

## Log-In for Existing Admin Users

An initial account email was sent to all current account holders at the time of the transition to the upgraded system. This email went to your company's email address on file and is for your company's Admin User.

The Admin User then logs into the system using the directions provided in the email. Also check your spam/junk folder if you did not receive the email.

IAPS will then send a second email containing an account activation link that is valid for 72 hours. This link opens the **User Account Setup** page.

Create a password. It must be at least 8 characters long and contain an upper-case letter, a lower-case letter, a number, and a special character. It cannot contain 3 or more consecutive letters or numbers from your username. Retype the password. The passwords must match.

Choose and complete answers for three security questions. Click the **Submit** button to complete your account set-up.

The page will change to a **Confirmation** status. If successful, click on the **click here to log in**.

Take a moment to review the bulletin and reference material links on the login page. Iowa Department of Transportation post any information relevant to permits, legislation, office closures and holiday travel restriction under bulletin.

Type your new credentials into the Username and Password boxes. Click **Log in**.

This opens the application page. Choose what type of application you need and click on the title to start the application process or use the top menu bar to get to the **My Queue, My Vehicles, My Reports, My Admin** or **Help** pages.

***NOTE:** Only the company's Admin User will receive an initial account email. If your company has multiple staff that request permits, the Admin User will need to add each User to the company's account. This version of IAPS requires each individual user to have a unique email address. The benefit is individual users will be able to reset passwords at any time via email once each account is created. Go to the **Manage Users** guide for information on creating additional account users.*