

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:

- Go to the website <https://iub247.iowa.gov>
- 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 Commission (IUC).

Are you a New User?

Create your User Profile

Register



[How to Create a User Profile](#)

Update your User Profile

Login



Are you a Utility or Other Company?

Create a Company Profile

Register



Update Railroad Emergency Contact Information

For railroads and utilities without a profile in IUB 24/7.

Update Railroad Contacts



Search IUB 24/7

Companies, Reports, and Railroad Emergency Contacts

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 Commission. At the top, the logo for IOWA | Iowa Utilities Commission is visible. Below the logo, the heading "Iowa Utilities Commission" is displayed in a large, bold font, followed by the sub-heading "Registration". The form contains several input fields: "First Name", "Last Name", "Email", "Create Password", and "Confirm Password". Each field has a small icon to its left (person for names, envelope for email, and lock for passwords). Below the password fields, there is a section titled "Password Requirements:" with a bulleted list of rules. At the bottom of the form, there is a purple "Register" button and a "Login" link.

IOWA | Iowa Utilities Commission

Iowa Utilities Commission

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 Commission. At the top, the heading "Login" is displayed. Below the heading, there is a success message 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. Below the password field, there is a purple "Login" button. At the bottom of the form, there are links for "Sign up" and "Forgot Password?".

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

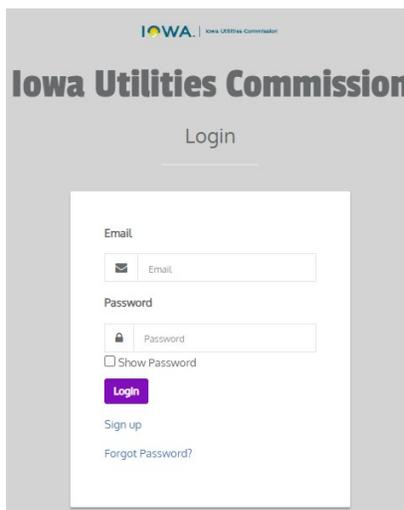
itsupport@iub.iowa.gov via sendgrid.net 7:29 PM (0 minutes ago)
to me ▾

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.



2. Complete Your IUB 24/7 User Account

- a. Fill in your Iowa Utilities Commission User Profile details. A required field in the record is designated with an asterisk. (*)

Iowa Utilities Commission 🔔 Log out

Manage Your Iowa Utilities Commission 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.

ID	First Name (from account)	Last Name (from account)	Title
2351	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number *	Email Address (from account) *	Alternative Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Company Mailing Address:			
Address Line 1 *	Address Line 2		
<input type="text"/>	<input type="text"/>		
City *	State *	Zip Code *	<input type="checkbox"/> Physical Address is the same as the Mailing Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Company Physical Address			
Address Line 1:	Address Line 2:	City:	State:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Zip Code:	Contact Type	Have you ever been a Registered User in the IUC Electronic Filing System (EFS)?	Enter EFS User Name
<input type="text"/>	<input type="text" value="Company Contact"/>	<input type="text" value="Yes"/>	<input type="text"/>
Are you a Consultant or Representing Attorney?			
<input type="text"/>			

Status: 🔒 (Restricted)

- b. Click Update Profile.