and Finish.

If you have a Certificate of Insurance, an Out-of-State Bond, a Fee Exemption form, or an Officer List to upload, click on this button and a pop-up box will open (see next page).

If you do not have any supporting documents to attach, skip to the next step on page 13.
How to Apply Online for Your Contractor Registration

You are on Step 7 of 11:

1. Go to the log-in page.
2. Enter Account ID and password and log in.
3. Enter FEIN or SSN to begin creating your registration.
4. Enter your company’s address and other details.
5. Pick your NAICS Code.
6. Enter your company’s Workers Compensation insurance information, UI Account Number, and Bond details.
7. **Upload attachments.**
8. Submit information you’ve entered so far.
9. Make Payment.
10. Print Receipt.
11. Submit application for review and Finish.

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### Upload / Download Attachment

- You can upload or mail the complete "Fee Exemption Form" if you are qualified for the "Fee Exemption" described in above section.
- You should upload or mail the "Relief Certificate" if you answer the question "Insurance Exempt?" as "Yes"
- You should upload or mail the "Insurance Certificate" if you answer the question "Insurance Exempt?" as "No"
- You should upload or mail the "Bond" if you answer the question "Out-of-State Bond on File?" as "Yes"

*You cannot upload necessary files anymore once you submit this page successfully.*

Any required documents not attached to this application will need to be mailed to IWD, and processing of your application will be put on hold until those documents are received.

**Mailing Address:**

Iowa Division of Labor
Contractor Registration
1000 East Grand Avenue
Des Moines, IA 50319-0209
Email: contractor.registration@iwd.iowa.gov

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To begin the upload process, click this button.
You are on Step 7 of 11:

1. Go to the log-in page.
2. Enter Account ID and password and log in.
3. Enter FEIN or SSN to begin creating your registration.
4. Enter your company’s address and other details.
5. Pick your NAICS Code.
6. Enter your company’s Workers Compensation insurance information, UI Account Number, and Bond details.
7. **Upload attachments.**
8. Submit information you’ve entered so far.
9. Make Payment.
10. Print Receipt.
11. Submit application for review and Finish.

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Choose the Attachment Type and click “browse” to find the file that matches the attachment you wish to upload.

Click “Add New Row to Attach” for each document you wish to upload.
You are on Step 7 of 11:

1. Go to the log-in page.
2. Enter Account ID and password and log in.
3. Enter FEIN or SSN to begin creating your registration.
4. Enter your company’s address and other details.
5. Pick your NAICS Code.
6. Enter your company’s Workers Compensation insurance information, UI Account Number, and Bond details.
7. **Upload attachments.**
8. Submit information you’ve entered so far.
9. Make Payment.
10. Print Receipt.
11. Submit application for review and Finish.

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Once you have chosen all the files you wish to upload, click here.

Click “Close.” This will take you to the previous registration screen.
How to Apply Online for Your Contractor Registration

You are on Step 8 of 11:

1. Go to the log-in page.
2. Enter Account ID and password and log in.
3. Enter FEIN or SSN to begin creating your registration.
4. Enter your company’s address and other details.
5. Pick your NAICS Code.
6. Enter your company’s Workers Compensation insurance information, UI Account Number, and Bond details.
7. Upload attachments.
8. Submit information you’ve entered so far.
9. Make Payment.
10. Print Receipt.
11. Submit application for review and Finish.

Click “Continue.”
You are on Step 8 of 11:

1. Go to the log-in page.
2. Enter Account ID and password and log in.
3. Enter FEIN or SSN to match your account ID with your company’s registration.
4. Enter your company’s address and other details.
5. Pick your NAICS Code.
6. Enter your company’s Workers Compensation insurance information, UI Account Number, and Bond details.
7. Upload attachments.

8. **Submit information you’ve entered so far.**
9. Make Payment.
10. Print Receipt.
11. Submit application for review and Finish.

This dialog box will pop up. If you are ready to submit your information, click “OK.”
You are on Step 9 of 11:

1. Go to the log-in page.
2. Enter Account ID and password and log in.
3. Enter FEIN or SSN to begin creating your registration.
4. Enter your company’s address and other details.
5. Pick your NAICS Code.
6. Enter your company’s Workers Compensation insurance information, UI Account Number, and Bond details.
7. Upload attachments.
8. Submit information you’ve entered so far.
9. **Make Payment.**
10. Print Receipt.
11. Submit application for review and Finish.

To pay online, click “Make Payment.”

This dialog box will pop-up. Click “OK.”
You are on Step 9 of 11:

1. Go to the log-in page.
2. Enter Account ID and password and log in.
3. Enter FEIN or SSN to begin creating your registration.
4. Enter your company’s address and other details.
5. Pick your NAICS Code.
6. Enter your company’s Workers Compensation insurance information, UI Account Number, and Bond details.
7. Upload attachments.
8. Submit information you’ve entered so far.

9. **Make Payment.**
10. Print Receipt.
11. Submit application for review and Finish.

A new page will appear. Enter information as required.

Select payment method. You may pay online by credit card or ACH (bank account) transfer.

- Paying by card has a 3% convenience fee ($1.50 for a $50 payment).
- Paying by ACH transfer has a $0.30 fee.
You are on Step 9 of 11:

1. Go to the log-in page.
2. Enter Account ID and password and log in.
3. Enter FEIN or SSN to begin creating your registration.
4. Enter your company’s address and other details.
5. Pick your NAICS Code.
6. Enter your company’s Workers Compensation insurance information, UI Account Number, and Bond details.
7. Upload attachments.
8. Submit information you’ve entered so far.
9. **Make Payment.**
10. Print Receipt.
11. Submit application for review and Finish.

If paying via Credit Card, you will fill out this information about your card and then click “Continue.”

If paying via ACH Transfer, you will fill out this information about your bank account and then click “Continue.”
You are on Step 9 of 11:

1. Go to the log-in page.
2. Enter Account ID and password and log in.
3. Enter FEIN or SSN to begin creating your registration.
4. Enter your company’s address and other details.
5. Pick your NAICS Code.
6. Enter your company’s Workers Compensation insurance information, UI Account Number, and Bond details.
7. Upload attachments.
8. Submit information you’ve entered so far.
9. **Make Payment.**
10. Print Receipt.
11. Submit application for review and Finish.

Click “Confirm.”
You are on Step 10 of 11:

1. Go to the log-in page.
2. Enter Account ID and password and log in.
3. Enter FEIN or SSN to begin creating your registration.
4. Enter your company’s address and other details.
5. Pick your NAICS Code.
6. Enter your company’s Workers Compensation insurance information, UI Account Number, and Bond details.
7. Upload attachments.
8. Submit information you’ve entered so far.
9. Make Payment.
10. Print Receipt.
11. Submit application for review and Finish.

A brief “Processing Payment” pop-up will show and then you will be rerouted to this Confirmation Screen. You may click here to print this screen for your records or wait to print your receipt on the next page. If you choose to print this page, a pop-up box will appear for you to confirm your printer options.
You are on Step 10 of 11:

1. Go to the log-in page.
2. Enter Account ID and password and log in.
3. Enter FEIN or SSN to begin creating your registration.
4. Enter your company’s address and other details.
5. Pick your NAICS Code.
6. Enter your company’s Workers Compensation insurance information, UI Account Number, and Bond details.
7. Upload attachments.
8. Submit information you’ve entered so far.
9. Make Payment.
10. Print Receipt.
11. Submit application for review and Finish.

This is your official receipt. You can print this page by clicking here. A payment confirmation will also be automatically sent to you via email. If you choose to print this page, a pop-up box will appear for you to confirm your printer options on this page as well (as illustrated on last page).

***IMPORTANT*** Your application is not yet complete. You must go back to the “My Contractor Registrations” page in order to finish your registration submission. Failure to do so will result in an incomplete application. The submission will be incomplete and contractor staff will not be notified to review and approve your application.
You are on Step 11 of 11:

1. Go to the log-in page.
2. Enter Account ID and password and log in.
3. Enter FEIN or SSN to begin creating your registration.
4. Enter your company’s address and other details.
5. Pick your NAICS Code.
6. Enter your company’s Workers Compensation insurance information, UI Account Number, and Bond details.
7. Upload attachments.
8. Submit information you’ve entered so far.
9. Make Payment.
10. Print Receipt.
11. Submit application for review and Finish.

You’ll know that you’ve submitted your online application to us because the status on your “My Contractor Registrations” page is “Under Review.” A member of the Contractor Registration staff will review your application and contact you via email if any additional information is needed.
You are on Step 11 of 11:

1. Go to the log-in page.
2. Enter Account ID and password.
3. Enter FEIN or SSN to begin creating your registration.
4. Enter your company’s address and other details.
5. Pick your NAICS Code.
6. Enter your company’s Workers Compensation insurance information, UI Account Number, and Bond details.
7. Upload attachments.
8. Submit information you’ve entered so far.
9. Make Payment.
10. Print Receipt.
11. **Submit application for review and Finish.**

Once your application is approved, you will receive an email from our computer system, “Amanda Creg.” A registration certificate like the one above will be attached as a pdf document that you can print off.