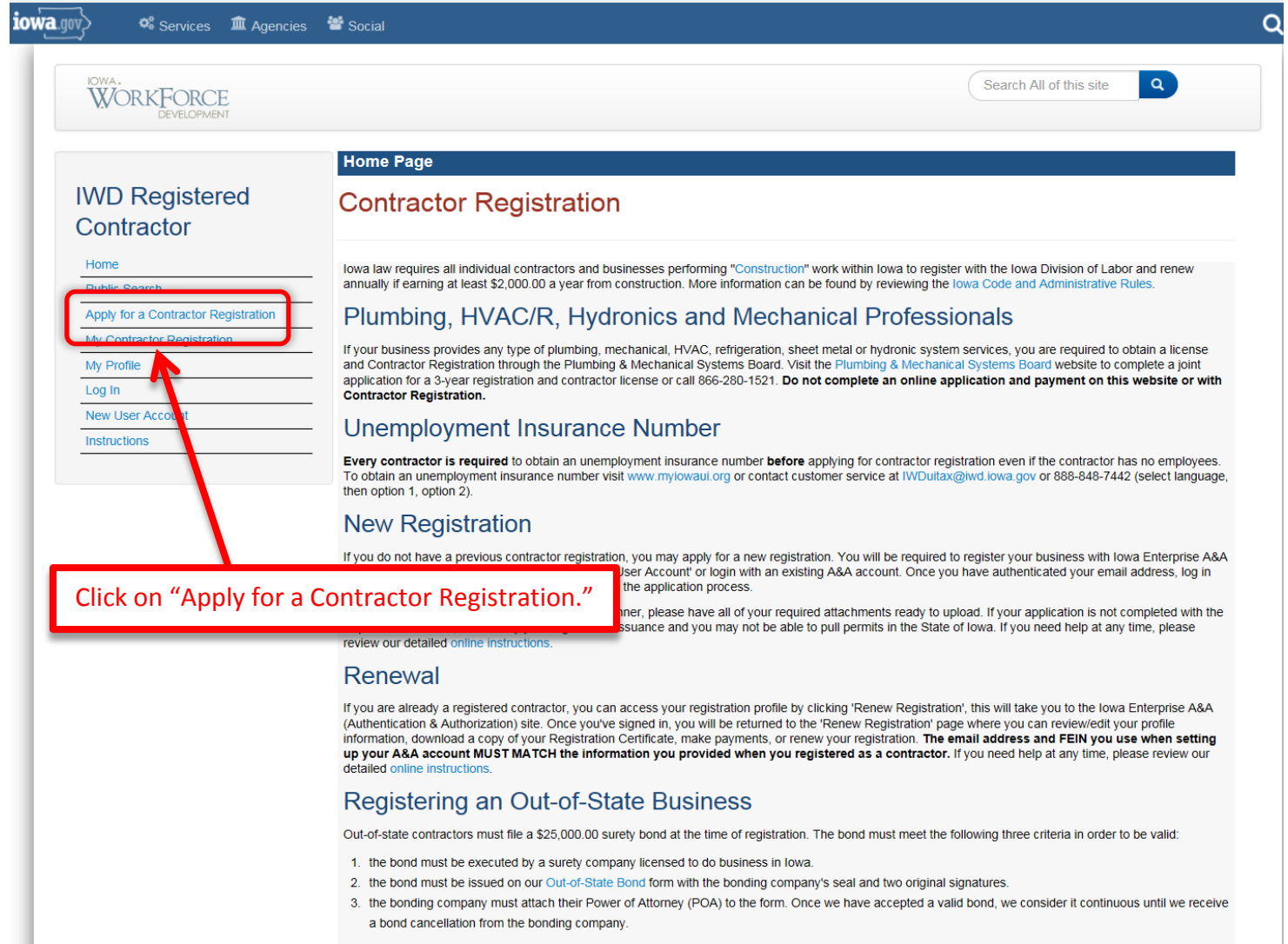


# How to Apply Online for Your Contractor Registration

## 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.



The screenshot shows the Iowa Workforce Development website. The top navigation bar includes 'iowa.gov', 'Services', 'Agencies', and 'Social'. The main header features the 'IOWA WORKFORCE DEVELOPMENT' logo and a search bar. The left sidebar contains a menu with the following items: 'Home', 'Public Search', 'Apply for a Contractor Registration' (highlighted with a red box), 'My Contractor Registration', 'My Profile', 'Log In', 'New User Account', and 'Instructions'. A red arrow points from the highlighted link to a red callout box containing the text: 'Click on "Apply for a Contractor Registration."' The main content area is titled 'Home Page' and 'Contractor Registration'. It contains several sections: 'Iowa law requires all individual contractors and businesses performing "Construction" work within Iowa to register with the Iowa Division of Labor and renew annually if earning at least \$2,000.00 a year from construction. More information can be found by reviewing the Iowa Code and Administrative Rules.', 'Plumbing, HVAC/R, Hydronics and Mechanical Professionals', 'Unemployment Insurance Number', 'New Registration', and 'Renewal'. The 'Unemployment Insurance Number' section states: 'Every contractor is required to obtain an unemployment insurance number before applying for contractor registration even if the contractor has no employees. To obtain an unemployment insurance number visit www.myiowaui.org or contact customer service at IWDuitax@iwd.iowa.gov or 888-848-7442 (select language, then option 1, option 2)'. The 'New Registration' section states: 'If you do not have a previous contractor registration, you may apply for a new registration. You will be required to register your business with Iowa Enterprise A&A User Account or login with an existing A&A account. Once you have authenticated your email address, log in the application process. When you register, please have all of your required attachments ready to upload. If your application is not completed with the assurance and you may not be able to pull permits in the State of Iowa. If you need help at any time, please review our detailed online instructions.' The 'Renewal' section states: 'If you are already a registered contractor, you can access your registration profile by clicking "Renew Registration", this will take you to the Iowa Enterprise A&A (Authentication & Authorization) site. Once you've signed in, you will be returned to the "Renew Registration" page where you can review/edit your profile information, download a copy of your Registration Certificate, make payments, or renew your registration. The email address and FEIN you use when setting up your A&A account MUST MATCH the information you provided when you registered as a contractor. If you need help at any time, please review our detailed online instructions.' The 'Registering an Out-of-State Business' section states: 'Out-of-state contractors must file a \$25,000.00 surety bond at the time of registration. The bond must meet the following three criteria in order to be valid:' followed by a list of three criteria.

# How to Apply Online for Your 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.

Enterprise A&A

Sign In Create An Account Forgot Password Forgot Id

# AMANDA - Iowa

## Development

Enter your Account Id and Password and press sign in to continue.

Account ID:

Password:

Sign In

Account Details

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.

## How to Apply Online for Your Contractor Registration

### 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.

The screenshot shows the top navigation bar of the Enterprise A&A website. The navigation bar includes a logo, the text "Enterprise A&A", and four links: "Sign In", "Create An Account", "Forgot Password", and "Forgot Id". A red dashed box highlights the "Sign In" button and the "Forgot Id" link. A red circle highlights the "Forgot Id" link, with a red arrow pointing to a callout box. Another red arrow points from the "Create An Account" link to a callout box. A third red arrow points from the "Forgot Password" link to a callout box. Below the navigation bar, there is a large blue log-in box with a white "Sign In" button. Below the log-in box, there are input fields for "Account ID:" and "Password". A "Forgot Password" link is located below the "Account ID" field. A "Help" link is located at the bottom right of the page.

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.

### New User Account

Please provide your FEIN # or SSN #. At least one is required.

FEIN:

Confirm FEIN:

SSN:

Confirm SSN:

Continue

Reset

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.

**Note:** Do **not** use dashes when inputting your FEIN/SSN, otherwise you will get an error and will not be able to proceed.

2. Click "Continue."

# How to Apply Online for Your Contractor Registration

**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.

**New User Account - Registered Contractor Information**

**Basic Profile Details**

FEIN:  
SSN: 987654321  
Business Name\*:   
Email Address\*:

**Optional Information**

First Name:   
Middle Name:   
Last Name:   
Suffix:   
Date of Birth:

**Address Details** Example

Unit Type / POBox*:	<input type="text"/>	choose one from the list Building/Apt/suit/POBox
Street Number*:	<input type="text"/>	1001
Street Prefix:	<input type="text"/>	N
Street Name*:	<input type="text"/>	GRAND
Street Type*:	<input type="text"/>	AVENUE
Street Direction:	<input type="text"/>	SE
Unit / POBox Number:	<input type="text"/>	
City*:	<input type="text"/>	
County:	<input type="text"/>	
State*:	Iowa	
Country:	US	US
Zip Code*:	<input type="text"/>	50319
Phone 1*:	<input type="text"/>	5152425871
Phone 2:	<input type="text"/>	
Phone 3:	<input type="text"/>	

**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.

## Apply for a Contractor Registration

- If you want to apply for a Plumber's License, please click [here](#).
- **You will need to set up** an A&A account, return to your A&A account.
- If you already have an A&A account, click [here](#) to log in. If you are **registering as a contractor in Iowa**, After you have set up your A&A account, click [here](#) or the menu **"New User Account"** on the left to set up your contractor registration. Select the work you do. If you're unsure, click the 'Details' link to see more information about what that category covers. When you click on a category link, you'll be taken to the A&A login page to continue if you didn't log in yet.

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

### NAICS Codes List

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

Clicking on "Details" will open a new tab with more information on the US Census Bureau's website.

## 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.

### 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.

Collapse All

Enter all information as it pertains to your business.

**Registration Form**

▼ Insurance

Insurance Exempt?  Yes  No

Insurance Expiration Date

Insurance Company Name

Insurance Policy Number

▼ Contractor Registration

UI Account Number

Type of Business

Principal Activity

▼ Bond

Out-of-State Bond on File?  Yes  No

Surety Company Name


Bond Number

Bond Effective Type

Bond Effective Date

**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.

**Fee Exemption Form**

 • Download this form below and complete it and mail to IWD if you qualify for an exemption from contractor registration fee. Or

• You can download it and fill it out and upload it from the "Attachment" section below.

• You cannot download this form anymore once you submit this page successfully.

[Fee Exemption Form](#)

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.

**Attachment**



# 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.

The screenshot shows a web form titled "Registration Form" with a "Collapse All" link in the top right. The form is divided into three main sections: "Insurance", "Contractor Registration", and "Bond".

- Insurance Section:** Contains fields for "Insurance Exempt?" (radio buttons for Yes/No), "Insurance Expiration Date", "Insurance Company Name" (dropdown), and "Insurance Policy Number".
- Contractor Registration Section:** Contains fields for "UI Account Number", "Type of Business", and "Principal Account".
- Bond Section:** Contains a field for "Bond" (dropdown) and a button labeled "Attachment" with the text "Click here to upload attachment".

Below the "Attachment" button, there is a "Fee Exemption" section with a warning icon and a list of instructions:

- Download this form, complete it and mail to IWD if you qualify for an exemption from contractor registration fee. Or
- You can download the form, print it out and upload it from the "Attachment" section below.
- You cannot download this form anymore once you submit this page successfully.

At the bottom of the form, there is another "Attachment" section with a button labeled "Click here to upload attachment" and "Continue" and "Cancel" buttons.

Annotations on the screenshot include:

- A red dashed box around the "Attachment" button in the "Bond" section, with a red arrow pointing to it from a text box: "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)."
- A red dashed box around the "Attachment" button in the "Fee Exemption" section, with a red arrow pointing to it from a text box: "If you do not have any supporting documents to attach, skip to the next step on page 13."
- A red circle around the "Attachment" button in the "Fee Exemption" section, with a red arrow pointing to it from the "Attachment" button in the "Bond" section.

# 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.

### 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

Attachment Description	Status
<a href="#">Add New Row to Attach</a>	
<a href="#">Upload All Attachment</a>	

To begin the upload process, click this button.

# 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.

https://elpiwdtest.iowa.gov/?folderRSN=78315&lid=09041348iwdc - Upload / Download Attachment - - Internet Explorer

**iowa.gov** Services Agencies Social

### 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.**

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

Email: contractor.registration@iwd.iowa.gov

Attachment Description	Status
Type: <input type="text"/> Description: <input type="text"/>	
<input type="button" value="Browse..."/>	
<input type="button" value="Add New Row to Attach"/>	<input type="button" value="All Attachment"/>

### Attachment / Certificate Download

Certificate Name	Certificate Description	Action
There is no Certificate(s) available for download.		

## 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.

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

Attachment Description	Status
Type: CR: Additor Description: Officer List C:\Users\msanchez1\Do... Browse...	
Type: CR: Insuran Description: 1/1/19-1/1/20 Insurance Certificate C:\Users\msanchez1\Do... Browse...	
Type: CR: Bond Description: Surety Bond C:\Users\msanchez1\Do... Browse...	
Add New Row to Attach	
Upload All Attachment	

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

#### Attachment / Certificate Download

Certificate Name	Certificate Description	Action
There is no Certificate(s) available for download.		

Close

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.

**Registration Form**

**Contractor Registration - 238990 - All Other Specialty Trade Contractors**  
Contractor Maria Sanchez Sunshine Dynamics

**Registration Form** Collapse All

**Insurance**

Insurance Exempt?  Yes  No

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?  Yes  No

Surety Comp


Bond

Bond Effective Type 25000

Bond Effective Date

**Fee Exemption Form**

- Download this form below and complete it and mail to IWD if you qualify for an exemption from contractor registration fee. Or
- You can download it and fill it out and upload it from the "Attachment" section below.
- You cannot download this form anymore once you submit this page successfully.

 [Fee Exemption Form](#)

**Attachment**

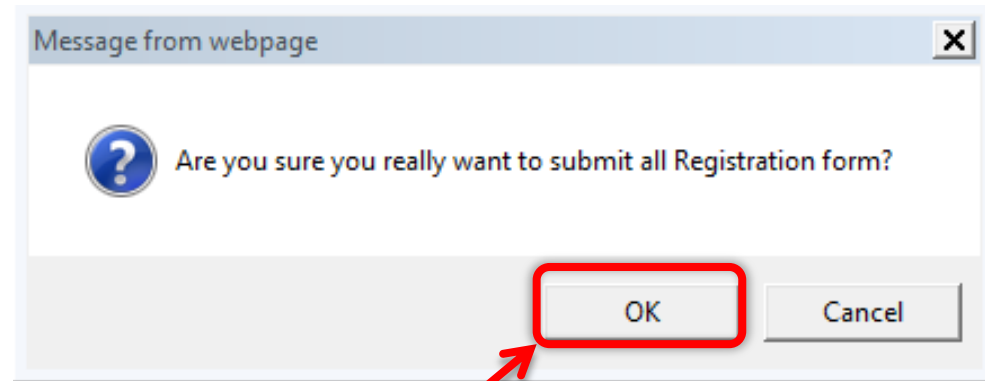
[Click here to upload attachment](#)

**Continue** **Cancel**

## 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 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."

## How to Apply Online for Your Contractor Registration

### 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.

### Make Payment

Click the "Make Payment" button to submit an electronic payment request to the bank, or click "Pay Later" if you want to mail in your payment instead.

#### Fee Description

Reference # (Row ID)	Product Fee Description	Fee Amount	Paid in Full
78315	Contractor Registration Fee	\$50.00	No

#### Total

<b>Fee Amount:</b>	\$50.00
<b>Paid Amount:</b>	\$0.00
<b>Cancelled Amount:</b>	\$0.00
<b>Fee Due:</b>	\$50.00

Cancel Application

Make Payment

To pay online, click "Make Payment."

#### Message from webpage



Are you sure you really want to pay your Contractor Registration Fees by online payment?

OK

Cancel

This dialog box will pop-up.  
Click "OK."

# How to Apply Online for Your Contractor Registration

## 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.

**Make a Payment**

[My Payment](#)

State of Iowa TEST site

Amount Due \$50.00

[Payment Information](#)

Frequency One Time

Payment Amount \$50.00

Payment Date Pay Now

[Contact Information](#)

First Name

Last Name

Company

Address 1

Address 2

City/Town

State/Province/Region

Zip/Postal Code

Country

Phone Number

Email Address

[Become a Registered User](#)

[Payment Method](#)

Payment Method

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.



# How to Apply Online for Your Contractor Registration

## 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.

Payment Method

Payment Method

Card Number

Expiration Date

Card Security Code

Card Billing Address  Use my contact information address  
 Use a different address

powered by **usbank**

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

Payment Method

Payment Method

Sample Check 1215  
123 Main St  
Anytown, MO 12345  
DATE \_\_\_\_\_  
PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_ DOLLARS  
MEMO \_\_\_\_\_  
123456789 055 1111111 001215  
Bank Routing Number Bank Account Number Check Number (not required)

Personal Check | [Business Check](#)

Bank Routing Number

Bank Account Number

Bank Account Type  Checking  Savings  
 This is a business account

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If paying via ACH Transfer, you will fill out this information about your bank account and then click "Continue."

# How to Apply Online for Your Contractor Registration

## 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.

**Iowa**  
Iowa Government Online

**Electronic Payment Solutions**

[Exit](#)

### Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

**Payment Details**

<b>Description</b>	State of Iowa TEST site State of Iowa TEST site
<b>Payment Amount</b>	\$50.00
<b>Payment Date</b>	11/13/2019

**Payment Method**

<b>Payer Name</b>	Maria Sanchez
<b>Card Number</b>	*1111
<b>Expiration Date</b>	Dec-2032
<b>Card Type</b>	Visa
<b>Confirmation Email</b>	maria.sanchez@iwd.state.ia.us

**Billing Address**

<b>Address 1</b>	123 Sunshine Lane
<b>City/Town</b>	Zorpville
<b>State/Province/Region</b>	IA
<b>Zip/Postal Code</b>	50000

**Contact Information**

<b>First Name</b>	Maria
<b>Last Name</b>	Sanchez
<b>Company</b>	
<b>Address</b>	
<b>City/Town</b>	
<b>State/Province/Region</b>	IA
<b>Zip/Postal Code</b>	50000
<b>Country</b>	United States
<b>Phone Number</b>	5155555555
<b>Email Address</b>	maria.sanchez@iwd.state.ia.us

**Click "Confirm."**

[Back](#)

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# How to Apply Online for Your Contractor Registration

## 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.

**Confirmation**

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **IOWTST007823477**

**Payment Details**

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$50.00
Payment Date	11/13/2019
Status	PROCESSED

**Payment Method**

Payer Name	Maria Sanchez
Card Number	*1111
Card Type	Visa
Confirmation Email	maria.sanchez@iwd.state.ia.us

**Billing Address**

Address 1	123 Sunshine Lane
City/Town	Zorville
State/Province/Region	IA
Zip/Postal Code	50000
Country	United States

**Continue**

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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.

Click "Continue."

# How to Apply Online for Your Contractor Registration

**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.

**Online Payment Receipt**

Thank you for using the Online Service. Please **PRINT** this receipt here.

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).

## Receipt

Receipt Information

Receipt No.:	93220	Payment Date:	12/16/2019	Invoice No.:	121961
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Payer Information

Company:	Sunshine Dynamics
Payment Made By:	Maria Sanchez
Phone No.:	
Payment Method:	
Payment Amount:	
Comments:	43522

**\*\*\*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.**

Receipt Details

Fee Description	Reference # (Row ID)	Amount
Contractor Registration Fee	78315	\$50.00
Total:		<b>\$50.00</b>

# How to Apply Online for Your Contractor Registration

## 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.**

## 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.

NAICS Code ▲	Registration # ◆	Status ◆	Issued Date ◆	Expiration Date ◆	Balance Due ◆	Actions ◆
238990 238990 - All Other Specialty Trade Contractors		Under Review			\$0.00	<a href="#">Detail</a>

### Finished!

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.

## How to Apply Online for Your Contractor Registration

### **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.
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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.