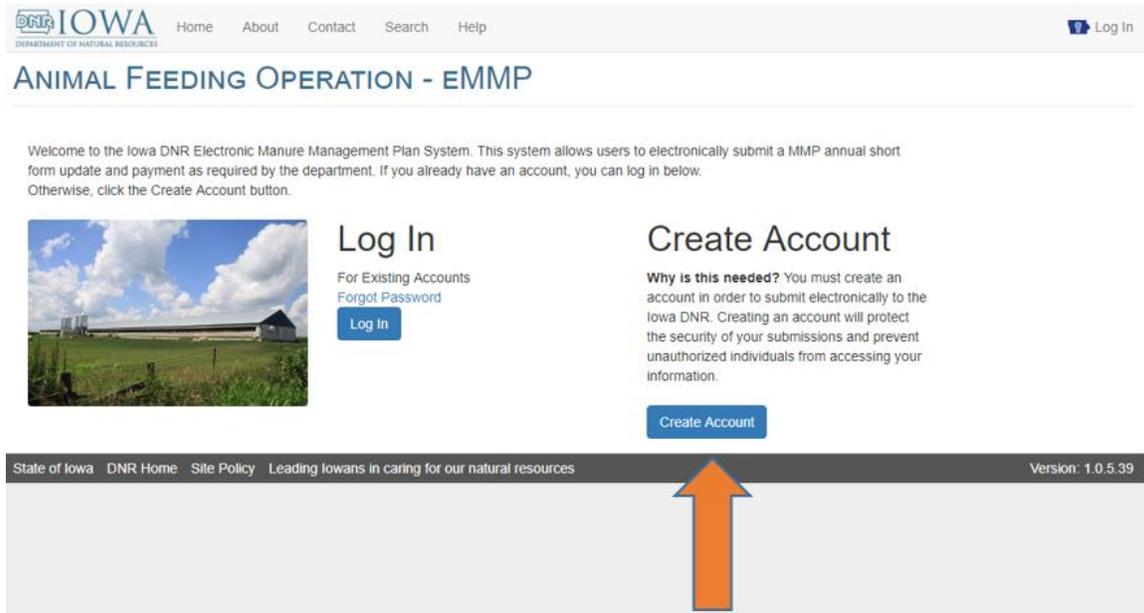


Creating an A&A Account - Initial Step to Submitting an Electronic Manure Management Plan (eMMP)

An A&A account is the State of Iowa's log-in system that ensures your cyber protection and security. If you have only one or two sites, be sure to write down all information on your PIN Letter. That way you won't have to call the State of Iowa OCIO HelpDesk next year because you've forgotten your Account ID (username) and password. If you forget those, you will have to answer your security questions. Please complete the following steps to create the A&A account.

1. Navigate to the eMMP website ([insert link](#))
2. On lower right side of eMMP homepage, click on "Create Account."



3. Near the top center of the A&A login page, click on "Create an Account."
There is a Help button near the bottom of the page.



4. Enter your First and Last name. Click the green “Register” button.

DNR Animal Feeding Operation

Sign up now to get credentials you can use for Enterprise A&A enabled sites.

First Name:
First Name

Last Name:
Last Name

Register

Already have an account already?
Click here for a listing of all A&A enabled applications. If you created an account for any of these applications you don't need to create a new account.

[What is A&A?](#)
[Help](#)
[Report Issue to State Service Desk](#)

5. Enter an “Account ID” (aka username) of your choice. You can use your First and Last name or some other name. The username will end with @iowaid. **Write down your Account ID on your PIN Letter.**
6. Enter a valid email address where you’d like to receive email reminders. Enter the same email address in “Confirm Email.” Click the green “Save Account Details” button. You have 48 hours to activate the link and follow the instructions.

DNR Animal Feeding Operation

Account Id:
joebob@IOWAID

First Name:
Joebob

Last Name:
Smith

Email:
joebob@gmail.com

Confirm Email:
joebob@gmail.com

Save Account Details Cancel Help

- The next screen confirms an email was sent to your email address. Open the email to learn how to complete the registration process. For instructions on how to complete registration, follow the "Account Activation Process" link in the email.

Welcome from Enterprise A&A!

DO NOT SHARE this email with anyone else as it contains account information and links that could allow your account to be compromised.

This email is a confirmation of the account you requested for DNR Animal Feeding Operation and provides steps (see below) on how to activate your account.

Account Details Section:
Account ID: joebob@iowaid
Your name: Joebob Smith
EMail: jfprier+1@gmail.com

If you did not request this account or think this email was sent in error, please contact the State Service Desk (https://iowa.service-now.com/kb_view.do)

Before you begin: If you start the account activation process by clicking the step 1 link you must complete all 4 steps immediately. If you close your browser Service Desk before you will be able to use it.

Account Activation Process:
Step 1. Click the following link: <http://test.iowa.gov/entaa/sso?regToken=41bfe99d205d233b2118268bf251fff8> (If you get a message that says "Sorry the link you used is no longer valid.")
Step 2. Choose two baseline questions and then make your own 3rd question and enter answers for each. --- (These are security questions you can answer and confirm.)
Step 3. Enter your password and confirm it by entering it again. (Reminder - Passwords must be: At least 8 characters long (alphanumeric). Include at least one number and one special character. Do not include your name or email address in your password.)
Step 4. Sign in using your Account Id (see Account Details Section above) and the password you just entered in Step 3.

Help Section:
Did you get the message "Sorry the link you used is no longer valid.?" If so, the state of your account is in question and you will need to use the following link: http://test.iowa.gov/entaa/sso?appId=DNR_AFO&callingApp=https://test-7.iowadnr.gov/afoemmp/home/Landing&tab=forgotid
Enter your email address and then press the "Retrieve A&A Id" button.

- You must complete three security questions to activate the account. **Write down your questions and answers on your PIN Letter.** Once completed, click the green "Save Identity Baseline" button.

-- Select Question --

Answer 1: Confirm:

Question 2:

-- Select Question --

Answer 2: Confirm:

(Create your own questions)

Question 3:

Answer 3: Confirm:

Save Identity Baseline Help

9. You **must** enter a password. Enter the “New Password” and “Confirm Password” and click the green “Save New Password” button. Passwords must be:
- at least 8 characters long (letters or numbers)
 - include at least one special character (!, @, #, \$, %, ^, &, etc)
 - have a mix of upper and lower case letters.
- You may not use pieces of your name or email address in your password.

Change Password

You must change your password.

DNR Animal Feeding Operation

Password Change for JOEBOB@IOWAID

Enter new password:

Confirm new password:

Save New Password Cancel Help

Password Rules

Passwords must be: At least 8 characters long (alphanumeric). Include at least one special character (e.g. !, @, #, \$, %, ^, &, *, etc.). A mix of uppercase and lowercase letters. You may not use pieces of your name or email address in your password.

10. Navigate back to the eMMP website. [\(insert link\)](#) Click on the blue “Log In” button and enter your Account ID and Password. If you cannot login immediately, please be patient. It may take up to 24 hours to activate the A&A account.

11. Once you are back in the eMMP application, follow the steps in “How to Enter an eMMP Short Form.”

 [Home](#) [About](#) [Contact](#) [Search](#) [Help](#) [Log In](#)

ANIMAL FEEDING OPERATION - eMMP

Welcome to the Iowa DNR Electronic Manure Management Plan System. This system allows users to electronically submit a MMP annual short form update and payment as required by the department. If you already have an account, you can log in below. Otherwise, click the Create Account button.



Log In

For Existing Accounts
[Forgot Password](#)

[Log In](#)

Create Account

Why is this needed? You must create an account in order to submit electronically to the Iowa DNR. Creating an account will protect the security of your submissions and prevent unauthorized individuals from accessing your information.

[Create Account](#)

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