

## Iowa Professional Licensing Iowa Interior Design Examining Board

### Renewals are Almost Here – Get a head start today!

We have a new licensing system. All applications, including renewals, will be completed online.

Create your online profile in our new system, which we call DataPro.

Go to: [https://iowapl.force.com/IPLB\\_login](https://iowapl.force.com/IPLB_login) and click new user to begin, if you have not yet created a profile.

### Why am I getting this notice?

- Your interior design registration is set to expire on June 30, 2018 and renewals will begin May 16<sup>th</sup>.
- It takes time for the system to merge the information to your newly created profile. Don't run the risk of missing the renewal deadline.
- Registrants are being asked to create their contact in DataPro and update their personal information prior to the renewal period.

### Registration Instructions:

1. Go to: [https://iowapl.force.com/IPLB\\_login](https://iowapl.force.com/IPLB_login).
2. Click “New User?” at the bottom of the screen.
3. Enter your first name, last name, email address (username will prepopulate and will be your email address) and primary phone number. Click Submit.
4. You will be see a registration confirmation that will take you back to the login screen. IGNORE THIS.
5. Pull up your email and find the email from the State (State of Iowa PLB Self Service). **NOTE:** It may go into your SPAM folder. If you do not receive the email, and you are using a company email, your employer may have it blocked. You will need to contact either your IT Department or the Interior Design Examining Board staff.
6. Click on the large link inside the email to complete the registration process.
7. Click “Next” on the login instructions.
8. Verify your full legal name, update as you see fit, and click “Next.”
9. Verify your name is correct. Click “Next.”
10. Create a new password. **NOTE:** It must be at least 10 characters long and have a mix of letters and numbers.
11. You will be taken to “My Iowa PLB Home.” You will see five (5) menu options on the left side of the screen. Click on “Find My Existing License.”
12. On the disclosure notice page, click “Next.”
13. Enter your social security number and click “Next.” **NOTE:** It must be in this format: XXX-XX-XXXX.
14. It will ask you to verify your social security number. Click “Next.”
15. On the Licensing Board drop down menu, select “Interior Design Examining Board.”

16. In the License Number Field, enter your interior design registration number and click "Next." (XXXXXX)
17. Click on the dropdown for "Select License." Click on your registration number. Click "Next."
18. On the verification page, ensure the "Continue" button is marked and click "Next."
19. A message will appear stating it could take fifteen (15) min to three (3) business days to link your license. Click "Finish."
20. You will be taken to your contact information page. Click on the "My Iowa PLB-Home" text in the upper left screen.

From the My Iowa PLB-Home screen you will be able to submit applications, update your contact information, change your password, and other functions. All your applications will be displayed under the "My Applications" header.