

# Additional Instructions

## Signing on to IFTA Application

To sign on to the new IFTA application, you will need both your Client ID and initial password.

Sign on to: <https://mcs.iamvd.com>.

The screenshot shows a web browser window titled "Enterprise A&A Service - SSO Logon - Microsoft Internet Explorer". The page header includes "Enterprise A&A" and "What Is A&A?". Below the header are four navigation links: "SIGN IN", "CREATE AN ACCOUNT", "FORGOT PASSWORD", and "FORGOT ID". The main content area is titled "Sign into DOT Motor Carrier Services here." and contains the following text: "Enter your Account Id and password to sign into DOT Motor Carrier Services." Below this text are two input fields: "Account Id:" and "Password:". To the right of the "Password:" field is a "Select User Type:" dropdown menu with "External User" selected. Below the dropdown is a checkbox labeled "Take me to my Account Options after I Sign In." and a "Sign In" button with a help icon. Below the "Sign In" button is a section titled "Account Id Examples:" with a bulleted list of email addresses: 

- *firstname.lastname@iowaid*
- *firstname.lastname@iowa.gov*
- *firstname.lastname@iwd.iowa.gov*
- *firstname.lastname@dhs.state.ia.us*

At the bottom of the page, there are links for "Need an Account?", "Forgot Password?", and "Forgot Id?". The footer contains the text "You are looking at SSO Logon ©2004 State of Iowa, DAS-ITE" and "Transaction Id: DFNEHO Version 2.3.9".

Annotations on the screenshot:

- Enter your Client ID (points to the Account Id input field)
- Enter your password (points to the Password input field)
- Click the drop-down box and make sure this says **External User** (points to the Select User Type dropdown menu)
- Click Sign In (points to the Sign In button)