

INSTRUCTIONS TO APPLY FOR A NEW CONTRACTOR LICENSE

For assistance with creating an A&A account or finding or resetting your username and password, you will need to call the **OCIO Help Desk**: 515-281-5703 or 1-800-532-1174.

For assistance with navigating the licensing portal, please contact the **AMANDA Support Team** 1-855-824-4357 between 7:30am – 5pm Monday to Friday.

For specific questions regarding contractor registration, unemployment insurance requirements, workers compensation, or out of state contractor bonds, please contact the **Division of Labor** at contractor.registration@iwd.iowa.gov or 515-242-5871.

For specific questions regarding the **Iowa Plumbing and Mechanical Systems** program or license requirements, please visit the website <http://idph.iowa.gov/pmsb> or call 1-866-280-1521.

BEFORE YOU BEGIN:

These instructions assume you have already followed the steps to create an A&A account and set up your AMANDA profile page, including linking your company to your individual license profile page. If you have not done these steps, go back to the IDPH Regulatory Programs Plumbing & Mechanical Systems Board Page <https://idph.iowa.gov/regulatory-programs/pmsb> and follow the instructions to create an account.

If you have followed the instructions to create an account and linked your contractor license to your account, you should see your company name listed in the left column once you logon to AMANDA. If you do not see your company name listed there, please **STOP** and contact the AMANDA Support Team at 1-855-824-4357.

These instructions also assume this is an application for a NEW contractor (e.g. your company has NEVER been licensed as a contractor with the Plumbing & Mechanical Systems Board). If the company has previously been licensed and needs to renew the license, **STOP** and go back to the IDPH Regulatory Programs Plumbing & Mechanical Systems Board Page <https://idph.iowa.gov/regulatory-programs/pmsb> and follow the instructions for contractor renewal. **If this is a new application for a contractor license, proceed with the next steps.**

The AMANDA application works best in Chrome and Safari. If you need to use Internet Explorer, you will need to change three settings in order for the portal to function properly: 1) pop up blocker must be turned off; 2) iowa.gov must be added to compatibility view; and 3) iowa.gov must be added to trusted sites. Contact the AMANDA Support Team if you need help with adjusting these settings for Internet Explorer.

Contractors who perform services in plumbing, HVAC, refrigeration, hydronics, or mechanical systems now have a “one-stop shop” to apply for both the contractor license and contractor registration on a single application. Previously contractors were required to apply/renew the license with the board office every 3 years and also submit a separate application and fee for contractor registration to Iowa Workforce Development Division of Labor on an annual basis. Beginning with this renewal, contractor licensure and registration have been combined into a single 3-year application and renewal process. This means that you will be required to submit a fee for a 3-year contractor registration in addition to the contractor license renewal fee, and the documentation required by the Division of Labor for contractor registration.

DOCUMENTATION NEEDED:

Unemployment Insurance Number: A valid unemployment insurance number (UI#) is required, even if you have no employees. To obtain a UI# visit www.myiowauui.org or contact Unemployment Insurance customer service at 888-848-7442 or email IWDuitax@iwd.iowa.gov.

Workers Compensation Compliance Information: A contractor with one or more employees must have either a Workers’ Compensation Insurance certificate listing the “Iowa Division of Labor” as a certificate holder or a Certificate of Relief issued by the Iowa Insurance

Division. If you have no employees, you will select “I have no employees” for your compliance method.

Master of Record Information: You will need the license number, trade, and name for each individual serving as a master of record for your business. If you are a sole proprietor, you must personally hold the master licenses.

Bond and Insurance Information:

- IDPH Certificate of Liability.
 - A minimum of \$500,000 general business liability coverage.
 - The certificate holder needs to be listed as the **Iowa Plumbing and Mechanical Systems Board, 321 East 12th Street, Des Moines, Iowa 50319.**
 - The certificate of liability needs a 10 day (minimum) cancellation notice.

- IDPH Surety Bond or continuation certificate:
 - Minimum amount of \$5,000.
 - The obligee for the bond must be listed as the customers of the principal. It cannot be the state of Iowa or the Board. There have been bonds approved that used language such as, “licensee’s Iowa customers” or “Person(s) injured by Principal’s breach of construction contract.”
 - The surety bond also needs a 10 day (minimum) cancellation notice provided to the Iowa Plumbing and Mechanical Systems Board.

- IWD Out of State Contractor Bond or continuation certificate if you are an out of state contractor:
 - File a \$25,000 surety bond at the time of registration or renewal.
 - Bond is to be issued by a surety company licensed to do business in Iowa.
 - Complete the Division of Labor – Out-of-state bond form. The out of state contractor bond form can be found at www.iowacontractor.gov – under Quick Links, click on “Out of State Contractor Bond Form.”
 - Visit www.iowacontractor.gov and under Quick Links go to “Bond Requirements” for more details.

- IWD Worker’s Compensation Insurance or Certificate of Relief:
 - A contractor with one or more employees must include a copy of Workers’ Compensation Insurance certificate listing the “Iowa Division of Labor” as a certificate holder or;
 - Attach a copy of Certificate of Relief issued by the Iowa Insurance Division.

- IWD Notarized Fee Exemption Form:
 - If you are requesting an exemption from the Division of Labor registration fee, you must attach a copy of the Fee Exemption Form (Visit www.iowacontractor.gov and under Quick Links select “Fee Exemption Form” for more details).
 - This form must be notarized and applies only to the registration fee and NOT the PMSB license fee.

Note: You will need to attach a copy of your insurance and bond information to complete your renewal application. If you do not have a scanned copy, the information may be mailed but it will delay the processing of your renewal.

If you are unable to scan and complete the steps for adding attachments through the public portal, mail required attachments to:

Plumbing & Mechanical Systems Board
ATTN: Contractor Renewal
321 E 12th St
Des Moines, IA 50319-0075

STEP 1: SIGN IN WITH EXISTING A&A ACCOUNT

- Begin by opening your web browser and navigating to the Iowa Department of Public Health Regulatory Program webpage at the following location:
<https://dphregprograms.iowa.gov/PublicPortal/iowa/IDPH/common/index.jsp>
- **Sign in** with your username and password.

STEP 2: SELECT YOUR COMPANY

To proceed you will need to be linked with your existing contractor license. If you do not see your company in the Registered User's Membership box, **STOP** and contact the AMANDA Support Team at **1-855-824-4357** for assistance. If you see your company profile listed in the left column, click on the company name and then click **Continue**.

The screenshot shows a web interface for 'My Profile'. On the left is a navigation menu with 'Home', 'Sign Off', 'Help', and 'Registered User's Memberships'. The 'Registered User's Memberships' section lists 'Rebel Alliance'. The main content area is divided into two sections: 'Basic Profile Details' and 'Physical Address Details'. 'Basic Profile Details' includes fields for Name (Luke AnakinSon Skywalker), Date of Birth (05/25/1972), Email Address* (lukeanakinson789@gmail.com), and Preferred Address. 'Physical Address Details' includes fields for Address is (dropdown), ATTN (Annakins Son), Street Number* (991), City* (Tattooine), Street Prefix (dropdown), County (dropdown), Street Name* (Uncle Ben Lars Farm), State* (Alberta), Street Type* (Drive), Country (CA), Street Direction (dropdown), Zip Code* (99999), Unit Type (dropdown), Phone 1* (5554449999), Unit Number (dropdown), and Phone 2 (dropdown). At the bottom are 'Continue', 'Reset', and 'Addresses' buttons.

- Verify all information is accurate and make any necessary corrections.
- To add additional addresses or contact information, click on the **Addresses** button.

STEP 3: REVIEW COMPANY PROFILE

It is **extremely** important that you review your company profile before proceeding to renew your license. Once you have selected your company from the list of memberships, click on **Company Profile**. Be sure to confirm the email address (your license certificate will be sent to this email address if you have one on file) and company address.

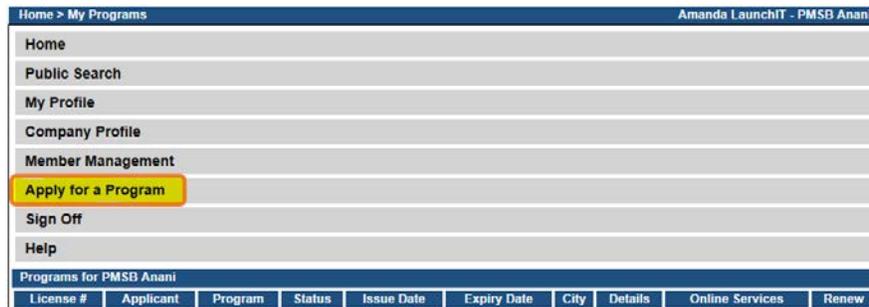
The screenshot shows a web interface for 'Company Profile'. On the left is a navigation menu with 'Home', 'Public Search', 'My Profile', 'Company Profile', 'Member Management', 'Apply for a Program', 'Sign Off', and 'Help'. The 'Company Profile' section is highlighted. The main content area is divided into two sections: 'Basic Profile Details' and 'Physical Address Details'. 'Basic Profile Details' includes fields for Company Name (Rebel Alliance), Tax ID / EIN / SSN (771-XXXX), Company Type (Sole Proprietorship/Individual Ownership), Program Type (PMSB), Preferred Address (Business Address), and Email Address* (luke@rebelalliance.com). 'Physical Address Details' includes fields for Address is (Work), Address (Leia, 8 NW Yavin Way SUITE 4, Massassi Outpost, YT 78999, CA), Phone 1 (7775557878 (Work)), and Phone 2 (7774449987 (Paper)). At the bottom are 'My Programs' and 'Addresses' buttons.

If the email or address information is wrong, **please STOP** and contact the **AMANDA Support Team** at **1-855-824-4357**.

STEP 4: APPLY FOR LICENSE

When you are on the **My Programs** page you will proceed through the application as a representative of the company. While acting on behalf of the company, you will not see your personal license information.

- Click on the **Apply for a Program** link.



The screenshot shows a navigation menu on the 'My Programs' page. The 'Apply for a Program' link is highlighted with a yellow box. Below the menu is a table titled 'Programs for PMSB Anani' with columns for License #, Applicant, Program, Status, Issue Date, Expiry Date, City, Details, Online Services, and Renew.

STEP 5: SELECT PROGRAM TYPE

- Next to **Program**, select **Plumbing and Mechanical Systems**.
- Next to **Program Detail**, select **Contractor License**.
- Click **Continue**.

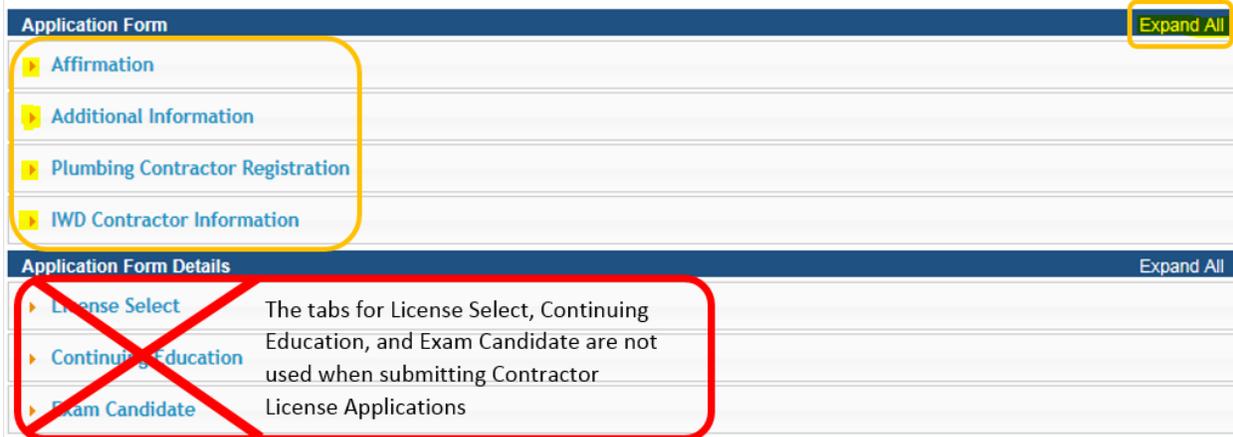


The screenshot shows the 'Apply for Program' form. The 'Program' dropdown is set to 'Plumbing and Mechanical Systems' and the 'Program Detail' dropdown is set to 'Contractor License'. A 'Continue' button is visible on the right.

A pop-up message will appear. Click **OK**.

You will now be taken to the **Application Form** page for a contract license.

- Click **Expand All** to view information fields in **Application Form** Section.
- SKIP THESE TABS: License Select, Continuing Education, and Exam Candidate.



The screenshot shows the 'Application Form' page. The 'Expand All' button is highlighted with a yellow box. The 'Application Form Details' section is also highlighted with a yellow box. The tabs for 'License Select', 'Continuing Education', and 'Exam Candidate' are crossed out with a red X.

STEP 6 – ENTER AFFIRMATION QUESTIONS

- Under the Affirmation section, all questions must be answered.
- If you answer **Yes** to any of the questions, you must provide details in the corresponding question.

STEP 7 – ADDITIONAL INFORMATION

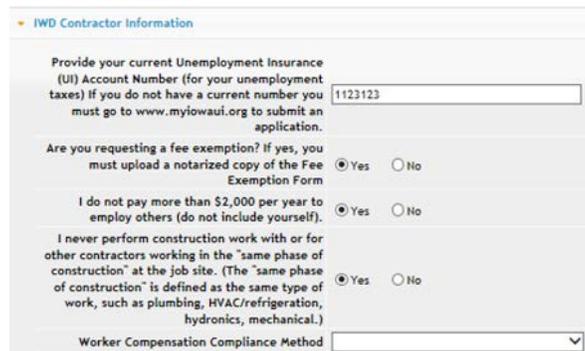
Select whether you provided an **EIN** or **SSN** to create your contractor license account.

STEP 8 – CONTRACTOR REGISTRATION

If you already have a contractor registration number with the Division of Labor, select **Yes**. Provide the number in the space provided. (This number begins with a “C.”) If you do not already have a contractor registration number, select **No**.

STEP 9 – IWD CONTRACTOR INFORMATION

All the fields in this section are required. Provide a response to each question. Note: If you are asking for a fee exemption from the registration portion of the fee, you must be able to answer “Yes” to all the questions in this section and you **must** attach the notarized fee exemption form. The fee exemption only applies to the Division of Labor registration fee and not the PMSB contractor license fee.



The screenshot shows a web form titled "IWD Contractor Information". It contains the following fields and questions:

- Provide your current Unemployment Insurance (UI) Account Number (for your unemployment taxes) If you do not have a current number you must go to www.myiowaui.org to submit an application. (Text input field containing "1123123")
- Are you requesting a fee exemption? If yes, you must upload a notarized copy of the Fee Exemption Form. (Radio buttons for Yes and No, with Yes selected)
- I do not pay more than \$2,000 per year to employ others (do not include yourself). (Radio buttons for Yes and No, with Yes selected)
- I never perform construction work with or for other contractors working in the "same phase of construction" at the job site. (The "same phase of construction" is defined as the same type of work, such as plumbing, HVAC/refrigeration, hydronics, mechanical.) (Radio buttons for Yes and No, with Yes selected)
- Worker Compensation Compliance Method (Dropdown menu)

Skip the next tabs you see for License Select, Continuing Education, and Exam Candidate – **Do NOT enter anything in these sections.**

Click **Continue** to proceed with the application.

STEP 10 – IWD CONTACT LIST

- Click to expand this section. **NOTE:** Scroll to the right to see additional fields in this section.
- Click **Add** to add contacts. Click **Save** after completing each row.
- Repeat these steps for each contact.
- Click **Continue** when you have added all your contacts.

STEP 11 – TRADES (MASTER OF RECORD INFO)

Click to expand this section.

- For each of the trades that you will be contracting in you must add the trade name and license number of the person who will be serving as your master of record (MOR). If you have submitted a master license application, but it has not been approved yet, **STOP**. Contact the AMANDA Support Team at 1-855-824-4357 before proceeding.
- Click **Add** if you/the designated MOR already has an active master license and number.
- Select the trade and enter the license number of your master of record.
- Click **Save** when done.
- Repeat these steps for each new master of record and trade.
- Click **Save** when done.

Trades

| Trade | License Number | Master of Record |
|------------|----------------|-------------------|
| Plumbing | 29999 | Luke Skywalker |
| Mechanical | 28888 | Han Solo |
| HVAC/R | 27777 | Leia Organa |
| Hydronics | 24444 | Chewbacca Wookiee |

• Currently there are only 10 rows you can add for each saving. Please save them first and then you can add another 10 rows and more.
 • Just clean all fields if you do not need a specific row or new added row.

Add Save

STEP 12 – INSURANCE AND BOND DETAILS

Click to expand this section.

- Click **Add** to add a new row.
- Select the insurance/bond type from the drop down menu and then fill in the details for the insurance/bond.
- Click **Save** when done.
- Click **Add** to continue adding rows. You will need to enter a row for certificate of liability (IDPH), Surety Bond (IDPH), Worker’s Compensation Insurance (IWD) or Certificate of Relief (IWD) unless you have no employees; and Out of State Contractor Bond (IWD) if you are an out of state contractor.
- Click **Save** when done.

Insurance/Bond details

| Type | Insurance/Bond Company | Contact Representative | Insurance/Bonding Company Phone | Pe |
|--------------------------------|---------------------------|------------------------|---------------------------------|----|
| Certificate of Liability(IDPH) | State Farm | John Doe | 5553214545 | |
| Surety Bond(IDPH) | Merchants Bonding Company | Jane Doe | 5553214545 | |

• Currently there are only 10 rows you can add for each saving. Please save them first and then you can add another 10 rows and more.
 • Just clean all fields if you do not need a specific row or new added row.

Add Save

STEP 13 – ADD ATTACHMENTS

To add any required documentation such as notarized fee exemption form, insurance and bond forms, you will need to click the **Add New Attachment** button. Skip this step if you do not have any attachments to add.

| Attachment |
|------------------------|
| Attachment Description |

Add New Attachment

When clicked the Attachment Description area will expand.

The screenshot shows an 'Attachment' form with the following elements:

- Attachment Description** header.
- Type:** A dropdown menu with an upward-pointing blue arrow.
- Description:** A text input field containing the placeholder text 'Enter a description of the attachment here'.
- Choose File:** A button with an upward-pointing blue arrow.
- No file chosen:** Text next to the Choose File button.
- Add New Attachment:** A button on the right side.
- Cancel** and **Continue:** Buttons at the bottom.

- To select a Type of attachment, click the dropdown arrow and select the attachment type. Ex: IWD Fee Exemption, PMSB Surety Bond , etc.
- Enter a description of the file.
- Click Choose File button.
- This will open your file explorer, navigate to the directory where the file is you want to attach and double click it. The name of the document should be showing next to the Choose File button.
- Continue this process for each document you would like to attach.

NOTE: If you attach a document in error, it cannot be removed by you. You will need to contact the AMANDA Support Team to have it removed.

STEP 14 – TERMS AND CONDITIONS

Please read the terms and conditions. If you agree, click the box next to I agree with the terms and conditions. Click **Continue**.

The screenshot shows the 'Terms and Conditions' form with the following text:

I am authorized to complete this application on behalf of the organization.

As representative of the organization, I hereby certify and declare under penalty of perjury that the information I provided in this document, including any attachments, is true and correct. As said representative of the organization, I am responsible for the accuracy of the information provided regardless of who completes and submits the application. I understand that providing false and misleading information in or concerning this application may be cause for disciplinary action, denial, revocation, and/or criminal prosecution. I also understand that a representative of the organization is responsible to update information submitted herewith if the response or the information changes.

In submitting this application, the organization agrees to any reasonable inquiry that may be necessary to verify or clarify the information provided on or in conjunction with this application.

I understand this information is a public record in accordance with Iowa Code chapter 22 and that application information is public information, subject to the exceptions contained in Iowa law.

I have read the Administrative Rules governing this license, permit, registration, or certification and will make employees aware as required and will comply with those provisions.

I agree with the terms and conditions.

Continue

STEP 15 – MAKE A PAYMENT

Next you will be taken to the **Make Payment** page. If you need to attach additional documentation click the **Pay Later** button. Otherwise, skip to the **Pay Now** instructions.

If you select **Pay Now** you will be directed to the online payment system. Select **Pay Now** when asked, and complete your online payment information.

| Fee Details | | | | | | |
|---------------------|---------------------------------|--------------------|---------|--|------------------------------|----------------|
| Reference (RowID) # | Program | Program Detail | Status | Fee Description | Fee Amount | Paid in Full |
| 539659 | Plumbing and Mechanical Systems | Contractor License | Renewal | PLMB 3 Year Contractor Registration Fee per year | \$150.00 | No |
| 539659 | Plumbing and Mechanical Systems | Contractor License | Renewal | PLMB Contractor Initial Fee | \$250.00 | No |
| Total | | | | | | |
| | | | | | Fee Amount: | \$400.00 |
| | | | | | Paid Amount: | \$0.00 |
| | | | | | Cancelled Amount: | \$0.00 |
| | | | | | Fee Due: | \$400.00 |
| | | | | | Pay Later | Pay Now |
| | | | | | Payment Later Options | |
| | | | | | ▼ | |

Select **Payment Method**, and fill in your payment details. Click **Continue**.

My Payment

IDPH Licensing and Regulatory Programs
Amount Due: \$50.00

Payment Information

Frequency: One Time
Payment Amount: \$50.00
Payment Date: Pay now

Contact Information

First Name: Adper
Last Name: Amandaone
Company: (Optional)
Address 1: 09 N Oliver Drive
Address 2: (Optional)
City/Town: Des Moines
State/Province/Region: IA
Zip/Postal Code: 56789
Country: US
Phone Number: 8990900900
Email Address: adperamandaone@gmail.com

Payment Method

Payment Method: Select

The following page is your confirmation page.

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.
Confirmation Number: **IOWDPH004000710**

Payment Details

Description: Department of Public Health
IDPH Licensing and Regulatory Programs
<https://idph.iowa.gov/>
Payment Amount: \$50.00
Payment Date: 11/22/2016
Status: PROCESSED

Payment Method

Payer Name: Adper Amandaone
Card Number: *1111
Card Type: Visa
Confirmation Email: adperamandaone@gmail.com

Billing Address

Address 1: 09 N Oliver Drive
City/Town: Des Moines
State/Province/Region: IA
Zip/Postal Code: 56789
Country: United States

Once you have submitted payment, you should keep a record of your **Confirmation Number** or print the receipt page that appears for your records. Click **My Profile** to return to your profile page or **My Programs** to return to your list of licenses.

PAY LATER:

If you selected Pay Later, you will get a pop-up box that your application is not considered submitted until payment is made. Click OK.

- You will be returned to your **My Programs** page where you will see your license listed and the status.
- When you are ready to complete the application process, navigate to your **My Programs** page and click on the row for the individual license and then click on the **Details** link.
- Click **Make a Payment**. Follow the payment steps provided above.

| Programs for The Plumbing & Heating Shop | | | | | | | | | |
|--|-----------|---------------------------------|---------|------------|-------------|--------|-------------------------|---------------------------------|-------|
| License # | Applicant | Program | Status | Issue Date | Expiry Date | City | Details | Online Services | Renew |
| 59234 | | Plumbing and Mechanical Systems | Active | 04/01/2016 | 06/30/2017 | Sumner | Details | Online Services | |
| 59234 | | Plumbing and Mechanical Systems | Renewal | | | Sumner | Details | Online Services | |

[Make Payment](#)

NOTE: If under the **Details** column it shows a link for **Edit** instead of **Details**, this means there is missing information within the application. Click the **Edit** link to review all sections of the form and complete any missing information before attempting to pay.

CHECK STATUS ONLINE

Once you have submitted payment, your application will be reviewed by PMSB staff. Your application will **NOT** be reviewed until a payment has been made.

To issue a contractor license and contractor registration, you must either submit a copy of the following attachments online or mail the documents to the PMSB office and indicate they are for a pending contractor renewal application. The fastest route is to attach the documents online. Expect significant delays if you mail this information rather than attaching it online.

- Proof of IDPH Certificate of Liability.
- IDPH Surety Bond or continuation certificate:
- IWD Out of State Contractor Bond or continuation certificate if you are an out of state contractor:

- [IWD Worker's Compensation Insurance or Certificate of Relief:](#)
- [IWD Notarized Fee Exemption Form:](#)

If you are unable to scan documents and complete the steps for adding attachments through the public portal, mail required attachments to:

Plumbing & Mechanical Systems Board
ATTN: Contractor Renewal
321 E 12th St
Des Moines, IA 50319-0075

Information for your Division of Labor contractor registration will be sent electronically to the Division of Labor. Payment for the "registration" portion of the fee will also be sent electronically to the Division of Labor unless you indicated you have a fee exemption. The Division of Labor must approve and issue your contractor registration number before your PMSB contractor license can be renewed or issued.

Once your application has been paid for and all information is complete including required attachments, the status online will show "Ready to Issue" or you will see the license listed with a status of "Active" and an expiry date of 6/30/2020.

When the license has been approved, you will be automatically emailed a copy of your new license certificate and wallet card. The email will be sent to the email address you provided when creating your company profile for your contractor license. NOTE: This may be a **different** email address than the one you provided for your individual account. Go to your **Company Profile** to see the email address on file. If you need to change the email or physical address of the company, please contact the **AMANDA Support Team** 1-855-824-4357.

The license certificate and wallet card will be sent as a PDF attachment to the company email address. You may print the PDF or have it available for display on your electronic device. If there was an error sending to the email address you provided, the license certificate and wallet card will be printed by PMSB staff and mailed to the address that appears under your **Company Profile**.