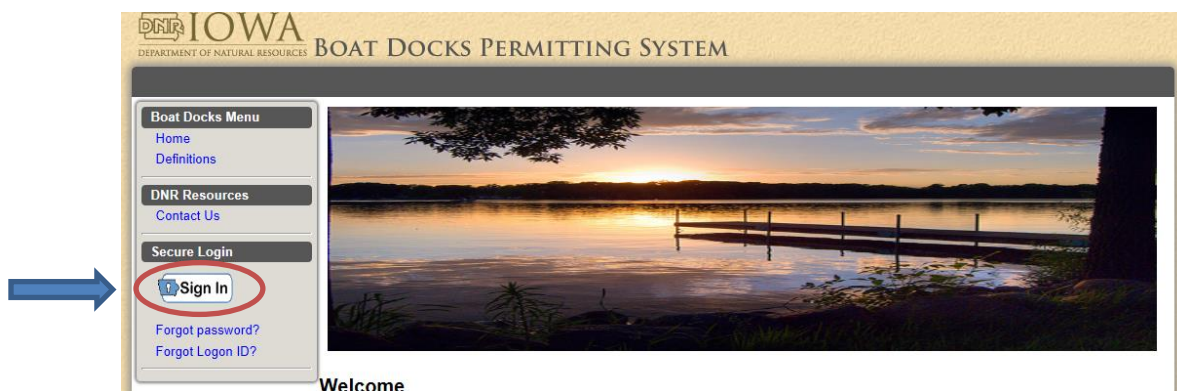


Welcome to the online dock permitting program. Please keep these instructions as an aid in managing your dock permit online. To enter our program, go to www.iowadnr.gov/boatdocks. Your first step towards managing your account online is to click on **Sign In**.



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: _____.

DNR Boat Docks

Self Service Password Change - DNR Boat Docks

You must change your password.

Password Change for **ROBERT.SMITHSON@IOWAID**

Enter new password: [masked]

Confirm new password: [masked]

Save New Password Cancel

Transaction Id: LUZ5UU

©2004 State of Iowa, DAS-ITE Version 3.2.7

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](mailto:Robert.Smithson@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).

DNR Boat Docks

Self Service Password Change - DNR Boat Docks

Identity Baseline for **ROBERT.SMITHSON@IOWAID**

On this page, you must create your *identity baseline*. This is a set of questions and answers you establish for your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

Question 1:
What was the name of your childhood pet?

Answer 1: [masked] Confirm: [masked]

Question 2:
What is your grandmother's first name?

Answer 2: [masked] Confirm: [masked]

Question 3 (Create your own question.):
Where did you go to college?

Answer 3: [masked] Confirm: [masked]

Save Identity Baseline

Some guidelines for setting your baseline:

1. Choose questions and answers that you know well, but that others don't.
2. Avoid special characters like commas or quotes that you may not enter the same way later.
3. Keep your answers simple - for example, use "paperboy" instead of "The Des Moines Register paper delivery" for your first job.
4. You must create your own question when a drop down list is not provided. Usually this is the case for the last one or two questions shown above.

DNR Boat Docks

Enterprise A&A

What Is A&A?

[SIGN IN](#) [CREATE AN ACCOUNT](#) [FORGOT PASSWORD](#) [FORGOT ID](#)

You have successfully changed your password. To continue, you will need to log on with the new password.

[Sign into DNR Boat Docks here.](#)

Enter your Account Id and password to sign into DNR Boat Docks.

Account Id: Robert.Smithson@iowaid

Password: [masked]

[Sign In](#) [Account Details](#)

Account Id Examples:

- Public User Account Format
• `firstname.lastname@iowaid`
- State Employee Account Formats
• `firstname.lastname@iowa.gov`
• If you do not have an @iowa.gov account use your email address.

[Need an Account?](#)
[Forgot Password?](#)
[Forgot Id?](#)

Contact the DAS-ITE Service Desk if you need personal assistance.
Email: ITE.Servicedesk@iowa.gov Phone: 515-281-5703 or 1-800-532-1174

NOTICE

You are about to interact with a publicly accessible website owned and operated by the State of Iowa. The actual, or attempted, unauthorized access, use, or modification of this website and its contents is strictly prohibited. Violators may be subject to administrative disciplinary action, civil litigation, and/or criminal prosecution in accordance with applicable State and Federal laws.

The use of this website may be monitored and recorded for administrative and security reasons. The State of Iowa and its agents may provide the information and evidence collected to third parties including law enforcement officials.

You are looking at CI Logon Transaction Id: LUZ5UU
©2004 State of Iowa, DAS-ITE Version 3.2.7

Welcome: Robert Smithson

Boat Docks Menu
[Home](#)
[My Account](#)
[Update Profile](#)
[Definitions](#)
[Transfer Ownership](#)
[Claim Permit](#)

DNR Resources
[Help Center](#)
[Contact Us](#)

Secure Login
[Logout](#)

UPDATE YOUR PROFILE.
Robert Smithson
 Use the form below to update your personal profile before you get started.
 * denotes a required field.

About You
 *First Name: Robert
 Middle Initial: D
 *Last Name: Smithson
 *Primary Phone: 555-555-5555
 Secondary Phone:
 Email: Robert.Smithson@gmail.com
 A&A Account Id: ROBERT.SMITHSON@IOWAID

Permanent Mailing Address
 *Street: 1932 Main Street
 *City: Sunset Beach
 *State: Iowa
 *Zip: 55555

☒ My Profile is accurate

Save Profile

State of Iowa Home | DNR Home | Site Policy | webmaster@dnr.iowa.gov | Iowa Department of Natural Resources | Version: 6.0.1486

When your profile is complete, put a checkmark in the box and click on **Save Profile**.

Welcome: Robert Smithson

Boat Docks Menu
[Home](#)
[My Account](#)
[Update Profile](#)
[Definitions](#)
[Transfer Ownership](#)
[Claim Permit](#)

DNR Resources
[Help Center](#)
[Contact Us](#)

Secure Login
[Logout](#)

Welcome, Robert Smithson
 Do you have a current or expired dock permit?
 Yes No

If you are not sure if you have a current or expired dock permit, please contact the [Iowa DNR District Office](#) for the county where your dock is located. For additional information on managing your dock permit online, check out our [Boat Docks Help Center](#).

State of Iowa Home | DNR Home | Site Policy | webmaster@dnr.iowa.gov | Iowa Department of Natural Resources | Version: 6.0.1486

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- - .

Welcome: Robert Smithson

Boat Docks Menu
[Home](#)
[My Account](#)
[Update Profile](#)
[Definitions](#)
[Transfer Ownership](#)
[Claim Permit](#)

DNR Resources
[Help Center](#)
[Contact Us](#)

Secure Login
[Logout](#)

CLAIM DOCK PERMIT
 If you do not know your permit number, please contact the [Regional Office](#) where your dock is located.

*Permit Number:

Search

State of Iowa Home | DNR Home | Site Policy | webmaster@dnr.iowa.gov | Iowa Department of Natural Resources | Version: 6.0.1486

Click **Select** next to your permit number. If you receive an error message, you will need to contact the Iowa DNR.

Welcome: Robert Smithson

CLAIM DOCK PERMIT

If you do not know your permit number, please contact the [Regional Office](#) where your dock is located.

*Permit Number:

	Permit #	Class	County	Body of Water	Exp Date	Status	Action	Transact
Select	07-9930-4	4	Black Hawk	Big Woods Lake	2019/12/15	Payment	Pending	Modify

State of Iowa Home | DNR Home | Site Policy | webmaster@dnr.iowa.gov Iowa Department of Natural Resources | Version: 6.0.1486

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**.

Welcome: Robert Smithson

PERMIT INFORMATION

Bob Smithson

Permit Information

Permit Number: 07-9930-4
 Account Type: Commercial
 Business Name: Bobs Docks and Diner
 Application Date: 02-27-2015
 Expiration Date: 12-15-2019
 Classification: 4
 Permit Status: Payment
 Permit Transaction:

Dock Location

Address: 1552 Main Street
 Urban, IA 55555
 Parcel Number:
 County:
 Body Of Water: Big Woods Lake

Message

Please confirm that this is your permit before you claim it.

You will be able to renew or update your permit after it is claimed.

State of Iowa Home | DNR Home | Site Policy | webmaster@dnr.iowa.gov Iowa Department of Natural Resources | Version: 6.0.1486

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**.

View	Update	Renew	Permit #	Type	Status	Dates	Payment
View	--	Renew	28- 0000 Expired No History	Private Class 1	Expired	Application Date: 06-15-2009 Expiration Date: 12-15-2013	Payment History

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.

Quick Question(s)

Please complete the quick questions below.

*1. Do you own the property the dock(s) are on? ☒ Yes ☐ No

*2. Do you have a permanent or seasonal residence on the property? ☒ Yes ☐ No

*3. Will the dock(s) be used jointly with an **adjoining** shoreline neighbor? ☐ Yes ☒ No

*4. Are the dock(s) part of a condo unit, apartment complex or homeowners association? ☐ Yes ☒ No

*5. Will this permit have more than one private dock? ☐ Yes ☒ No

*6. Is there at least 5 feet from the outside edges of your [structure\(s\)](#) to the projection of each property line? [\(See Diagram\)](#) ☒ Yes ☐ No

*7. Width of the shoreline property: Feet

*8. TOTAL number of hoists, lifts, [slips](#) or racks for this permit:

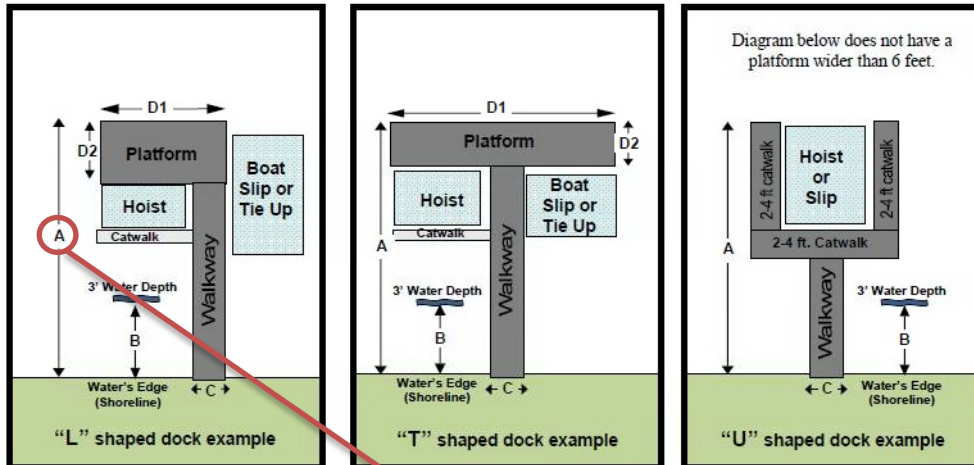
*9. Do you have any mooring buoys? ☐ Yes ☒ No

*10. Do you have a swim raft, swim platform, trampoline, or other structures? ☐ Yes ☒ No

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 septs.

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).



Dock 1

Dock Measurements

Please refer to Dimension Diagram above

*Total dock length - Dimension A:

*Length from shore to 3 feet depth - Dimension B:

*Width of main dock walkway - Dimension C:

*Is there a platform, 'L' or 'T' wider than 6 feet anywhere on your dock?

*Does this dock have more than one platform, 'L' or 'T' wider than 6 feet?

*Platform 1 Width of 'L' or 'T' - Dimension D1:

*Platform 1 Length of 'L' or 'T' - Dimension D2:

*Number of hoists, slips, lifts, or racks on this dock:

Feet Inches

27

25

3

Yes No

Yes No

10

8

2

Dock Diagram

Upload File:

Browse... Open in new tab

(Recommended file extensions are .doc, .gif, .jpg, .jpeg, and .pdf.)

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**.

add dock

Dock 1 **Dock 2** **Dock 3**

Dock Measurements

Please refer to Dimension Diagram above

*Total dock length - Dimension A:

*Width of main dock walkway - Dimension C:

*Number of hoists, slips, lifts, or racks on this dock:

Feet Inches

24

4

0

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.

My Account
Update Profile
Definitions
Search Applications
Search Permits
Transfer Ownership
Pending (2)
New Account
Search Accounts

Reports
Approval Letter
Docks Report
Payment Report
Annual Hoist Report

Current Permit(s)
Update Profile
Below are the permits you have on file with the Iowa DNR.

Account Alerts
Permit: 01-9999-3 Annual hoist/slip fee due

You may:

- View your permit
- Update a permit due to recent changes
- Renew a permit if it is about to expire
- Make online ePayments when a payment is due

[When are fees charged?](#)

View	Update	Renew	Permit #	Type	Status	Dates	Payment
View	Update	--	01-9999-3 Print Confirmation Permit History	Private Class 3	Annual Hoist Fee	Application Date: 02-11-2015 Expiration Date: 12-15-2019	Make Payment Payment History Payment Override

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: 01-9999-3

Your permit is currently pending an unpaid fee. Any fee(s) listed below must be paid in full before your application can be reviewed or activated. Please ensure your permit is correct before paying any fee(s) due. If you are not sure why a fee is due, please contact your district secretary.

- Administrative fees are **non-refundable**.
- Hoist/slip fees for approved docks are **non-refundable**.

Pay with Credit/Debit Card

**All fees non-refundable*

Administration Fee: \$0
Hoist Fee: \$50
Credit Card Fee: **\$1.17**
Total: \$51.17

[Payment - Credit Card](#)

Pay with E-Check

**All fees non-refundable*

Administration Fee: \$0
Hoist Fee: \$50
Check Fee: **\$0**
Total: \$50.00

[Payment - Electronic Check](#)

[Cancel Payment](#)

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 Schnoebelen, Northeast District
Office Phone: 641-357-3517
Cell Phone: 515-689-4953