

Creating New Account for External User

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Register For New Legislative Account

This process is intended for users who have never had an account with the Iowa Legislature. It will guide you through creating a new account.

There are three steps that need to be completed prior to accessing legislative applications.

1. Register Email Address
 - a. Confirm Account Request Email
2. Accept Invitation Email
 - a. Verify Email Address
3. Your Account Registration has been approved Email

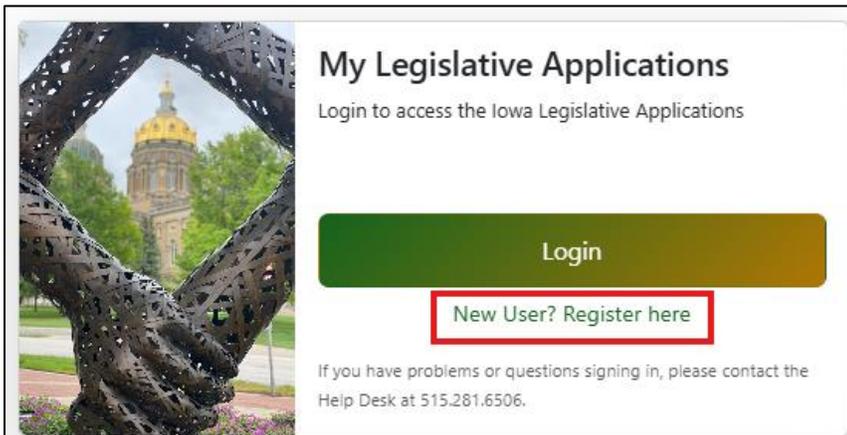
Launch the [legislative website](https://www.legis.iowa.gov) (<https://www.legis.iowa.gov>), click the **Applications** link in the footer.

Click the **Create an Account** under New Users.

The screenshot shows the Iowa Legislature's website interface. At the top, there is a search bar and a navigation menu with categories like 'SENATE/HOUSE', 'LEGISLATORS', 'LEGISLATION', 'COMMITTEES & SCHEDULES', 'IOWA LAW & RULES', 'LEGISLATIVE AGENCIES', 'PUBLICATIONS', 'CAPITOL TOURS & RESOURCES', 'LOBBYIST INFORMATION', and 'ARCHIVES'. Below this, the 'Legislative Applications' section is visible. It contains a 'Log In' form with fields for 'Username*' (Portal User name) and 'Password*' (Portal Password), and a 'Log In' button. To the right, there is a 'New Users' section with a 'Create an account' button highlighted by a red box. The footer includes links for 'Intranet', 'Site Map', 'Applications', 'Careers', 'Subscribe', and 'Disclaimer', along with copyright information for 2020 Iowa Legislature.

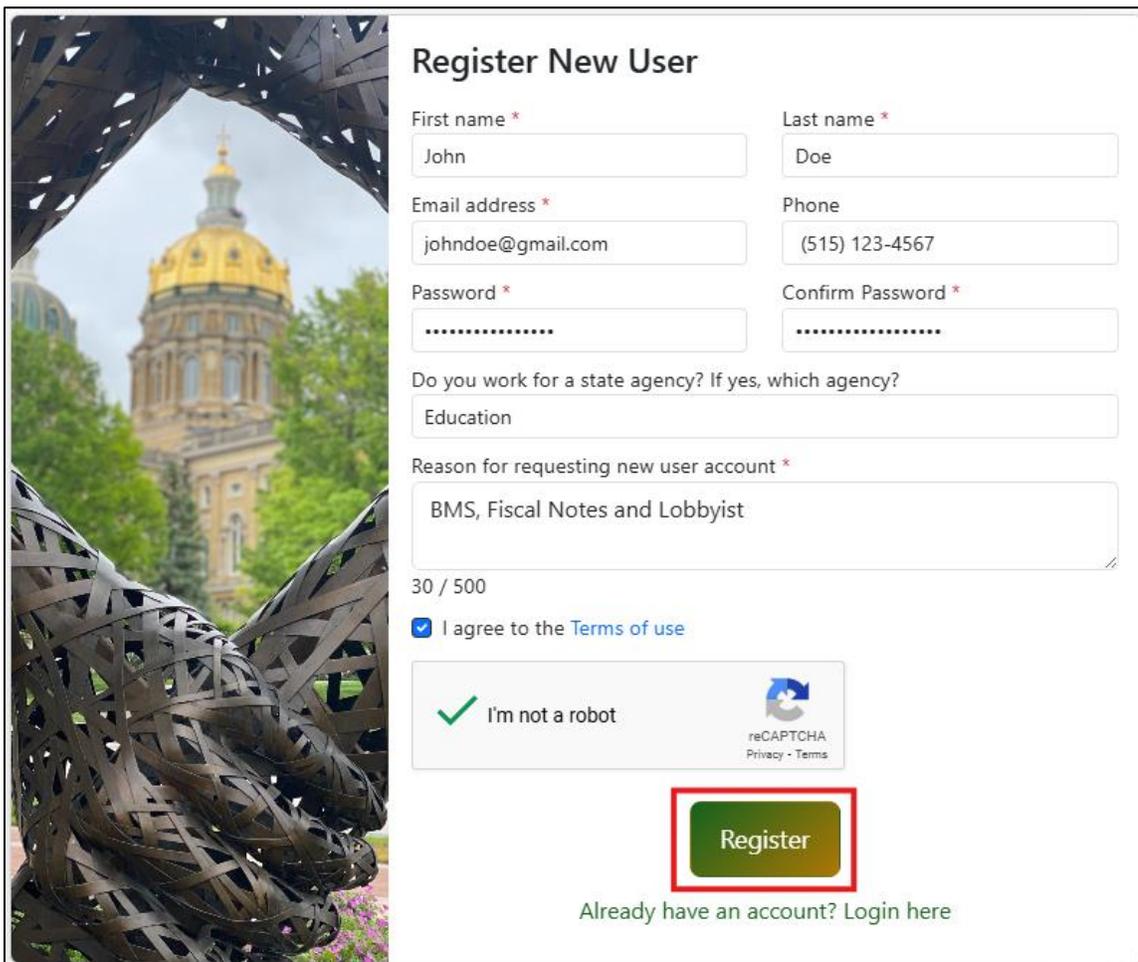
Register your email address

This will launch **My Legislative Applications**, click the link: **New User? Register here**



Complete all the required fields.

- Under **Reason for requesting new user account**, enter the applications you are requesting permissions for. In this case, Personal Financial Disclosure.
- Once all fields have been completed, please click the **Register** button.



Register New User

First name *

Last name *

Email address *

Phone

Password *

Confirm Password *

Do you work for a state agency? If yes, which agency?

Reason for requesting new user account *

30 / 500

I agree to the [Terms of use](#)

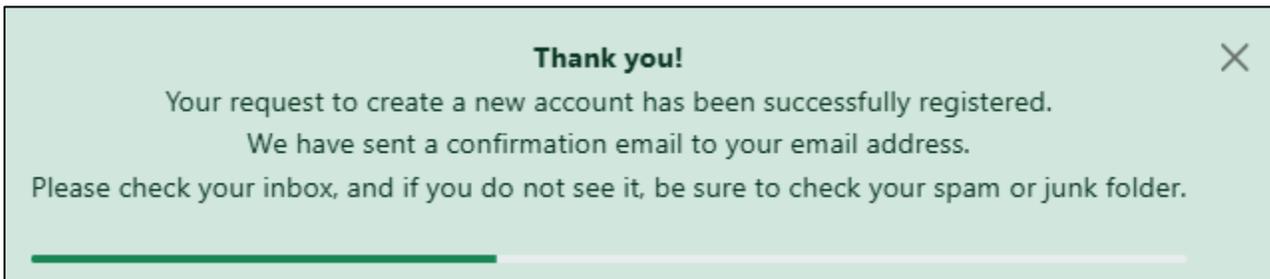
I'm not a robot  reCAPTCHA
Privacy - Terms

Register

[Already have an account? Login here](#)

Confirmation Message

After clicking the Register button, you will see a confirmation message.



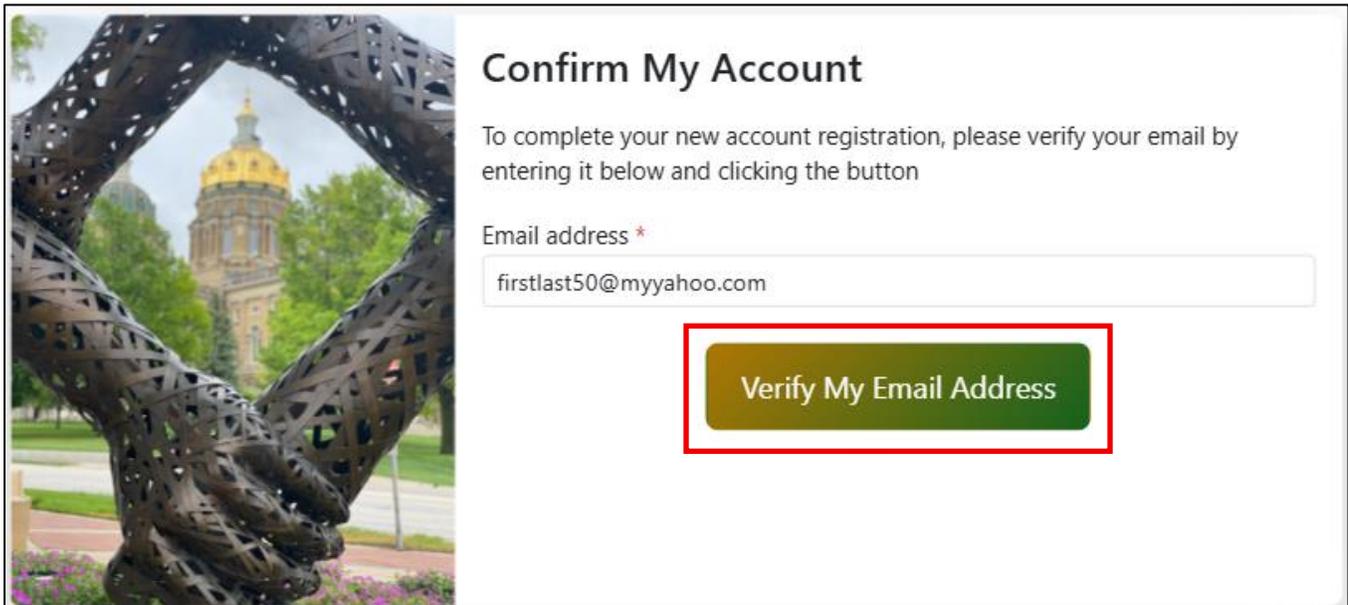
Confirm your email account

Launch your email account and verify your account by clicking the **Confirm My Account** button.



Verify your Email Address

After clicking **Confirm My Account**, the browser will launch asking you to verify your email address. Type in your email address and click the **Verify My Email Address** button.



Confirm My Account

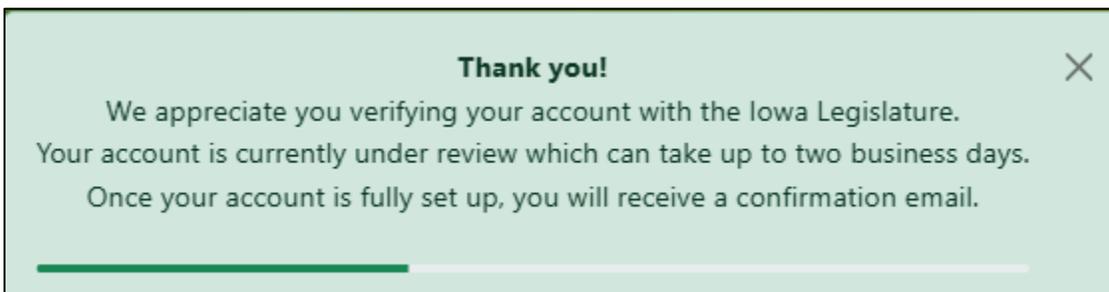
To complete your new account registration, please verify your email by entering it below and clicking the button

Email address *

firstlast50@myyahoo.com

Verify My Email Address

Once your email account is successfully verified, you'll receive a message informing you that it may take up to two business days to complete the setup. We'll send the **invitation email** once your account is approved.



Thank you! ✕

We appreciate you verifying your account with the Iowa Legislature.
Your account is currently under review which can take up to two business days.
Once your account is fully set up, you will receive a confirmation email.

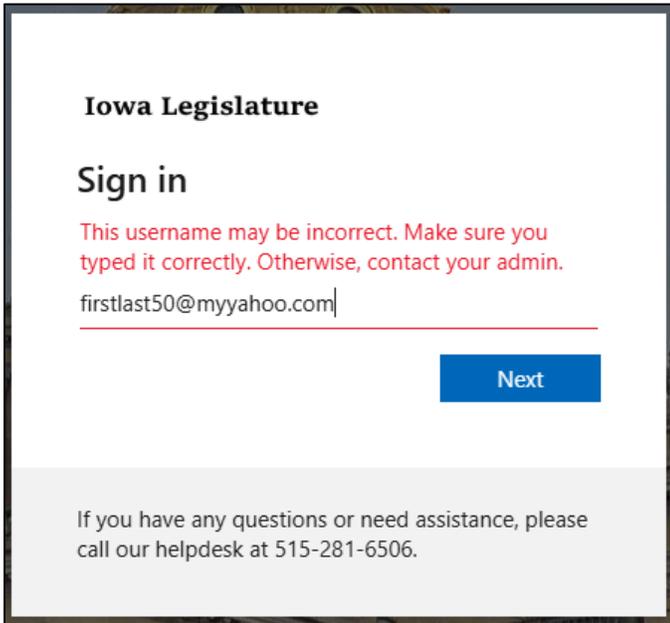


You cannot do anything further until the account request has been approved, and if needed permissions set.
This could take up to two business days.

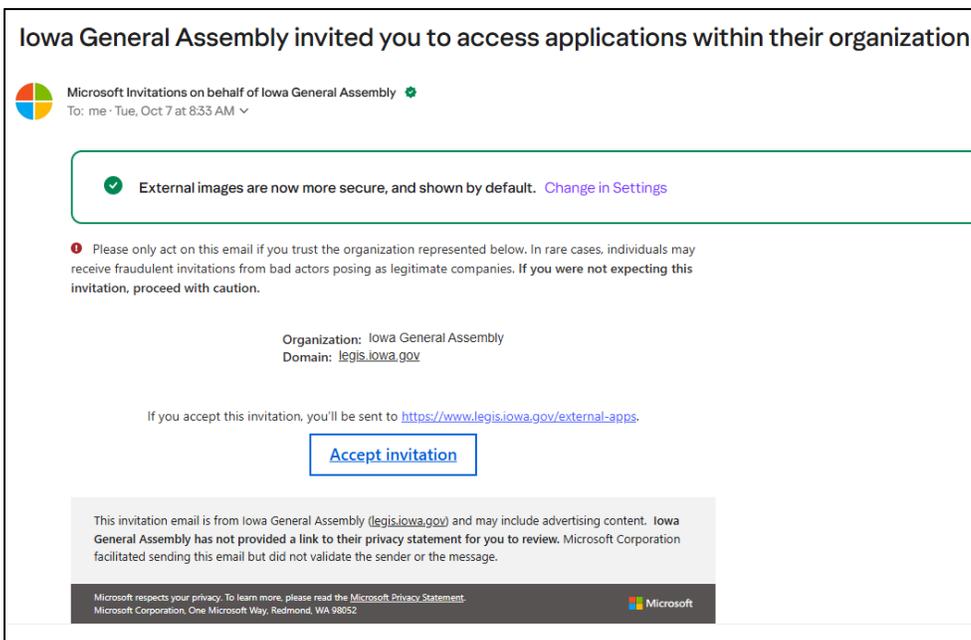
Email Sent to User Verifying Account Completed

When your email account has been approved by the Iowa Legislature you will receive an email inviting you to accept invitation, this email may take up to two business days to receive. Please click on **Accept Invitation** in this email.

If you try to login prior to being sent the invite email, your error message will look like this.



Click the **Accept Invitation** button in the email sent from the Iowa General Assembly.



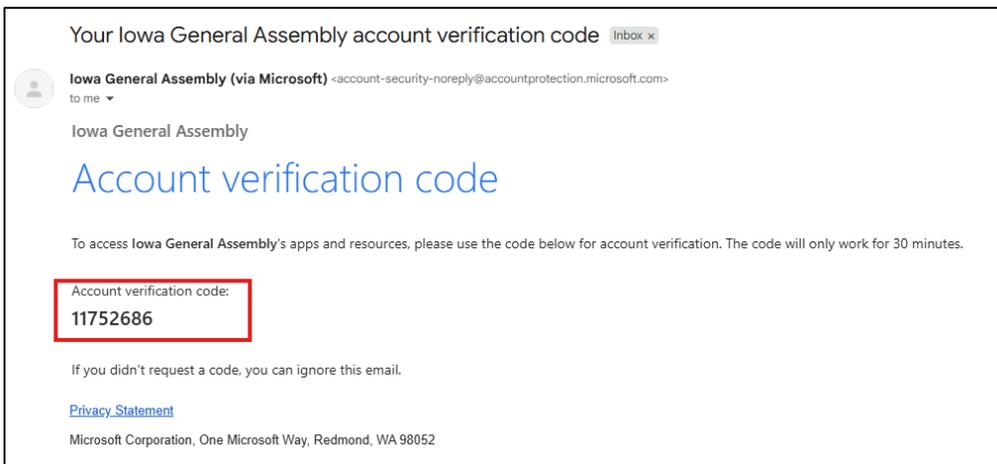
Send Code Verification

After clicking **Accept Invitation**, you will get a Sign in request, click **Send Code**.



Retrieve Code from Email

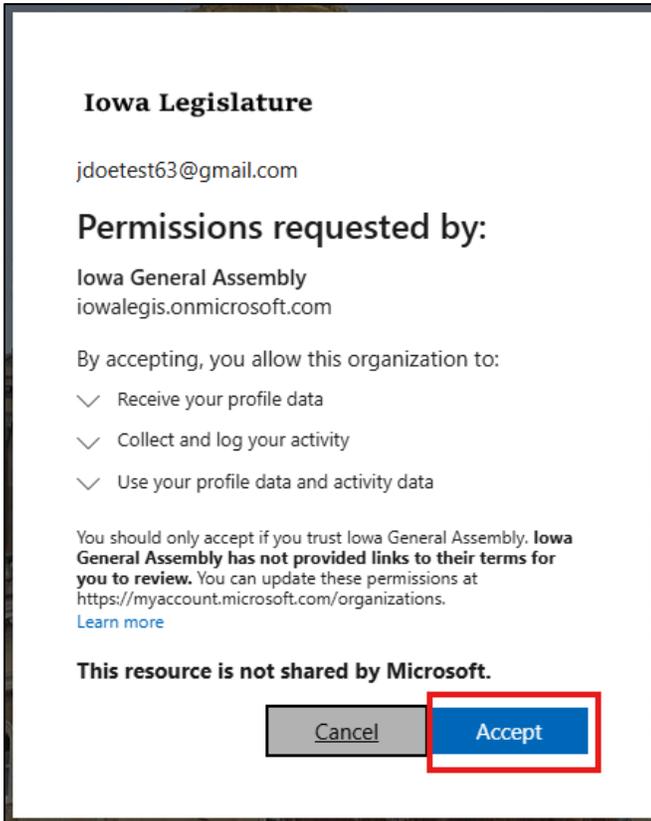
Launch your email to retrieve the code to sign in with.



Copy the code from your email and paste (or type) into the field **Enter Code** and click **Sign in**.



You will then see a pop up verifying permissions requested by, click **Accept**.



If you have technical issues with signing in, please contact the LSA Help Desk at 515.281.6506 or email at help.desk@legis.iowa.gov.

If you need permissions for additional legislative applications, please contact LSA Front Office at 515.281.6766 or email lisa.front.office@legis.iowa.gov.