

IREC Application Instructions - Change Of Status From Inactive To Active

See <https://plb.iowa.gov/documents/fags> for assistance with a licensee's initial login, if they have not done so already. At their initial login, if an individual has a current license or lapsed license, they will link their current or past license to their contact by clicking on "[Don't See your License? Click Here To Find Your Existing Licenses.](#)" ***Individuals SHOULD NOT try to link another license other than their own broker (BXXXXX000) or salesperson (SXXXXX000) license to their "My Iowa PLB" account.*** If an individual is unsure or forgot if they have created a "My Iowa PLB" account, please contact Commission staff as there should only be one account/login per user. If an individual has any issues or questions at that time or are looking to seek assistance, please do not hesitate to contact Commission staff.

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

Below are step-by-step instructions that a licensee will want to follow to request their Iowa real estate license to be placed on active status with a licensed broker/brokerage. There are no costs incurred when changing the status of one's real estate license.

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."
3. When you arrive at the License Detail page, click on the button "Begin Application Process", which will initiate the application wizard.
4. 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 the "Change of Status from Inactive to Active" application.
5. 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. You **MUST** complete this step before you click on "Upload Submissions."
6. While completing the "Checklist" portion of the application, you will be required to answer every question 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.
7. While in the "Manage Submissions" page - See the second set of instructions noted below. This is where you will upload all required supporting documents to your application.
8. Make sure that there is a green check-mark besides the "Review Submissions" button before you move forward and click on the "Submit for Review" button. 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.
9. 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.
10. 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 to 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.

If they haven't done so already, 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 request is fully vetted by Commission staff. Once the employing broker signs the Application Envelope, Commission staff will process the request for final approval and the license card will be e-mailed to you and your new affiliated broker with the subject line "License Re-Activated:". A physical license card will no longer be mailed by the Iowa Real Estate Commission.

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If you have any questions or concerns, please do not hesitate to contact Commission staff at (515) 725-9027 or realestatecommission@iowa.gov.