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IUB 24/7

[www.iub247.iowa.gov](http://www.iub247.iowa.gov)

For further information contact: [ITsupport@iub.iowa.gov](mailto:ITsupport@iub.iowa.gov)

# How to Register in IUB 24/7

10.01.2020/Version #1

## SUMMARY

Registering in IUB 24/7 allows you to create and maintain your account. You can enter or update your contact information and change your password. Your IUB 24/7 account also replaces your Electronic Filing System (EFS) registered user account, which is used to log in and upload filings as a registered EFS user.



Your username in IUB 24/7 and EFS is your email address. The same email address cannot be used by more than one registered user. Immediately after you register, the email address that you provided will receive an email with a link to confirm that the email address was valid.

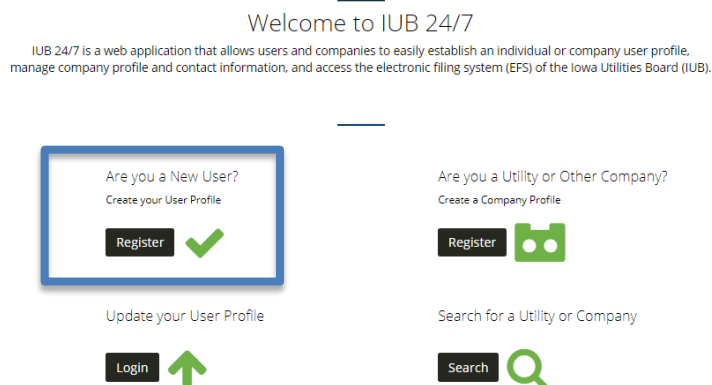
## INSTRUCTIONS

A required field in the record is designated with an asterisk (\*).

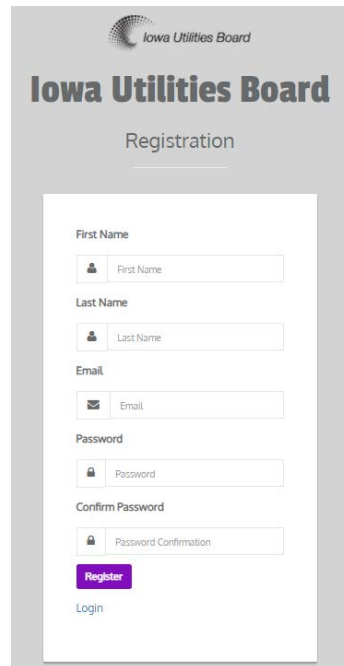
### 1. Log in to IUB 24/7

To log in:

- Go to the website <https://iub247.iowa.gov>
- Click the Register button.

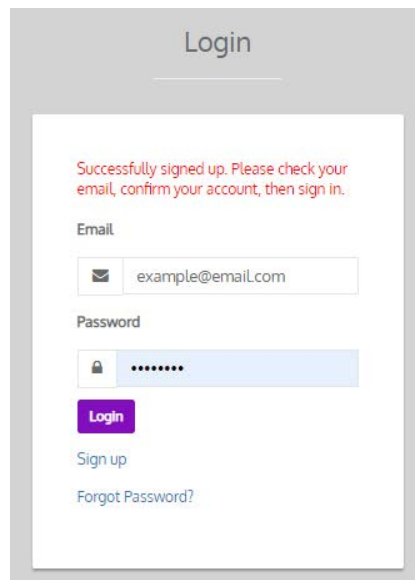


- c. A pop-up box will appear. Enter your first and last name, email address and password. Click Register.



The screenshot shows the Iowa Utilities Board Registration page. At the top, there is the IUB logo and the text "Iowa Utilities Board" and "Registration". Below this is a white registration form with the following fields: "First Name" (with a person icon), "Last Name" (with a person icon), "Email" (with an envelope icon), "Password" (with a lock icon), and "Confirm Password" (with a lock icon). A purple "Register" button is located below the "Confirm Password" field. At the bottom of the form, there is a "Login" link.

- d. You will receive this message: "Successfully signed up. Please check your email, confirm your account, then sign in."



The screenshot shows the Iowa Utilities Board Login page. At the top, there is the text "Login". Below this is a white login form with the following fields: "Email" (with an envelope icon) containing "example@email.com" and "Password" (with a lock icon) containing "\*\*\*\*\*". A purple "Login" button is located below the "Password" field. Below the "Login" button, there are links for "Sign up" and "Forgot Password?".



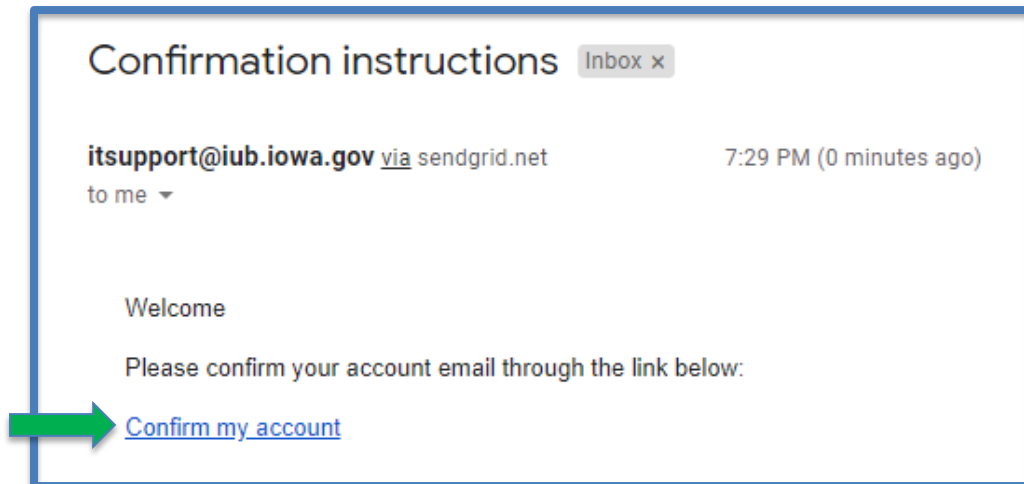
If there is an existing IUB 24/7 user record with the same email address, an error message will show when you click Register:

Error creating user.

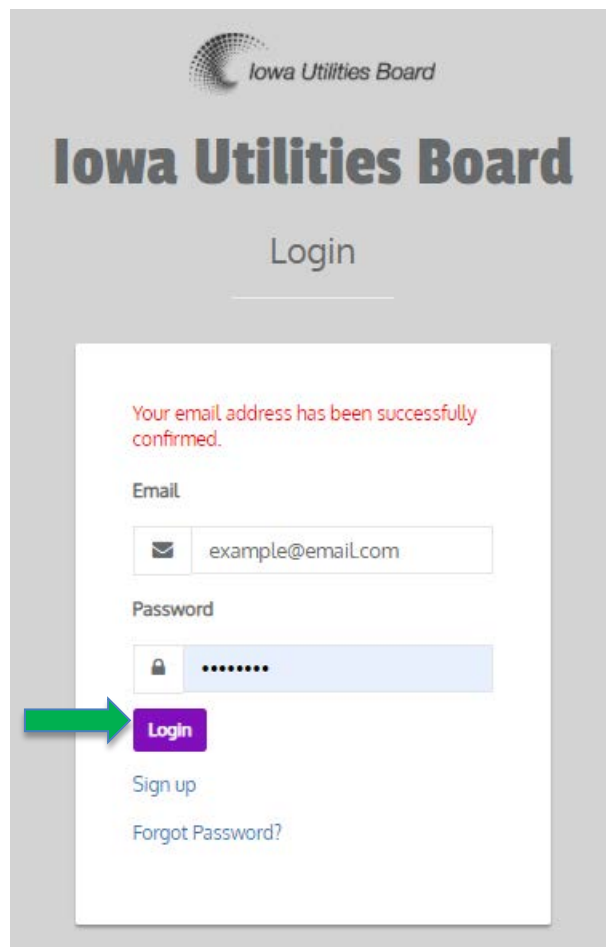
1 error prohibited this registration succeeding:

- Email is already taken

- e. Here is an example of the confirmation email. Click on the link provided.




- f. When you click on the 'Confirm my account' link, you will be taken back to the Login screen. Click Login.



## 2. Complete Your IUB 24/7 User Account

- a. Fill in your Iowa Utilities Board User Profile details. A required field in the record is designated with an asterisk (\*).

 Iowa Utilities BoardLog out

### Manage Your Iowa Utilities Board User Profile

Fill in your user profile details in the form below

#### Contact Information

Each contact who is entered will receive a notice to set up a User Profile. Each User must have a unique Email address that will be used as the User Name when setting up the Profile.


ID 1095	First Name <input type="text"/>	Last Name <input type="text"/>	Title <input type="text"/>
Phone Number <input type="text"/>	Email Address * <input type="text"/>	Alternative Email <input type="text"/>	

Company Mailing Address:

Address Line 1 * <input type="text"/>	Address Line 2 <input type="text"/>		
City * <input type="text"/>	State * <input type="text"/>	Zip Code * <input type="text"/>	<input type="checkbox"/> Physical Address is the same as the Mailing Address

Company Physical Address

Address Line 1: <input type="text"/>	Address Line 2: <input type="text"/>	City, <input type="text"/>	State, <input type="text"/>
Zip Code: <input type="text"/>	Contact Type Company Contact <input type="text"/>	Have you ever been a Registered User in the IUB Electronic Filing System (EFS)? <input type="text"/>	Are you a Consultant or Representing Attorney? <input type="text"/>

Cancel Update Profile 

- b. Click Update Profile.