Welcome to the online dock permitting program. Please keep these instructions as an aid in managing your dock permit online. To enter our program, go to www.iowadnr.gov/boatdocks. Your first step towards managing your account online is to click on **Sign In**.

If you already have a personal A&A Account, you can skip down to **Sign In** on page 2. (We do not recommend using a corporate account.) If you do not have an A&A Account, the steps for registering for an A&A Account are as follows: Click on the **Create an Account** tab and enter your name.

You will be asked to type in your email address twice. **NOTE:** You must have a valid email account to create your A&A account as well as to receive correspondence, approvals and reminders regarding your dock permit. If your name has already been used, you may need to add a number to create a unique user name.

**My user name is:** ___________.@iowaid.

Once you have saved your account details, a letter will be sent to the email provided. You will need to **log into your email** and follow the instructions provided in Step 1 from the body of the email from entaa-noreply@iowa.gov. If you do not find the email, you may have typed in your email address incorrectly or you may want to check your spam folder to see if it was redirected.
Clicking on the link in your email allows you to set up a profile in case you have problems in the future logging in.

After you create your identity baseline, you will be asked to create a password. If you forget your password in the future, you will need to answer the questions you chose in your identity baseline or you will need to contact ITE. You may email ITE at ITE.Servicedesk@iowa.gov or you may call 1-800-532-1174. NOTE: Staff with the Iowa DNR cannot assist you with A&A account issues.

My password is: ____________________.

Sign In

After you have created your A&A Account, you are ready to log into the Iowa dock permitting program. Remember that your account ID will be the user name you created for A&A along with @iowaid. In our example, the user name is Robert.Smithson@iowaid. After entering your user name, type in your password and click on Sign In.

The first step in managing your dock permit is to create your profile with your permanent mailing address and contact information (see next page).
When your profile is complete, put a checkmark in the box and click on **Save Profile**.

Next, you will be asked if you have a dock permit. You do, so please check **Yes**. On the next screen, you will need to enter your permit number. If you do not know your permit number, you may contact the Iowa DNR for assistance at 563-927-3276.

**My dock permit number is:** 28-_________.
Click **Select** next to your permit number. If you receive an error message, you will need to contact the Iowa DNR.

Once you have selected your permit, you will be asked to confirm that the permit is indeed your dock permit. If the permit belongs to you, click **Claim Permit**.

The permit will now show in your **My Account** page. In most cases, the permit will show up as **Expired** and you will need to follow the steps to **Renew** your permit. Click on **Renew**.

Your permit will then appear on your screen. Your next step is to make sure that questions 1 through 10 are answered correctly. If this permit is for a *commercial dock* (Class 4), your questions will be different than those displayed on the following page.
You may be required to enter your shoreline frontage (the shoreline footage that you own or have a sole lease for). Note: If your dock is located in an area where there is ‘common use’ by multiple people, you will need to designate an individual or entity to permit all docks on one permit for the common area.

Next, you may have to enter the TOTAL number of hoists, lifts, slips or racks to be permitted on all the docks covered under this permit. If you want to see the definition for a term in blue, hover your cursor over the word. Slips are typically where you would tie your boat up overnight if you didn’t have a hoist or lift for it. You must identify the slip if a boat is tied up overnight. You do not need to identify tie-ups provided for guests unless those guests will leave their boat tied up overnight to your dock.

Please answer all questions truthfully. Inaccurate answers will nullify this permit and may lead to legal action. If you do not have a residence at the property, you must answer ‘no’ to question number 2. Cabins, if identified on the Assessor’s webpage for your parcel, will be considered seasonal residences; however, in most cases campers will not. Residences typically will have running water and legal septic systems.

Question 10 pertains to structures which are typically moored out in the water away from your dock. If the platform is attached to your dock, you would answer ‘no’ to question 10, but then are required to identify the platform in the dock description (see next page).
Your next step is to enter or confirm the dimensions for your dock. We encourage you to refer to the diagram if you have questions. In the example above, the individual has a single ‘platform’ (a portion of the dock that is wider than 6 feet). If no portion of your dock is wider than 6 feet, you will not see the questions pertaining to the platform dimensions.

If you have a Class 3 or 4 permit, you will be required to upload a diagram or picture of your dock. The diagram must have accurate measurements included. If you have more than one dock on your parcel, you are required to provide the dimensions for each dock. If you need to add a new dock, you may click on Add Dock.
Once you are done updating your information, click on **Renew** at the bottom of the screen. If you have a Class 1 permit, you will be able to click on a link and print your approval letter.

If you are a Class 3 or 4 permit holder, you will have an application fee due and a message will show up in red in your Account Alerts box. To pay your application and/or annual hoist fee, you may click on your **permit number** in the Account Alerts box or you may click on **Make Payment** in the grid.

![Account Alerts](image)

**NOTE:** If you want to reduce the number of hoists, racks, slips or mooring buoys in future years, you **must** go through **Update before** paying your Annual Hoist Fee. You may not reduce the number of hoists/racks/slips/mooring buoys after you have paid your annual hoist fees. Once paid, your fees are non-refundable. You may increase the number of hoists/racks/slips/mooring buoys now or in the future. If the increase or any update triggers a review, you will be required to pay the administrative fee prior to having your modification reviewed by DNR staff. Application fees are non-refundable. If you have questions about the application fee, please call your regional office before you pay.

Online payments are easy! You can pay with a credit card, debit card or straight from your checking account. Simply click on the option you choose and follow the step by step instructions. Please be aware that convenience fees vary between the options.

![Make a Payment for Permit](image)
Thank you for using our online dock program! Please put this document with your Dock Permit Number, A&A Account ID and password in a safe location along with your approval letter so you may refer to it in the future. If you have a problem signing in with your A&A Account information, you must contact ITE for assistance. Once you are logged into the dock program, we encourage you to explore the Help Center for additional information or contact your local DNR office for assistance.

Local DNR Office: Iowa DNR
Manchester Trout Hatchery
22693 205th Ave
Manchester IA 52057
Phone: 563-927-3276
NEdockmaster@dnr.iowa.gov

Local Conservation Officer: Jared Landt, Delaware & Jones Counties
Cell Phone: 563-920-5764

Law Enforcement District Supervisor: Randy Schnobelen, Northeast District
Office Phone: 641-357-3517
Cell Phone: 515-689-4953