**Reinstatement – Individual**

You can reinstate to inactive or active status - depending on if you have completed your CE and want to go active.

All licensees will need to go to "[My Iowa PLB](https://iowaplb.force.com/IPLB_login)" to create a user account and then submit their application or request electronically.

As of September 11, 2017, all applicants and/or licensees will be required to create a login for "My Iowa PLB" and then electronically submit their application, renewal, transfer, or any other process that is regulated by the Iowa Real Estate Commission.  The login for "My Iowa PLB" can be found at the link below.

<https://iowaplb.force.com/IPLB_login>

***For best results, users should use the most updated version of Google Chrome as their web browser.***

Licensees will also have the ability to update their personal contact information (home address, mailing address, preferred e-mail, preferred phone number, etc.) by clicking on "My Contact Information" under **My Iowa PLB - Home**.  It is asked that licensees list both their residence address and preferred mailing address in "My Contact Information", even if they happen to be the same.  They will have access to their respective license card at **My Iowa PLB - Home**, which can be found at the bottom of the license detail page under the section labeled "Attachments."  In their license detail page, licensees will also be able to log their continuing education for their upcoming renewal, which can be done through the "Log Continuing Education" button.

CE Requirements can be found in the link below if you plan on reinstating to active status.

<https://plb.iowa.gov/board/real-estate-sales-brokers/education-exams/irec-education>

Below are step-by-step instructions that will hopefully guide you through the process of reinstating your Iowa real estate salesperson or broker license.  If reinstating to inactive status, no documents are required to be attached to your application.

<https://plb.iowa.gov/documents/re-reinstatement-individual-external>

1. Go to <https://iowaplb.force.com/IPLB_login> and login using your e-mail address as your username.
2. Once you have successfully logged in, while under **My Iowa PLB - Home**, click on SXXXXX000 or BXXXXX000 under "My Licenses" and when you arrive at the License Detail page, click on the button "Begin Application Process", which will initiate the application wizard.
3. You will eventually come to a page that asks you to "Please Select From The List of Available Application for This License" and you will want to select “Reinstatment Application - Individual."
4. Once you have established the application type, from the "Application Detail" page (you can get there by clicking on the application number under "My Applications"), click on the "Complete Checklist" button.
5. At that time you will answer the required questions of this respective application. Make sure that there is a green check mark besides the "Complete Checklist" before you move forward and click on "Upload Submissions" button.
6. While in the "Manage Submissions" page - See the second set of instructions noted below.
7. To successfully complete the application request, be sure to click on the "Submit for Review" button.  If you are reinstating to active status, at that time you will be required to know the license number of the licensed real estate firm (FXXXXX000) or licensed real estate broker sole-proprietor (BXXXXX000) that you are intending to get licensed to.
8. A "Pending" status indicates that the application has not been submitted to the Iowa Real Estate Commission.  An application status of "Pending Internal Review" indicates that you have successfully completed your request and it is sitting in the IREC work queue for review.
9. Once an application has been submitted, the description of the application statuses can be found at the following link: <https://plb.iowa.gov/re-application-status-types>.

In the Upload Submissions section you will be required to attach supporting documents (PDF format is preferred) for your respective application type.  In the Manage Submissions page, you will see the "Required" column.  If there is a check-mark in that box, you MUST upload a document to that row.  Instructions on how to upload submissions one document at a time:

1. Click on “Upload” under the "Actions" column.
2. Click on “Choose File.”
3. Select the file that you are intending to upload and click on “Open” in the pop-up box.
4. Click on “Upload” again.
5. A message should appear in yellow stating "Attachment uploaded successfully."
6. Click on “Save” at the bottom of the page before you leave the Manage Submissions page.

***For best results, users should use the most updated version of Google Chrome as their web browser.***

If you are intending on reinstating your license to active status, the employing broker will also be required to create a login for "My Iowa PLB" so he/she can sign off (electronically) on the pending application in a process that is described as “Application Envelopes” after the application is fully vetted and ultimately approved by Commission staff.  Once the employing broker signs the Application Envelope, you will receive an e-mail notification, asking that you submit the required license/registration fee and applicable reinstatement fee.  Once payment is received, your license card will be e-mailed to you and your affiliated broker.  A physical license card will no longer be mailed by the Iowa Real Estate Commission.