How to Renew Your Existing Contractor Registration Online

You are on Step 1 of 8:

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. Confirm your company’s address and other details.
5. Upload attachments.
6. Make Payment.
7. Print Receipt.
How to Renew Your Existing Contractor Registration Online

You are on Step 2 of 8:

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. Confirm your company’s address and other details.
5. Upload attachments.
6. Make Payment.
7. Print Receipt.

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.
How to Renew Your Existing Contractor Registration Online

You are on Step 2 of 8:

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. Confirm your company’s address and other details.
5. Upload attachments.
6. Make Payment.
7. Print Receipt.

If you have your Account ID and do not know your password, click “Forgot Password” to answer the security questions to reset your password.

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.
How to Renew Your Existing Contractor Registration Online

You are on Step 3 of 8:

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. Confirm your company's address and other details.
5. Upload attachments.
6. Make Payment.
7. Print Receipt.

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 on page 7.

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 8:

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. **Confirm your company’s address and other details.**
5. Upload attachments.
6. Make Payment.
7. Print Receipt.

Enter/confirm the information prompts as required. **Note:** This information may be pre-populated based on the existing information we already have in the system. Make any changes as necessary and click “Submit.”
How to Renew Your Existing Contractor Registration Online

You are on Step 4 of 8:

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. **Confirm your company’s address and other details.**
5. Upload attachments.
6. Make Payment.
7. Print Receipt.

---

**Apply for a Contractor Registration**

- If you want to apply for a Plumber’s License, please click here.
- You will need to set up your Enter A&A account, return to this site your A&A account.
- If you already have an A&A account, see more information about it yet.

<table>
<thead>
<tr>
<th>NAICS Codes List</th>
<th>Details</th>
<th>Commercial and Institutional Building Construction</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drywall and Insulation Contractors</td>
<td>Details</td>
<td>Other Building Equipment Contractors</td>
<td>Details</td>
</tr>
<tr>
<td>Electrical Contractors and Other Wiring Installation Contractors</td>
<td>Details</td>
<td>Other Foundation, Structure, and Building Exterior Contractors</td>
<td>Details</td>
</tr>
<tr>
<td>Finish Carpentry Contractors</td>
<td>Details</td>
<td>Other Heavy and Civil Engineering Construction</td>
<td>Details</td>
</tr>
<tr>
<td>Flooring Contractors</td>
<td>Details</td>
<td>Painting and Wall Covering Contractors</td>
<td>Details</td>
</tr>
<tr>
<td>Framing Contractors</td>
<td>Details</td>
<td>Plumbing, Heating, and Air-Conditioning Contractors</td>
<td>Details</td>
</tr>
<tr>
<td>Glass and Glazing Contractors</td>
<td>Details</td>
<td>(May Require Plumber’s License)</td>
<td>Details</td>
</tr>
<tr>
<td>Highway, Street, and Bridge Construction</td>
<td>Details</td>
<td>Residential Remodelers</td>
<td>Details</td>
</tr>
<tr>
<td>Industrial Building Construction</td>
<td>Details</td>
<td>Roofing Contractors</td>
<td>Details</td>
</tr>
<tr>
<td>Land Subdivision</td>
<td>Details</td>
<td>Siding Contractors</td>
<td>Details</td>
</tr>
<tr>
<td>Masonry Contractors</td>
<td>Details</td>
<td>Site Preparation Contractors</td>
<td>Details</td>
</tr>
<tr>
<td>New Housing For-Sale Builders</td>
<td>Details</td>
<td>Structural Steel and Precast Concrete Contractors</td>
<td>Details</td>
</tr>
<tr>
<td>New Multifamily Housing Construction (except For-Sale Builders)</td>
<td>Details</td>
<td>Tile and Terrazzo Contractors</td>
<td>Details</td>
</tr>
<tr>
<td>New Single-Family Housing Construction (except For-Sale Builders)</td>
<td>Details</td>
<td>Water and Sewer Line and Related Structures Construction</td>
<td>Details</td>
</tr>
<tr>
<td>Oil and Gas Pipeline and Related Structures Construction</td>
<td>Details</td>
<td>All Other Specialty Trade Contractors</td>
<td>Details</td>
</tr>
<tr>
<td>Other Building Finishing Contractors</td>
<td>Details</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

If this screen comes up then there was an error attaching your IowaID/Account ID to your existing Contractor Registration account. Please call us at 515-242-5871 to resolve this issue. Otherwise, proceed to the next step on page 7.

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Page 6 of 21
How to Renew Your Existing Contractor Registration Online

You are on Step 4 of 8:

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. **Confirm your company’s address and other details.**
5. Upload attachments.
6. Make Payment.
7. Print Receipt.

This is what your main “My Contractor Registrations” page will look like.

**My Contractor Registrations**

- If there is a balance due, you **MUST** pay that bill before you can renew your registration. Click the “Make Payment” button to review the fee details and pay the bill.

<table>
<thead>
<tr>
<th>NAICS Code</th>
<th>Registration #</th>
<th>Status</th>
<th>Issued Date</th>
<th>Expiration Date</th>
<th>Balance Due</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>238990</td>
<td>C134751</td>
<td>Registered</td>
<td>12/16/2018</td>
<td>12/16/2019</td>
<td>$50.00</td>
<td><strong>Detail</strong></td>
</tr>
</tbody>
</table>

These dates refer to your current/most recent registration period. The $50 fee will not go towards this period but to your company’s upcoming renewal year.

Click “Detail” **before** you make payment. You will not be able to edit any details or attach documents if you choose to pay the fee first.
How to Renew Your Existing Contractor Registration Online

You are on Step 5 of 8:

1. Go to 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. Confirm your company’s address and other details.
5. **Upload attachments.**
6. Make Payment.
7. Print Receipt.

**Note:** the insurance referenced here is Workers Comp ONLY, NOT General Liability. If you do not have employees, we do not need a Certificate of Insurance.

If you have a Certificate of Insurance, a new 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).

**Note:** If you already have an active bond on file with our agency you do not need to provide the bond again. If your bond has been cancelled then you will need to provide a new bond or a Reinstatement Notice from your bonding agency.

If you do not have any supporting documents to attach, skip to the next step on page 12.

Click here to upload attachment
To begin the upload process, click this button.

**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
How to Renew Your Existing Contractor Registration Online

You are on Step 5 of 8:

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. Confirm your company’s address and other details.
5. **Upload attachments.**
6. Make Payment.
7. Print Receipt.

---

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.
How to Renew Your Existing Contractor Registration Online

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

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 Renew Your Existing Contractor Registration Online

You are on Step 5 of 8:

1. Go to the login 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. Confirm your company's address and other details.
5. Upload attachments.
6. Make Payment.
7. Print Receipt.

Click "Make Payment."

Registration Details

<table>
<thead>
<tr>
<th>Registration Type</th>
<th>Contractor Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAICS Code</td>
<td>238990 - 238990 - All Other Specialty Trade Contractors</td>
</tr>
<tr>
<td>Registration #</td>
<td>C134751</td>
</tr>
<tr>
<td>Issue Date</td>
<td>12/16/2018</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>12/16/2019</td>
</tr>
<tr>
<td>Status</td>
<td>Registered</td>
</tr>
</tbody>
</table>

People Details

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor</td>
<td>Maria Zorp Sanchez Sunshine Dynamics</td>
</tr>
</tbody>
</table>

Registration Information

- Insurance
  - Insurance Exempt?: Yes
  - Insurance Expiration Date
  - Insurance Company Name
  - Insurance Policy Number

- Contractor Registration
  - UI Account Number: 00123456
  - Type of Business: Sole Proprietorship
  - Principal Activity: Remodeling

- Bond
  - Out-of-State Bond on File?: No
  - Surety Company Name
  - Bond Number
  - Bond Effective Type: 26000
  - Bond Effective Date

Fees

<table>
<thead>
<tr>
<th>Bill Number</th>
<th>Fee Description</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>121961</td>
<td>Contractor Registration Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>121978</td>
<td>Contractor Registration Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total Amount:</strong></td>
<td><strong>$100.00</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Paid:</strong></td>
<td><strong>$50.00</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Cancelled:</strong></td>
<td><strong>$0.00</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Balance Due:</strong></td>
<td><strong>$50.00</strong></td>
</tr>
</tbody>
</table>

Click here to upload attachment | Back | Make Payment
You are on Step 6 of 8:

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. Upload attachments.
6. Make Payment.
7. Print Receipt.

Note: There are two fees listed here. One is marked “Paid in Full: Yes” which is the bill from the previous year. The one that is marked not paid is your current bill. Because the system is showing bills and payments for two years, the total “Fee Amount” is listed as $100 ($50 for this year, $50 for last year), however since last year’s bill was paid, the “Fee Due” is still only $50.

To pay online, click “Make Payment.”

This dialog box will pop-up. Click “OK.”
You are on Step 6 of 8:

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. Upload attachments.
6. Make Payment.
7. Print Receipt.

A new page will appear. This information will be pre-populated based on the information entered under “My Profile.” You may change the billing information as needed.

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.
How to Renew Your Existing Contractor Registration Online

You are on Step 6 of 8:

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. Upload attachments.
6. Make Payment.
7. Print Receipt.

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.”
How to Renew Your Existing Contractor Registration Online

1. Go to the login 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. Upload attachments.
6. Make Payment.
7. Print Receipt.

Click “Confirm.”
How to Renew Your Existing Contractor Registration Online

You are on Step 7 of 8:

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. Upload attachments.
6. Make Payment.
7. Print Receipt.
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.
How to Renew Your Existing Contractor Registration Online

You are on Step 8 of 8:

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. Upload attachments.
6. Make Payment.
7. Print Receipt.

On the My Contractor Registrations page, click “Renew.”

A dialog box will pop up. Click “OK.”

***If you do not click “OK” your registration will not be submitted to us and will remain in limbo until you submit the renewal to us.***
How to Renew Your Existing Contractor Registration Online

You are on Step 8 of 8:

1. Go to the log-in page.
2. Enter Account ID and password.
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. Upload attachments.
6. Submit information you've entered so far.
7. Make Payment.
8. Print Receipt.

**Finished!**

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

If you go back to the “My Contractor Registrations” page, you will see the status of your registration is “Under Review.” Once contractor staff approves your renewal, the status will change to “Registered.”
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.