

# How to Register in IUB 24/7

## 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 is valid.

## INSTRUCTIONS

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

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

To log in:

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

### Welcome to IUB 24/7

IUB 24/7 is a web application that allows users and companies to easily establish an individual or company user profile, manage company profile and contact information, and access the electronic filing system (EFS) of the Iowa Utilities Board (IUB).

Are you a New User?

Create your User Profile

Register



Update your User Profile

Login



Are you a Utility or Other Company?

Create a Company Profile

Register



Search for a Utility or Company

Search



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

The screenshot shows the registration page for the Iowa Utilities Board. At the top, the logo for the Iowa Utilities Board is displayed. Below the logo, the title "Iowa Utilities Board" is prominently shown, followed by the subtitle "Registration". The form contains several input fields: "First Name", "Last Name", "Email", "Create Password", and "Confirm Password". Each field has a corresponding icon (person, envelope, or lock) and a placeholder text. Below the "Confirm Password" field, there are "Password Requirements" listed as bullet points. At the bottom of the form, there is a purple "Register" button and a "Login" link.

Iowa Utilities Board  
Iowa Utilities Board

## Iowa Utilities Board

### Registration

**First Name**

**Last Name**

**Email**

**Create Password**

**Confirm Password**

**Password Requirements:**

- Must be at least 8 characters
- Must contain at least 1 each: Uppercase & Lowercase Letters, Number, and Special Character
- May NOT contain any three sequential numbers or letters
- May NOT contain first name, last name, or other prohibited words (e.g. website name, company/organization, etc.)

[Register](#)

[Login](#)

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

The screenshot shows the login page for the Iowa Utilities Board. At the top, the title "Login" is displayed. Below the title, a success message is shown in red text: "Successfully signed up. Please check your email, confirm your account, then sign in." Below the message, there are input fields for "Email" and "Password". The "Email" field contains the text "example@email.com". The "Password" field is masked with dots. At the bottom of the form, there is a purple "Login" button, a "Sign up" link, and a "Forgot Password?" link.

## Login

Successfully signed up. Please check your email, confirm your account, then sign in.

**Email**

**Password**

[Login](#)

[Sign up](#)

[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. When you receive the confirmation email (example shown), click on the link provided.

## Confirmation instructions Inbox x

itsupport@iub.iowa.gov via sendgrid.net  
to me ▾

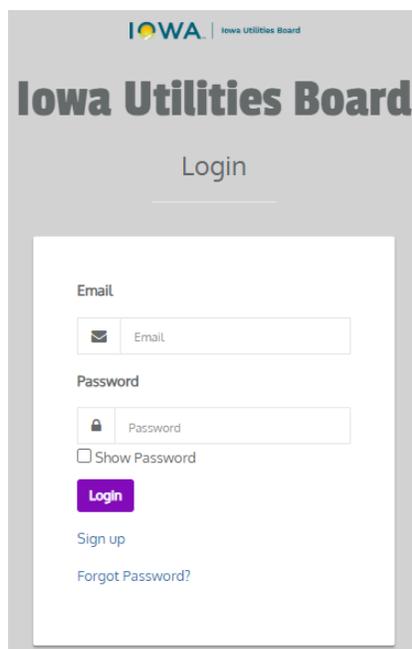
7:29 PM (0 minutes ago)

Welcome

Please confirm your account email through the link below:

[Confirm my account](#)

f. When you click the “Confirm my account” link, you will be taken back to the login screen. Click Login.



IOWA | Iowa Utilities Board

# Iowa Utilities Board

## Login

Email

Password

Show Password

[Login](#)

[Sign up](#)

[Forgot Password?](#)

## 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.

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

**Company Mailing Address:**

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

**Company Physical Address**

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

Cancel Update Profile

- b. click Update Profile.