

We have a new licensing system named DataPro.

All applications, including renewals, will be completed online.

If you have not created your contact please follow these instructions.

Go to: https://iowaplb.force.com/IPLB_login and click new user to begin.

Registration Instructions:

1. Go to: https://iowaplb.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 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 your IT Department. If you are not receiving e-mails from the system, please check your spam or junk folder. Add the following e-mail addresses to your contacts: donotreply@iowa.gov and noreply@salesforce.com. Click on the large link inside the email to complete the registration process.
6. Click "Next" on the login instructions.
7. Verify your full legal name, update as you see fit, and click "Next."
8. Verify your name is correct. Click "Next."
9. Create a new password. **NOTE:** It must be at least 10 characters long and have a mix of letters and numbers. We do not issue or know your password.
10. 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."
11. On the disclosure notice page, click "Next."
12. Enter your social security number and click "Next." **NOTE:** It must be in this format: XXX-XX-XXXX.
13. It will ask you to verify your social security number. Click "Next."
14. On the Licensing Board drop down menu, select your board.
15. In the License Number Field, enter your license number and click "Next." (XXXXXX)
16. Click on the dropdown for "Select License." Click on your license number. Click "Next."
17. On the verification page, ensure the "Continue" button is marked and click "Next."

18. A message will appear stating it could take fifteen (15) min to three (3) business days to link your license. Click “Finish.”
19. 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.

If you do not see your license when you “Log Into My PLB” please **[Click Here To Find Your Existing Licenses](#)**. This will tie your license to your contact.

Do NOT Create duplicate contacts. If you do not remember your username please contact the board office.