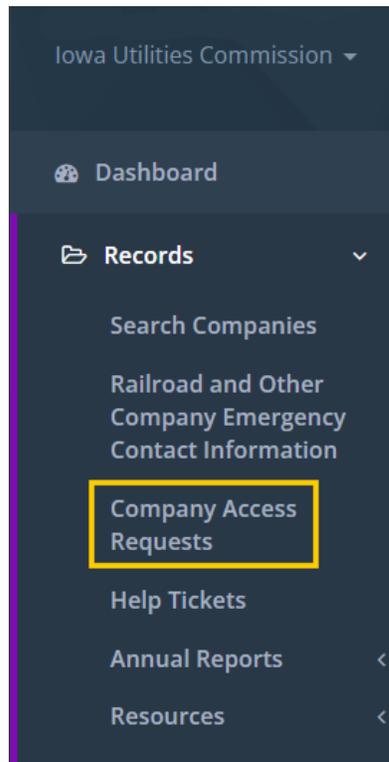# Company Access Request

A confirmed user account is required to submit a company access request. Please see the Register for a User Account guide found on the [IUC website](#) for steps to create an account.

A company access request must be submitted to create a new company or gain access to an existing company record. This is required to edit company information, submit an annual report, or edit company contacts.

How to Submit a Company Access Request

1. Go to IUB 24/7 and log in - [iub247.iowa.gov](#).

2. Use the navigation panel on the left. Select "Records" then "Company Access Requests."

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3. On the Company Access Request page, select "+ New Company Access Requests" at the top right.
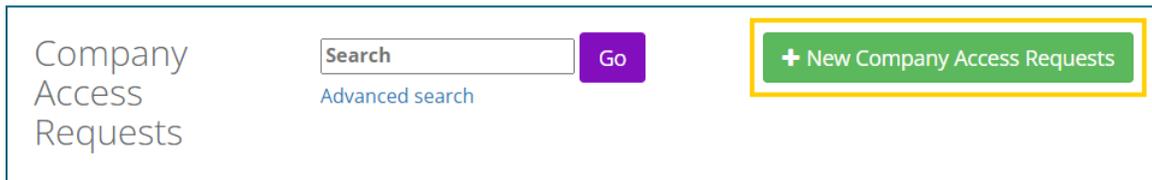
4. Fill out the required information, including the company name, permissions requested, and reason for the request. Select "Create Company Access Requests" at the bottom right.

Create a New Company Access Requests

Fill out the Company Access Requests details in the form below

Information

If you are requesting to be added to a company profile please fill out the fields below:

Company Name *

IUC Company Number

What permissions are you requesting? *

Reason for Request *

☐ Select All (Uncheck to clear all)

If requesting access on behalf of another person, please fill out their contact information below.

Full Name

Email Address

Phone Number

Status: Default Start (Auto Assignment)

Cancel   **Create Company Access Requests**

5. Following successful submission of the company access request, the message "Company Access Requests was successfully created" appears at the top of the page.
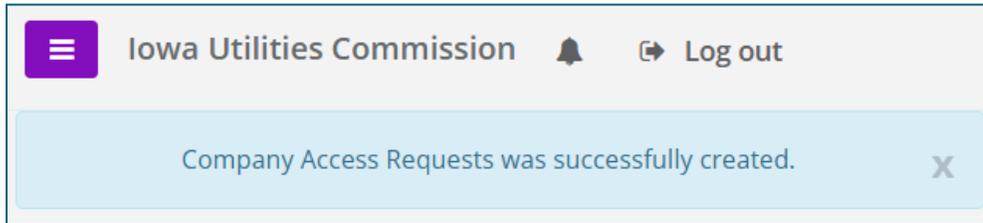
Company access requests are processed within two business days. A confirmation email will be sent to the requesting user upon completion.

To expedite a request, contact IUC Customer Service at 515-725-7300 or ITsupport@iuc.iowa.gov.