

## Agency Reports

The Agency Reports System provides a list of the reports required by the Iowa Code or Iowa Acts to be submitted to the General Assembly. This interface allows you to submit required reports. Your submitted reports will be reviewed by the legislative librarian and then published. Publication will distribute the report to the required recipients and to the Legislative website. If the legislative librarian notes an issue or has a question, the report status will indicate “Rejected” until the issue is resolved. If you have any questions regarding the system, please contact the Help Desk at (515)281-6506.

The applicable Iowa Code section reads:

### 7A.11A Reports to the general assembly.

All reports required to be filed with the general assembly by a state department or agency shall be filed by delivering one copy in electronic format as prescribed by the secretary of the senate and the chief clerk of the house.

#### To Begin:

URL – <https://apps.legis.iowa.gov/APPS/login.aspx?ReturnUrl=%2fAPPS%2fAR%2fReportsDue.aspx>, then click the **Agency Reports** link.

- Or click the **Applications** link at the bottom of the Legislative website home page (<https://www.legis.iowa.gov>) and then click the link for **Agency Reports**.

#### To log in to the Agency Reports System:



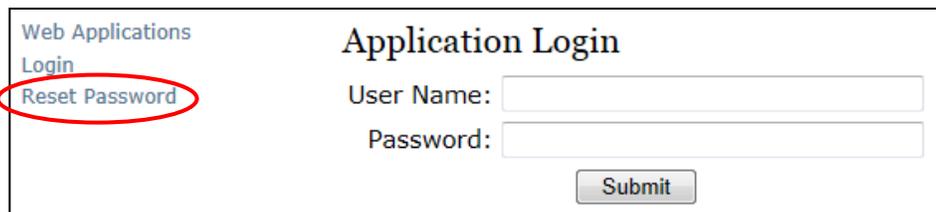
The screenshot shows the 'Application Login' form. On the left, there are links for 'Web Applications', 'Login', and 'Reset Password'. The main form has two input fields: 'User Name:' and 'Password:'. A 'Submit' button is located at the bottom right of the form.

Your user name is your **email address** (ex: [john.smith@legis.state.ia.us](mailto:john.smith@legis.state.ia.us)). Enter your **User Name** and **Password** and click **Submit**.

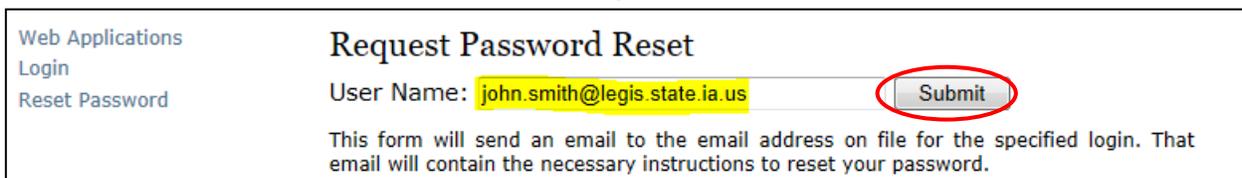
If you have never used the system or have forgotten your password, follow the instructions below on resetting your password.

#### To reset your password:

1. Click on the **Reset Password** link on the login screen to reset your password. New users will also use this link to get a password to log in to the system the first time.

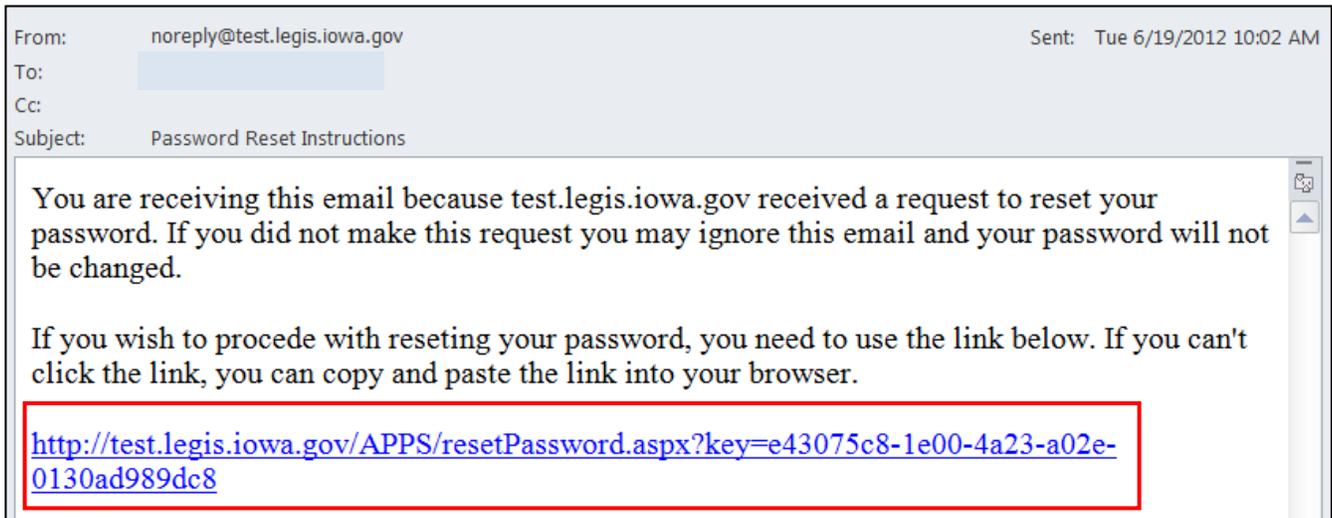


This screenshot is identical to the previous one, but the 'Reset Password' link in the left-hand menu is circled in red. A large red arrow points downwards from this screenshot towards the next one.



The screenshot shows the 'Request Password Reset' form. On the left, there are links for 'Web Applications', 'Login', and 'Reset Password'. The main form has a 'User Name:' field with the email address [john.smith@legis.state.ia.us](mailto:john.smith@legis.state.ia.us) entered. A 'Submit' button is circled in red. Below the form, there is a text box that reads: 'This form will send an email to the email address on file for the specified login. That email will contain the necessary instructions to reset your password.'

2. Enter your **email address** as your User Name and then hit the **Submit** button. This will send an email to the address you have entered. The email message will contain instructions on completing the reset password process. The email you receive will look like the one below:



\*You must click the link found in the email (above) to continue with resetting your password. After clicking the link, you will be taken to the screen below:

Web Applications

Login

Reset Password

## Reset Password

Your new password can contain any character that can be input from the keyboard, including the "upper" case of those keys.

Your new password must be a minimum of 8 in length and contain 3 of the following 4 items, a lower case letter, a upper case letter, a number and a symbol/punctuation mark.

- Minimum of 8 in length.
- Contains a lower case letter.
- Contains an upper case letter.
- Contains a number.
- Contains a symbol.

New Password:

Confirm Password:

These are the password criteria. As each criterion is met, it will turn green. Make sure you meet the criteria and the passwords match.

3. Type and confirm your new password, then click the **Submit** button to finish the process.
4. After clicking the **Submit** button, you will have successfully completed the process. You may now log on to the system.

**To file a report:**

1. The name of the agency you represent will be displayed automatically. A list of the reports required for that agency will appear on the page. See below:

**Reports for Legislative Computer Support Bureau**

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Key:  
 ✓ - Report(s) Submitted  
 ⚠ - Report(s) Overdue  
 ✗ - Report(s) Rejected

Use this key for an explanation of what various symbols next to the reports mean.

Click on the Authority link to view the authority that states you must/may file the report.

Name	Authority	Type	Requirement
<b>Educational Leave report</b>	<a href="#">70A.25.3.b</a>	Annual	Must Submit
Environment first status report	8.57A.5	Annual	Must Submit
ICN savings report	8D.10	Annual	Must Submit
Integrated roadside vegetation management report	314.22.1.h	Annual	Must Submit
Joint investment trust report	12B.10A.7	Annual	Must Submit
Judicial review report	625.29.7	Annual	Must Submit
Oversight funds report	8F.4.1.a	Annual	Must Submit
Rebuild Iowa status report	8.57.6.h	Annual	Must Submit
Revenue bonds capitals fund status report	12.88.4	Annual	Must Submit
Revenue bonds capitals II fund status report	12.88A.4	Annual	Must Submit
Reversions report ⚠	8.62.3	Annual	Must Submit
Technology reinvestment status report	8.57C	Annual	Must Submit
Tobacco Settlement Authority project status report	12E.12.9	Annual	Must Submit
Vertical infrastructure status report	8.57B.5	Annual	Must Submit

2. To begin, click on the **Report Name** of the report you wish to submit.
  - Clicking on the **Report Name** will give you more details about that report. You will be able to see when the period begins for the report, the report due date, the date the report was submitted (if applicable) and the current status of the report. See below:

Name	Authority	Type	Requirement
<b>Allocation Programs for Veterans Report</b>	35A.5	Annual	Must Submit
<b>Educational Leave report</b>	70A.25.3.b	Annual	Must Submit

Submission Period Begins	Due Date	Date Submitted	Status
6/30/2012	10/1/2012	--	<a href="#">Open</a>
Submission Period Begins	Due Date	Date Submitted	Status
6/30/2013	10/1/2013	--	Open

- Click on the link under the **Status** column to enter the information required to submit the report. (See the circled link above.)

3. You will then be taken to the **Report Detail** page. This page will auto-fill with most of the information required; however, this page gives you an opportunity to upload a file dealing with the report and/or to add any submission notes.

**Educational Leave report**

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**Authority:** 70A.25.3.b  
**Description:**  
**Type:** Annual  
**Receivers:** Administrative Services; Legislative Council  
**Requirement:** Must Submit  
**Submission Period Begins:** 6/30/2012  
**Due Date:** 10/1/2012  
**Status:** Open

**File**

Choose A File To Upload  
 No file chosen

(Please Note: Upon submission, your file is automatically converted to .pdf)

**Submission Notes:**

(256 char. Max)

**Important:** Once you have submitted this report, you will no longer be able to make changes to the file.  
 Confirm

Please only click submit once. Clicking more than once may result in a problem with your report submission.

All of this information will be auto-filled for you.

To upload a file, click the **Choose File** button and choose the file you wish to attach to the report. Select the document and click the **Open** button. Click the **Upload** button after you have made your selection.

Enter any information you would like to include about the report here. Please keep your notes fairly brief, as you are only allowed 256 characters maximum.

The following file types are accepted by the system:

- Word Documents (.doc or .docx)
- Portable Document Format (.pdf)
- PowerPoint Presentations (.ppt or .pptx)
- Rich Text Format File (.rtf)
- Text File (.txt)
- Excel Worksheets (.xls or .xlsx)

**Note:** You may only upload one file per report. If you have more information that you wish to include, you may write that in the **Submission Notes** section.

**\*\*You must upload a file OR enter submission notes for the report. You may do both, but you must do one or the other in order to submit the report.**

**\*\*\*Reports must be submitted individually. If one file needs to be uploaded for multiple reports or agencies, you must submit the file for each report individually.**

4. Once you have entered the required information, check the box next to **Confirm** and hit the **Submit** button. (See below.)

**Important:** Once you have submitted this report, you will no longer be able to make changes to the file.

Confirm

**\*\*\*\*Please note that once you have submitted the report, you will no longer be able to make changes to the file. If you have made an error and have already submitted the report, please contact the Webmaster of the General Assembly website at: [webmaster@legis.iowa.gov](mailto:webmaster@legis.iowa.gov) for assistance.**

Once you have submitted your report, you will be taken back to the **Reports Due** tab. Click the name of the report you just submitted, and you will see the status of the report has changed from **Open** to **Submitted** and the date that you submitted the report will also be visible. (See below.)

Name	Authority	Type	Requirement										
Educational Leave report	70A.25.3.b	Annual	Must Submit										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 25%;">Submission Period Begins</th> <th style="width: 15%;">Due Date</th> <th style="width: 15%;">Date Submitted</th> <th style="width: 40%;">Status</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">✓</td> <td>7/1/2013</td> <td>10/1/2013</td> <td>8/21/2012</td> <td>Submitted</td> </tr> </tbody> </table>		Submission Period Begins	Due Date	Date Submitted	Status	✓	7/1/2013	10/1/2013	8/21/2012	Submitted			
	Submission Period Begins	Due Date	Date Submitted	Status									
✓	7/1/2013	10/1/2013	8/21/2012	Submitted									

You have now finished submitting this agency report.

**Here are the various statuses your report may go through:**

<b>Open:</b> You may submit this report.
<b>Submitted:</b> Your report has been submitted and is awaiting approval and/or publishing.
<b>Accepted:</b> Your report has been accepted and sent to designated receivers per Iowa Code/Act (for example, Governor's office).
<b>Published:</b> Your report has been published to the website ( <a href="https://www.legis.iowa.gov/LSAReports/reportsFiled.aspx">https://www.legis.iowa.gov/LSAReports/reportsFiled.aspx</a> ) and sent out to the public LISTSERV.
<b>Rejected:</b> Your report has been rejected for some reason. Please read any attached notes and resubmit.

## To view Agency Report History in the online system:

If you wish to see past reports that have been filed with the General Assembly for your agency, you may click on the **Report History** tab at the top of the screen. (See Below.)

**The Iowa LEGISLATURE**

REPORTS DUE **REPORT HISTORY** LOGOUT

Logged in as: [REDACTED]

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Agency Selection:  
Banking Division

Choose your agency from the drop-down list to display that agency's report history.

Name	Authority	Type	Requirement
<b>Annual Report of Superintendent of Banking</b>	<a href="#">524.216</a>	Annual	Must Submit
<b>Annual Review of Qualified Student Loan Bond Issuer</b>	<a href="#">7C.13</a>	Annual	Must Submit
<b>Bank Required Collateral</b>	<a href="#">12C.20</a>	Quarterly	Must Submit

Submission Period Begins	Due Date	Date Submitted	Status
1/1/2013	N/A	12/11/2013	<a href="#">Published</a>
1/1/2012	N/A	12/17/2012	<a href="#">Published</a>

Click on the name of the report you wish to view. Then click the link under the Status heading to view the report.

### Annual Report of Superintendent of Banking

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Authority: [524.216](#)

Description:  
Type: Annual  
Receivers: Governor's Office  
Requirement: Must Submit  
Submission Period Begins: 1/1/2013  
Due Date: N/A  
Status: Published

File: [2013 ann rpt.pdf](#)

Click the Authority link to pull up the Iowa Code section relating to the filing of the report.

Click the file link to view a PDF copy of the report submitted, if applicable.

Your filename must not contain special characters such as \$"()[:<>/%#&?'.  
(Please Note: Upon submission, your file is automatically converted to .pdf)

Submission Notes: [REDACTED]

There may or may not have been submission notes added to the report. Those notes will display here.

(256 char. Max)

**Important:** Once you have submitted this report, you will no longer be able to make changes to the file.

[Back](#)

When you have finished viewing the report, click the Back button to return you to the previous screen.

**To view your published reports on the General Assembly website:**

Go to the home page ([www.legis.iowa.gov](http://www.legis.iowa.gov)), click on the **LSA Publications** tab along the top of the screen, then click on the **Other Resources** link along the left-hand side of the screen and click the **Reports Filed with General Assembly** link on the page. Or click this link: <https://www.legis.iowa.gov/LSAReports/reportsFiled.aspx>.

You will see the page below:

### Reports Filed with General Assembly

**Department**  
\*\*ALL\*\*

You may view only a specific department's reports by choosing the department name from the drop-down menu.

**Fiscal Year**  
2012

You may also view all of the reports filed during a given year by choosing that year from the drop-down menu.

Documents	Date of Document
<a href="#">Central Collections Unit (CCU) Quarterly Report for Quarter Ending 3-31-12</a>	4/18/2012
<a href="#">Mid-Year Gambling Treatment Program Report to Government Oversight Committee January 2012</a>	4/3/2012
<a href="#">Retailers Motor Fuel Gallons 2011 Annual Report</a>	4/3/2012
<a href="#">Citizens' Aide/Ombudsman 2011 Annual Report</a>	4/2/2012
<a href="#">Annual Report for 2011 of the State Geologist</a>	3/30/2012
<a href="#">Span of Control Annual Report</a>	3/27/2012
<a href="#">Income Tax Check-Off Calculations Report 2012</a>	3/21/2012
<a href="#">Department of Public Defense Annual Report FY 2011</a>	3/13/2012
<a href="#">Report of all Reprieves, Commutations, and Pardons Granted During the 2011 Calendar Year</a>	3/1/2012
<a href="#">Iowa Direct Care Worker Advisory Council -Final Report March 2012</a>	2/29/2012
<a href="#">Final Report Cost Comparison of Alternative Fleet Vehicle Provision Methods for the DAS February 2012</a>	2/24/2012
<a href="#">Independent Auditor's Report on Financial Statements of the Iowa Public Employees' Retirement System FY11</a>	2/22/2012

Click on the **Report Name** to pull up more information about that report.

To subscribe to receive Agency Reports automatically as they are published:

Go to the General Assembly website ([www.legis.iowa.gov](http://www.legis.iowa.gov)), click the **Subscriptions** link at the bottom of the webpage and then click the **Agency Reports** link along the left-hand side of the screen. (See below.)

Comments? [webmaster@legis.iowa.gov](mailto:webmaster@legis.iowa.gov)  
(Please remember that the webmaster does not vote on bills.  
Direct all comments concerning legislation to State Legislators.)

Intranet | Applications | **Subscriptions** | ADA Policy | Online Privacy Policy | Disclaimer

**Agency Reports**

**Administrative Bulletin** is the official notice of all changes to the rules of the Administrative Code and all other documents which pertain to the business of the Administrative Rules Review Committee.

**Administrative Code Supplement** is the Iowa Administrative Code replacement chapters incorporating amendments to rules (*published and distributed biweekly*).

**Clip Sheet (Senate)** is a daily publication containing amendments filed in the Senate. Only published on days when amendments have been filed.

**Clip Sheet (House)** is a daily publication containing amendments filed in the House. Only published on days when amendments have been filed.

**Court Rules** are announcements of posted changes to the Court Rules.

**Daily Legislation and Analysis** is a PDF file that contains the bills, amendments, resolutions, and study bills filed the previous day.

**Fiscal Topics** provide succinct overviews of programs, issues, and current developments in state government. Documents are one to two pages in length and include links to related websites and staff contact information.

Choose the Agency Report(s) you wish to subscribe to by checking the box in front of each report. Enter your email address and click the **Subscribe** button.

You will then receive the Agency Reports you subscribed to automatically as they are published via email.