

Online Food and Lodging Licensing Guide

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Creating an Account

To access Iowa's Online Food Licensing System, please log onto the site by entering <https://iowa.usasafeinspect.com> into your internet browser. Although the application functions in the most common internet browsers, the preferred internet browser is Google Chrome. If you are using another internet browser, the appearance of some of the pages and messages may differ from those in this user guide.

Log In Page:

The screenshot shows the log-in page for the Iowa Department of Inspections & Appeals. The header features the text "IOWA DEPARTMENT OF INSPECTIONS & APPEALS" in a blue and white logo. Below the header, the text "Welcome To USA Food Safety" is displayed. The main section is titled "Log In" and contains two input fields: "User Name *" and "Password *". Below these fields are two buttons: "Log In" and "New Account". At the bottom of the page, there are two links: "Forgot Password" and "Forgot your Password? Retrieve it Here!".

Callout 1 (Left): If you forget your password, please use the Forgot Password function. As passwords are required to be changed every 120 days, the forgot password function will allow you access if you are an infrequent user.

Callout 2 (Top Right): If you already have an account, please enter your user name and password then select log In.

Callout 3 (Bottom Right): If you are a new user of the system, please select New Account.

New User Account

New User Organization Questionnaire

Question

What is the primary purpose for creating an account today? *

If you know what type of license you are renewing or applying for select the correct option. If you are unsure about which license option to select, please call 515-281-7102.

Options

- Apply for a social or charitable gambling license, such as, a raffle, sport betting pool, bingo, or games of skill and chance
- Apply for or renew an Iowa food establishment or lodging license (i.e. hotel, vending machine, home bakery, mobile food unit, temporary food establishment, farmer's market, restaurant, grocery store, or other direct to consumer food operation)
- Apply for or renew an Iowa food manufacturing or warehouse license
- Conduct activities associated with registered amusement devices

Next

Start Over

New User Account

New User Organization Questionnaire

Question

Does your operation have a business(es) located in single or multiple Iowa counties? *

Options

- Multiple counties
- Single county

Previous

Next

Start Over

If you are operating food or lodging businesses in multiple counties, select the multiple counties option. If you need to go to the previous screen, click previous or start over.

New User Account

New User Organization Questionnaire

Question

Does your operation have a business(es) located in single or multiple Iowa counties? *

Options

- Multiple counties
- Single county

Previous

Next

Start Over

If you are operating a single or multiple food or lodging businesses in a single county, select the single county option. If you need to go to the previous screen, click previous or start

New User Account

New User Organization Questionnaire

Question
Select the county where most of your businesses are located *

Options
Black Hawk

Previous Next Start Over

If you selected multiple counties, you will need to determine the county where the majority of your food or lodging businesses reside. Click next, once you select the county. If you have a single business, click "previous". Please note the City of Dubuque is a different selection option than Dubuque County.

New User Account

New User Organization Questionnaire

Question
Select the county where your business is located *

Options
Boone

Previous Next Start Over

If you selected a single county, please select the county where your business(es) is located. Click next, once you selected your county. Select "previous" if you have food or lodging businesses in multiple counties. Please note the City of Dubuque is a different selection option than Dubuque County.

New User Account

New User Organization Questionnaire

Based on your responses the following regulatory jurisdiction has been selected: **DIA Food and Consumer Safety Bureau**

To proceed, select Confirm. To review the previous question, select Previous. To start over, select Start Over. [Food Regulatory Jurisdiction Map](#)

Previous

Confirm

Start Over

This screen will inform you of your regulatory jurisdiction. If you believe this information is incorrect, please read the instructions to review your response or choose to start over. You can also click on "Food Regulatory Jurisdiction Map" to check on the jurisdiction that has been selected. If you click on the jurisdiction map, you will be taken to another page and be required to start over. Select confirm to proceed with the current selection.

Please note that all food processing licenses fall under the DIA Food and Consumer Safety Bureau jurisdiction

Create a New User Account:

The screenshot shows a web form titled "New User Account" with two main sections: "User Information" and "Account Information".

User Information:

- User Name ***: A text input field. Callout: "Create your own user name and password."
- Password ***: A text input field.
- Verify Password ***: A text input field.
- Home Jurisdiction ***: A dropdown menu with "DIA Food and Consumer Safety Bureau" selected. Callout: "The Home Jurisdiction is pre-determined by the selection of your business location and license type."

Account Information:

- First Name ***: A text input field.
- Middle ***: A text input field with a checkbox for "None Available".
- Last Name ***: A text input field.
- Suffix**: A text input field.
- Account ID**: "Not yet assigned".
- Email ***: A text input field.
- Phone/Ext ***: A text input field with a checkbox for "Emergency".
- Cell Phone**: A text input field with a checkbox for "Emergency".
- Fax**: A text input field.

At the bottom are "Save" and "Back" buttons. Callout: "Review the information you have entered for accuracy and select Save."

Callout: "Complete all user information fields. All fields marked with an asterisk are required fields."

Log In Page:

IOWA STATE AGENCIES ONLINE SERVICES
Kim Reynolds, Governor Adam Gregg, Lt. Governor

Welcome To USA Food Safety

Log In

User Name *:

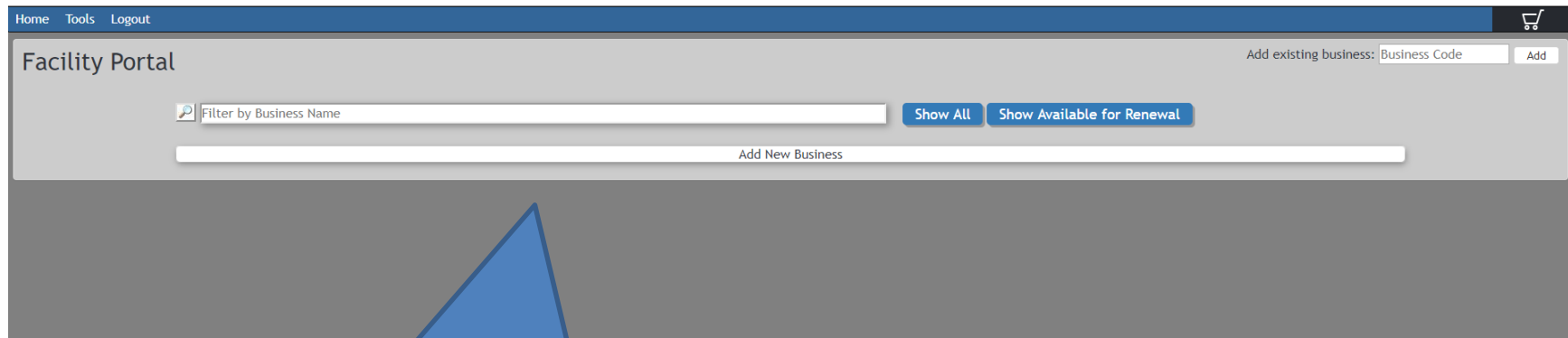
Password *:

Other Options:

| | |
|--|---|
| <input type="button" value="Forgot Password"/> | Forgot your Password? Retrieve it Here! |
| <input type="button" value="WiFi Hotspot(s)"/> | Find a WiFi Hotspot |

Once you have saved your user account, log in with your credentials.

Home Page:



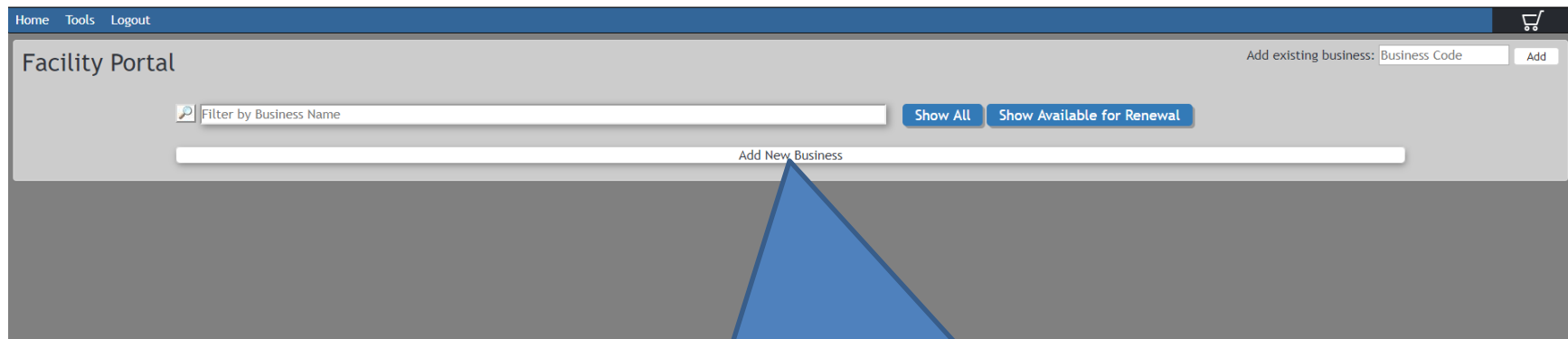
If you are seeing this page, you have successfully logged in to the Iowa Online Food and Lodging Licensing System. Congratulations!

If you do not see this page after attempting to login using your user credentials, please try again. If you are still unsuccessful, please contact the regulatory authority.

Adding a Business

A business is the physical location of where food will be stored, prepared or served. If food is stored, prepared, or served in more than one physical location, more than one business may necessary. For instance, if a restaurant has multiple locations each location is a separate business. One business may also have multiple licenses. For instance if a restaurant also operates a mobile food unit or sets up a food stand at an event, they may add a new license their business.

SPECIAL NOTE: Temporary Food Vendors and Vending Machine Operators: If you operate in more than one Iowa regulatory jurisdiction, you will need at least one business in each jurisdiction you operate.



To add a new business location, click the "Add New Business" button. Each physical location where food is stored, prepared or served will need a separate business.

Selecting the Jurisdiction:

Selection of the correct jurisdiction will ensure the application is received by the agency responsible for issuing the food or lodging license. Jurisdiction is based on the physical location where food is stored, prepared or served. All food processing plants must select the DIA Food and Consumer Safety Bureau jurisdiction. For all other food or lodging businesses, please follow the Jurisdiction Selection Instructions.

The screenshot shows a web form titled "New Business" with a blue header. Below the header is a section titled "Program Owner Information" containing a link "Create New Owner Account" and a dropdown menu "Select Owner Account*". Below this is a dropdown menu for "Regulatory Jurisdiction*" currently set to "DIA Food and Consumer Safety Bureau", with a blue callout box pointing to it. To the right of the dropdown is a blue hyperlink "Jurisdiction Selection Instructions" with another blue callout box pointing to it. Below the "Regulatory Jurisdiction*" section is a section titled "Program Owner Address" with a sub-section "Mailing Address" and a checkbox for "International Address". The "Mailing Address" section contains several input fields: "Number*", "Street Name*", "Secondary Unit Type:", "Secondary Unit No.", "Zip*", "State*", "County*", and "City*".

Select the Iowa regulatory jurisdiction that will receive your license application. The jurisdiction is pre-selected based on your user account. However, if you operate in more than one county, you may need to change the justification based on the physical location of this business.

Click this hyperlink to verify you have selected the correct Iowa regulatory jurisdiction for this business.

Selecting or Creating an Owner Account: Owner accounts are specific to the jurisdiction. Iowa has 14 food and lodging regulatory jurisdictions. If an operation has businesses more than one Iowa jurisdiction, a separate owner account is necessary for each jurisdiction. If an owner account exists in a jurisdiction, an owner account will appear in the “Select Owner Account” field.

If you have an existing owner account in the selected jurisdiction, select the applicable owner account from a drop down menu. If you operate food or lodging businesses in more than one jurisdiction, separate owner accounts are necessary.

Select “Create New Owner Account” if there is not an existing owner account in the selected jurisdiction.

The screenshot shows a web form titled "New Business" with a close button (X) in the top right corner. The form is divided into sections. The "Program Owner Information" section contains a link "Create New Owner Account" and a dropdown menu labeled "Select Owner Account*" with a downward arrow. Below this is a dropdown menu for "Regulatory Jurisdiction*" with "DIA Food and Consumer Safety Bureau" selected, and a link "Jurisdiction Selection Instructions". The "Program Address" section has a checkbox for "International Address" which is unchecked. Below this are input fields for "Name*", "Secondary Unit Type:", "Secondary Unit Number:", "State*", "County*", and "City*", each with a corresponding input box or dropdown menu.

Creating a new owner account:

If creating a new owner account is necessary, additional fields will appear that require information.

The screenshot shows a web form titled "New Business" with a close button in the top right corner. The form is divided into two main sections: "Program Owner Information" and "Program Owner Address".

Program Owner Information

Select Owner Account

Regulatory Jurisdiction*: [Jurisdiction Selection Instructions](#)

Legal Name*:

Business Name*:

Phone Number*: Alternate or Cell Phone:

Email Address*: No Email Available

Ownership Type:

Program Owner Address

International Address

Mailing Address

Number*: Street Name*: Secondary Unit Type: Secondary Unit Number:

Zip*: State*: County*: City*:

A blue callout box with a pointer to the County field contains the text: "This mailing address information is for the owner account and may differ from the mailing address for the business."

Business Address: The physical address for the business is the location where food is stored, prepared or served. Mobile Food Licenses are statewide licenses, so the physical address should indicated the home base of operations for the unit. Farmer’s Market and Annual Temporary Licenses are countywide licenses, so the physical address must be located within the county where the food will be served.

Business Information

Doing Business As
Mark's Food Stand at Des Moines Festival

Business Phone Number*: 555-555-5555 None Available

Alternate or Cell Phone: 555-555-5555

Business Email Address*: marksfood@email.com No Email Available

Business Address

Mailing Address International

Number*: 321 Street Name*: E 12 Secondary Unit Type: ST

Zip*: 50319 State*: Iowa County*: Polk City*: Des Moines

Physical Address Same as Mailing International

Number*: 321 Street Name*: E 12 Secondary Unit Type: ST

Zip*: 50319 State*: Iowa County*: Polk City*: Des Moines

This is the address that will receive business correspondence related to this business location such as the license.

This is the physical location where food is stored, prepared or served. For a Mobile Unit, this is the home base of operations. For a Temporary Food License, this is the location of the event. In the case of an Annual Temporary License or Farmer’s Market License, this address must be located in the County where food will be served.

Save New Business

Save New Business With Program

Your Owner and Business accounts are now created. “Select Save New Business With Program” if you are ready to proceed with the license application. If you are not quite ready to apply for a license, select “Save New Business”.

Apply for a License

New License Application Questionnaire

Question

Choose the primary function that best describes the location you are intending to license. *

Carefully read each question and all responses before choosing a response and clicking next.

Underlined words contain additional information. To view this information, place your cursor over the word.

Options

- A. The primary function of this location is to prepare or serve food (including beverages) that is intended to be consumed immediately by the consumer.
- B. The primary function of this location is to offer foods that will be consumed off the premises and may require further preparation by the consumer.
- C. The primary function of the location is to provide lodging to transient guests.
- D. The primary function of this location is to prepare, package or store foods that are sold at other locations, shipped or delivered to customers, or sold to other businesses.
- E. Non-profit organizations that are not registering a temporary event , please start here
- F. This is an event location that will have more than ten food or beverage vendors. This is for event registration only. Temporary food vendors should select A on this survey.

Next

License Selection: Once the license questionnaire is completed, the license type that best fits the responses will appear.

The screenshot shows a web interface for a 'New License Application Questionnaire'. It is divided into two columns: 'Question' and 'Options'. The 'Question' column contains a paragraph of text. The 'Options' column contains a single option with a checked checkbox. Below the main interface are three callout boxes with arrows pointing to the 'Previous', 'Select', and 'Confirm' buttons. A 'Confirm' dialog box is also shown at the bottom right, with a callout box pointing to it.

New License Application Questionnaire

| Question | Options |
|--|--|
| Based on the responses provided, this food stand requires a <u>Temporary Food Establishment</u> license. All foods at this food stand must be obtained from and stored in a licensed facility until they are brought to the food stand for preparation, sale or service. Receipts for all food and food ingredients must be available at the food stand and provided to the inspector upon request * | <input checked="" type="checkbox"/> Temporary Food Establishment |

Previous

Select "Previous" if you wish to revisit your responses.

Select

Once the license type box is checked, select the "Select" button. You will be asked to confirm the selection.

Confirm

Click the box to select the license type provided.

Select "Yes" to proceed with the selected license application.

Confirm

Are you sure you want to apply for following licenses?

- Temporary Food Establishment

Yes No

New License Application

Mailing Address

| | | |
|---------|---------|------------|
| Number* | Street* | Unit |
| 321 | E 12 | |
| Zip* | Plus 4 | City* |
| 50319 | | Des Moines |

Each license type asks for different information. Gross Sales are not required for most new licenses.

Physical Address

| | | |
|---------|---------|------------|
| Number* | Street* | Unit |
| 321 | E 12 | |
| Zip* | Plus 4 | City* |
| 50319 | | Des Moines |
| | | County* |
| | | Polk |

Gross Sales

Please enter a value for renewal fee calculation.

Reference data for Temporary Food Establishment

| Reference Data Text | Options |
|----------------------------|----------------------|
| Event Information * | |
| Event Name * | <input type="text"/> |
| Location * | <input type="text"/> |

Enter license information in all applicable fields.

Save the Application:

| Food Employees/Volunteers | |
|---|---|
| Certified Food Manager available * | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Name | Jane Doe |
| Certificate available | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| # of food employees/volunteers * | 7 |
| Person responsible for maintaining log book * | Jane Doe |
| Refuse Removal | |
| Describe how liquid waste will be disposed of. Enter N/A if there is no liquid waste. * | It will be collected in a bucket/container and dumped in the location designated by the city. |
| Frequency of liquid waste removal (times per day) | 3 |

[Back To Questionnaire](#) [Save](#) [Back](#)

Once all application fields are completed, save the application by selecting "Save". If you wish to return license questionnaire, please note the information in the application fields will not be saved.

Adding Attachments: Add supporting documentation as attachments. Applications without adequate supporting documents attached may be delayed. Necessary attachments may include, food stand diagrams, menus, policies and procedures, HACCP plans and proof of gross sales.

Upload Documents Here

Choose Attachment: Food Stand... Menu.docx

Attachment Type:

Attachment Description:

| File Name | Description |
|----------------------|-------------|
| No attachments found | |

Callouts:

- Select a file from your computer.
- Provide a simple description.
- Upload file to the system.
- Choose attachment type from dropdown menu. If you are uncertain, select "Other"

Upload Documents Here

Choose Attachment: No file chosen

Attachment Type:

Attachment Description:

| File Name | Description | Delete |
|-------------------------------|--------------------|--------|
| Food Stand Complete Menu.docx | Food Stand Diagram | ✕ |
| Food Stand Diagram.docx | Food Stand Menu | ✕ |

Callout: Uploaded attachments will appear if the upload was successful

Add the license to the shopping cart:

Upload Documents Here

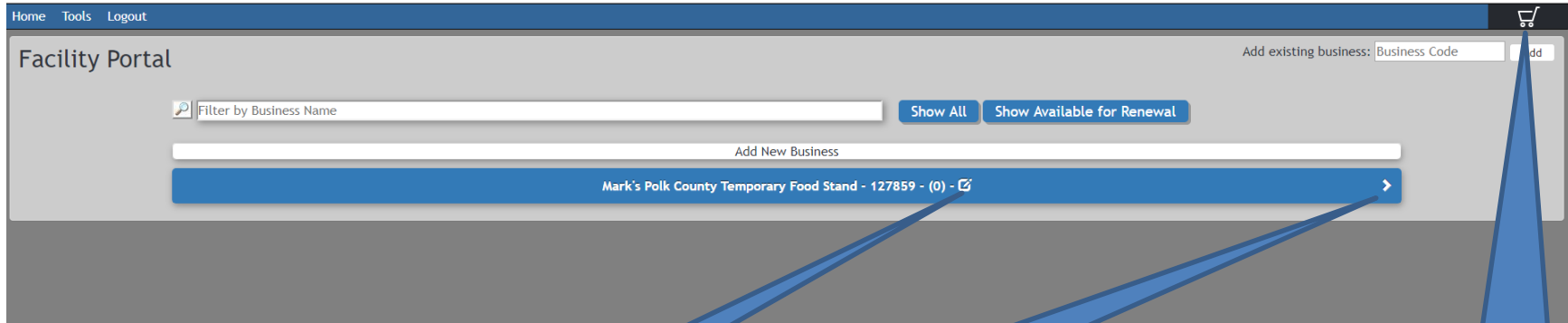
Choose Attachment: No file chosen Attachment Type:

Attachment Description:

| Attachments | | |
|-------------------------------|--------------------|--------|
| File Name | Description | Delete |
| Food Stand Complete Menu.docx | Food Stand Diagram | ✕ |
| Food Stand Diagram.docx | Food Stand Menu | ✕ |

Once all attachments are successfully uploaded, select "Add to Cart".

Home Screen: After the license application is complete and “Add to Cart” has been selected, the home screen will appear and the business listed. Your options on this screen include: View or edit business information, view or edit license details, view shopping cart and check out.



Select the pencil and paper icon to view or edit business information.

Select the > icon to view license details.

Select the shopping cart icon to view cart and proceed to checkout.

Home Screen (Continued):

The screenshot shows the 'Facility Portal' interface. At the top, there are navigation links for 'Home', 'Tools', and 'Logout', and a shopping cart icon. Below the navigation, there is a search bar labeled 'Filter by Business Name' and two buttons: 'Show All' and 'Show Available for Renewal'. A section titled 'Add New Business' contains a dropdown menu for 'Mark's Polk County Temporary Food Stand - 127859 - (0) - [icon]'. Below this is a table with the following data:

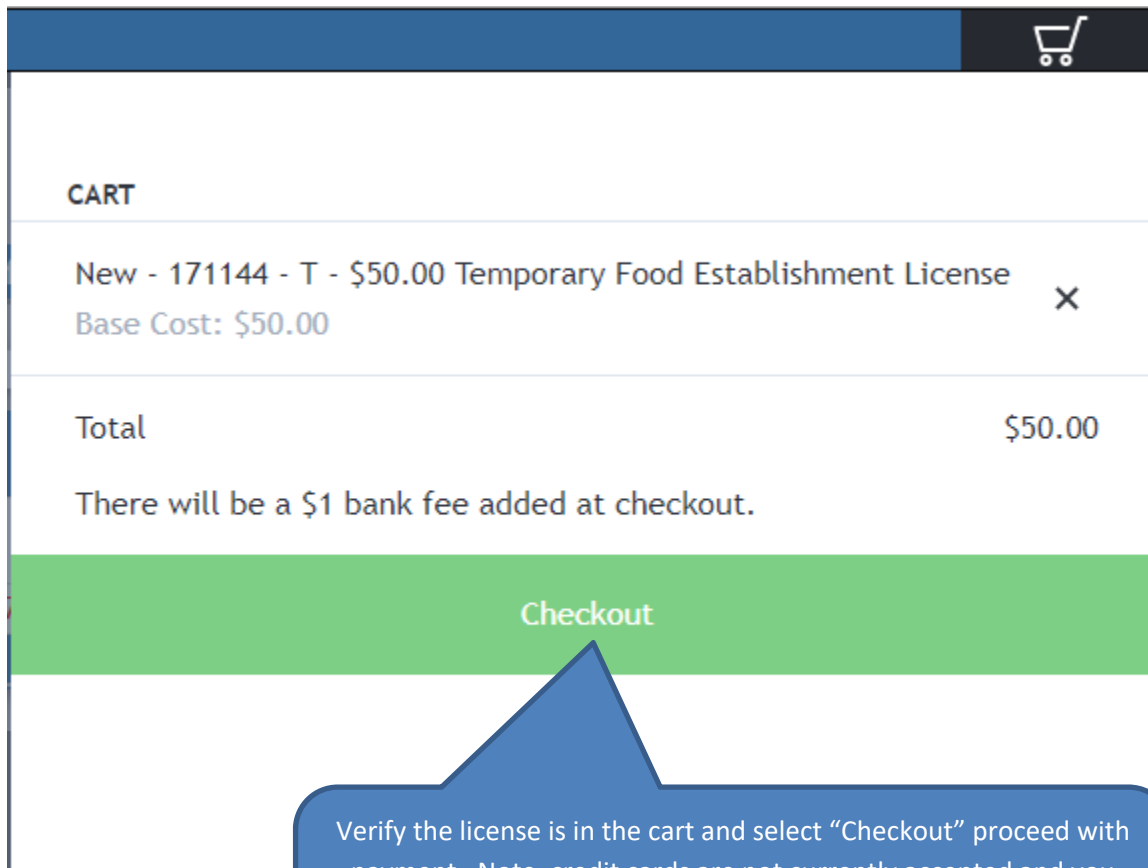
| Add To Cart | License Number | Program Type | Name | Expire Date | Status |
|--------------------------|----------------|------------------------------|------|--------------------|--------|
| <input type="checkbox"/> | 171144 | Temporary Food Establishment | - | 7/22/2019 (0 days) | Draft |

Below the table is a button labeled 'Add New Business Program'.

Click the + icon to see application information. Note, application information cannot be changed while the license is in the shopping cart.

The application status is Draft until payment is made.

Pay for a Food or Lodging License: At this time, the Iowa Online Iowa Food and Lodging License System does not accept credit card payments. Payment through electronic funds transfers are accepted.



The screenshot shows a shopping cart interface. At the top right, there is a shopping cart icon. Below it, the word "CART" is displayed. The cart contains one item: "New - 171144 - T - \$50.00 Temporary Food Establishment License" with a base cost of \$50.00. A total of \$50.00 is shown. A note states: "There will be a \$1 bank fee added at checkout." A green "Checkout" button is visible at the bottom of the cart area.

| CART | |
|---|---------|
| New - 171144 - T - \$50.00 Temporary Food Establishment License Base Cost: \$50.00 | X |
| Total | \$50.00 |

There will be a \$1 bank fee added at checkout.

Checkout

Verify the license is in the cart and select "Checkout" proceed with payment. Note, credit cards are not currently accepted and you will need your bank routine number and bank account number to pay online. The payment site will provide Payment Confirmation, please print or save the payment confirmation.

Home Screen: After payment is complete, select continue and the Home Screen will appear.

The screenshot shows the 'Facility Portal' interface. At the top, there are navigation links for 'Home', 'Tools', and 'Logout', and a shopping cart icon. Below the navigation is a search bar labeled 'Filter by Business Name' and two buttons: 'Show All' and 'Show Available for Renewal'. A section titled 'Add New Business' contains a dropdown menu for 'Mark's Polk County Temporary Food Stand - 127859 - (0) - [edit icon]'. Below this is a table with the following data:

| Add To Cart | License Number | Program Type | Name | Expire Date | Status |
|----------------------------|----------------|------------------------------|---------------|--------------------|-----------|
| + <input type="checkbox"/> | 171193 | Temporary Food Establishment | City Festival | 2/14/2020 (2 days) | Submitted |

Below the table is a link labeled 'Add New Business Program'.

To add an additional license to this business, select Add New Business Program and the application process will start.

Confirm that the license is in a Submitted status. Once the regulatory agency has approved the license, the status will change to Active. Login to the Online Food and Lodging Licensing System to check the status of the license.