

Uploading Instructions

For best results, users should use Google Chrome as their web browser;
however, Safari and Firefox are also supported browsers.

Prior to starting, make sure that you have saved your certificates. You can scan them all into one PDF and attach that single PDF or you can attach individual certificates individually.

General Overview:

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

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

Screen shots of each step:

1. On the [My Iowa PLB \(https://iowaplb.force.com/iplb_login\)](https://iowaplb.force.com/iplb_login) page, click on the application number:

The screenshot shows the 'My Iowa PLB - Home' page. On the left is a navigation menu with links like 'My Contact Information', 'Submit Application / Renew', 'View/Pay Fees', 'Find My Existing License', and 'Change Password'. The main content area is titled 'My Licenses' and contains a table with columns: Number, License Type, Display Name, Address Street, Issue Date, Expiration Date, License Status, and Licensing Board. Below this is a link 'Don't See Your Licenses? Click Here To Find Your Existing Licenses'. Underneath is the 'My Applications' section with a table with columns: Number, Display Type, Licensing Board, Created Date, Application Expiration Date, and Status. The application number 'ARC-19-01361' is highlighted in yellow. At the bottom of the screenshot is the 'My License Payment Receipts' section.

2. Click on "Upload Submissions"

Application
ARC-19-01361

Application Detail

Summary PDF

Withdraw Application

Next Steps

Pending

- Complete Checklist

- Upload Submissions

- Submit Application

- Pay Fees



Complete Checklist

(9 out of 9 Required Questions Answered)

Upload Submissions

3. Click on Upload:

Upload Documents

Note that documents may not exceed the maximum file size 10MB.

Actions	Title	Description
Upload	Additional Documents (If Applicable)	This is a placehol
Upload	Building.com Which Roof Is the Most Resilient?	Online course wit
Upload	CE Certificate - MinimizingRadiusDistractionGuideSpeechConcernSoundMasking	Please attach you

4. Click on "Choose File"

Upload Documents

Note that documents may not exceed the maximum file size 10MB.

Actions	Title	Desc
File Choose File No file chosen	Additional Documents (If Applicable)	This
<input type="button" value="Upload"/>		
Upload	Building.com Which Roof Is the Most Resilient?	Onlin
Upload	CE Certificate - MinimizingRadiusDistractionGuideSpeechConcernSoundMasking	Pleas

Select the file you want to upload and click "Open"

The screenshot shows a file explorer window titled 'Organize - New folder' overlaid on a web application interface. The web application interface includes a header 'Iowa PLB - Home', a navigation menu with 'Application Management Submissions', and a section titled 'Upload Documents' with a note about the 10MB file size limit. The file explorer window displays a list of files and folders. The file 'Interior Design Seal.png' is selected and highlighted in yellow. The 'File name' field at the bottom of the window contains 'Interior Design Seal.png'. The 'Open' button is highlighted in yellow.

5. Click on the small upload button:

Upload Documents

Note that documents may not exceed the maximum file size 10MB.

Actions	Title
File <input type="button" value="Choose File"/> Interior Design Seal.png	Additional Documents (If Applicable)
<input type="button" value="Upload"/>	
<input type="button" value="Upload"/>	

6. You will see and success message:

Manage Submissions

Attachment uploaded successfully

Upload Documents

Note that documents may not exceed the maximum file size 10MB.

Actions	Title
	Additional Documents (If Applicable)
Upload	Building.com Which Roof Is the Most Resilient?
Upload	CE Certificate - MinimizingRadiusDistractionGuideSpeechConcernSoundMasking

Cancel Save

7. Repeat for each document you wish to upload (if applicable).

8. When you have upload all the documents, click on "Save."

Manage Submissions

Attachment uploaded successfully

Upload Documents

Note that documents may not exceed the maximum file size 10MB.

Actions	Title	Description	File
	Additional Documents (If Applicable)	This is a placeholder to upload any additional documentation.	
Upload	Building.com Which Roof Is the Most Resilient?	Online course with Stamats and Chuck Miccolis, IBHS as the presenter.	
Upload	CE Certificate - MinimizingRadiusDistractionGuideSpeechConcernSoundMasking	Please attach your course completion certificate for the specified course.	

Cancel Save

Now when you look at your Submissions page, you will see the uploaded documents. Those document lines will not have an "Upload" in the "Actions" field, and a "View" in the "File Action List."

My Iowa PLB - Home

Manage Submissions

Upload Documents

Note that documents may not exceed the maximum file size 10MB.

Actions	Title	Description	File Actions	Submission Actions
	Additional Documents (If Applicable)	This is a placeholder to upload any additional documentation.	View	Rename Submission
Upload	Building.com Which Roof Is the Most Resilient?	Online course with Stamats and Chuck Miccolis, IBHS as the presenter.		Rename Submission
Upload	CE Certificate - MinimizingRadiusDistractionGuideSpeechConcernSoundMasking	Please attach your course completion certificate for the specified course.		Rename Submission
Upload	Additional Documents (If Applicable) (2)	This is a placeholder to upload any additional documentation.		Rename Submission

Cancel Save