IOWA ECONOMIC DEVELOPMENT AUTHORITY
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Obtaining Historic Property Number(s)

Note: These instructions are for the purpose of obtaining between 1-5 Historic Property numbers. If you have a large project and need more than five numbers, please see Step 4 below.

1. Navigate to the ESHPO Community page.
    a. https://iowadca.my.site.com/s/
    b. Select 'Login Access Request' (Image 1). If you already have ESHPO log in credentials, skip to Step 2.
    c. Fill in the required fields (Image 2) and click 'Confirm'. You will receive an email regarding your account, typically within 2 working days, from the SHPO Team.

Image 1: Select 'Login Access Request"

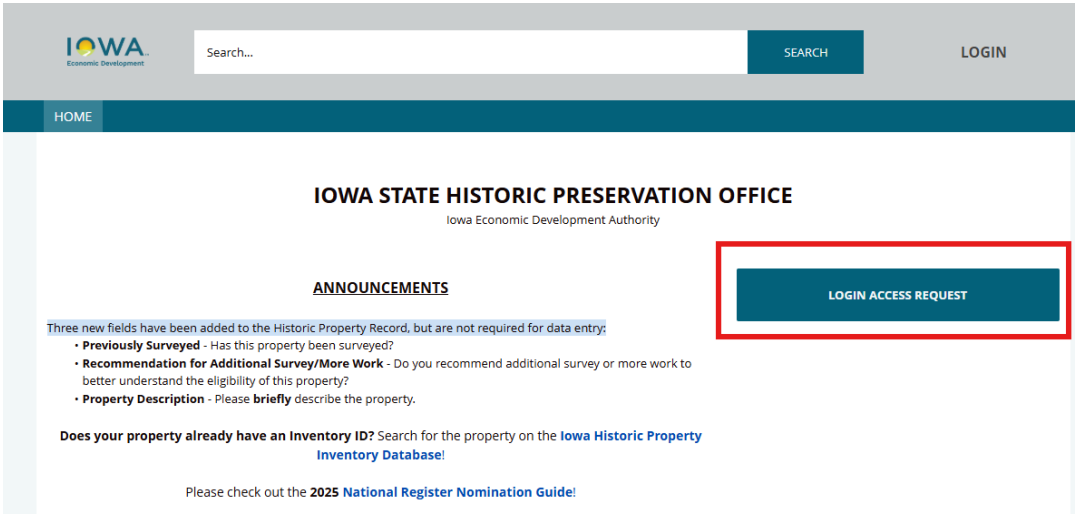
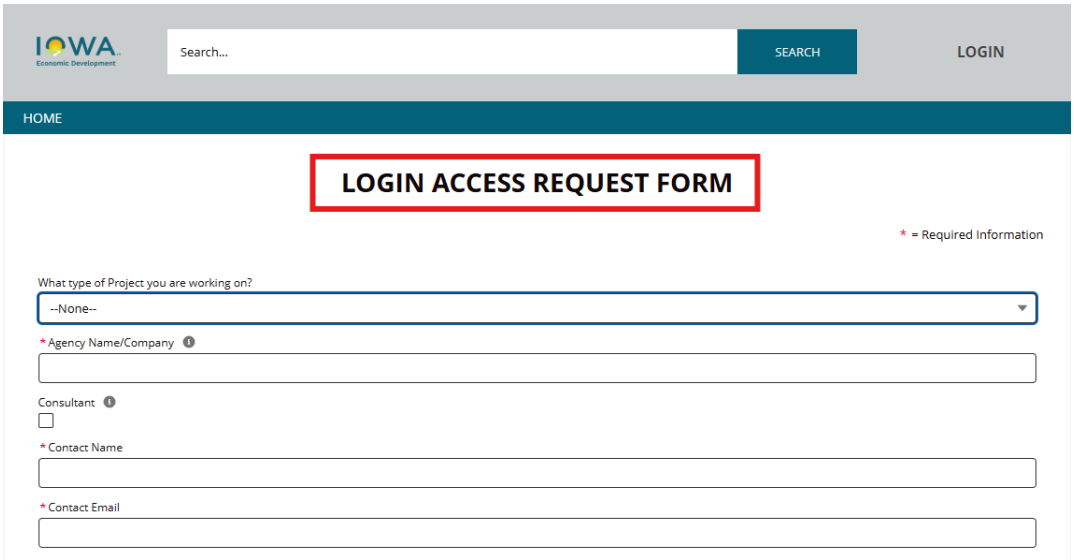
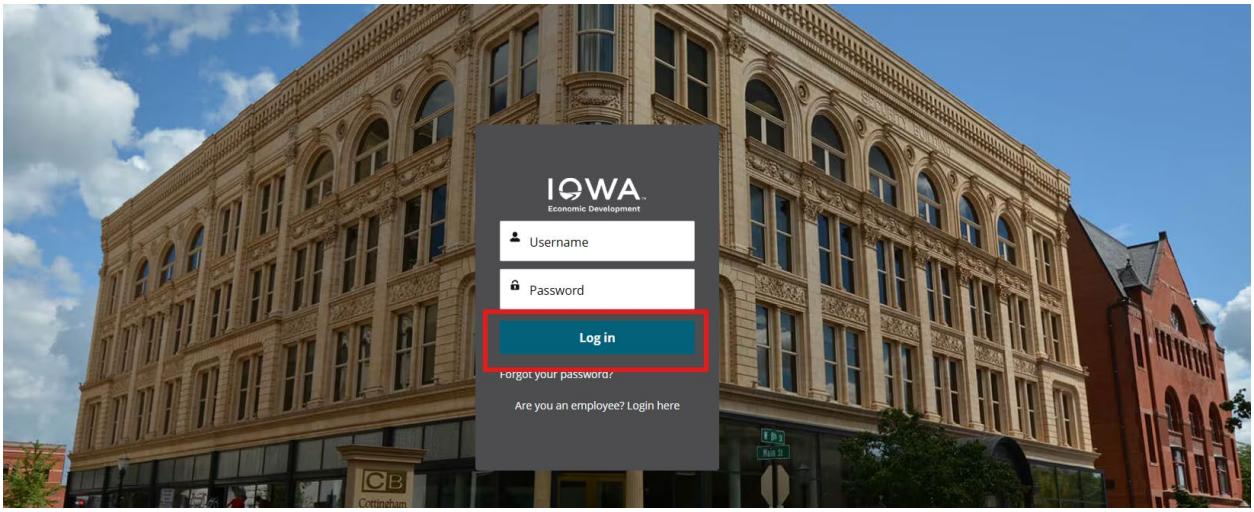


Image 2: Fill out login access request fields.



2. Enter the username and password, after clicking the link and setting your password, log in.

Image 3: Enter username and password.



3. Navigate to the Historic Property tab (Image 4)
    a. A list view will be displayed, where you can see previous Historic Properties that the user has submitted. If you have never created a Historic Property within ESHPO, there will be no Historic Property numbers displayed. To search for Historic Properties in your list, select 'search this list' (Image 4).
    b. To create a new historic property form to obtain a Historic Property Number, click the 'New' button in the upper right corner (Image 4).
        i. Fill out as much information that is available for the resource. Any fields with a red asterisk must be filled in before you can save the new property record (Image 5).
        ii. Save (Image 5).
        iii. The newly created Historic Property Number will be displayed at the upper left of the page (Image 6).
        iv. 'Submit for Approval' at upper right (Image 6).
    c. Note that at this time documentation associated with the newly created Historic Property cannot be uploaded, including Iowa Site Inventory Forms. This documentation will be associated with the Historic Property number when future materials are submitted to the SHPO related to the HP number (i.e. survey).

Image 4: Select ‘Historic Property’ tab to view your previously recorded properties and ‘search this list’ to narrow the list. Select ‘new’ to create a new historic property form and to obtain a Historic Property Number.

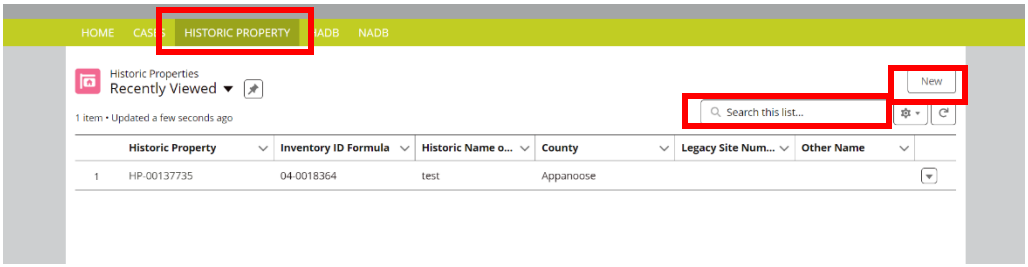


Image 5: Fill out as much information as possible. Note that the fields with a red asterisk are required and ‘save’.

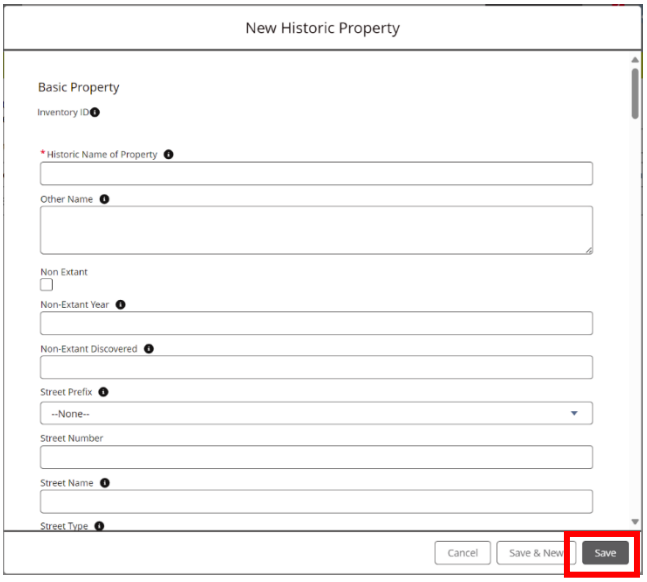
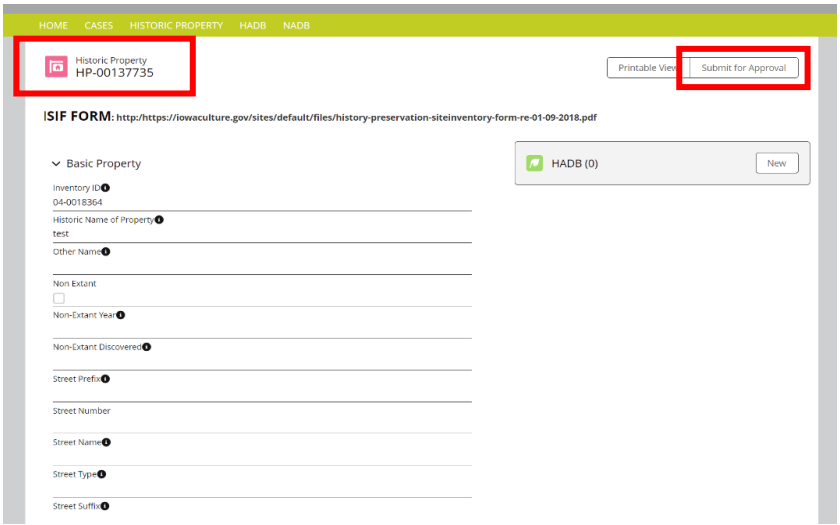


Image 6: Note newly assigned HP number (HP-XXXXXXXX) and ‘submit for approval’.



4. Historic Property Number Requests (5 or more).
    a. Fill out the required fields in the following spreadsheet. Do not modify the spreadsheet, add fields, lock cells, etc.

Historic Property Number Request (greater than 5)

Note: If there is no 'Historic Name of Property' (ex: Iowa State Capitol) enter the property address instead (ex: 1007 E Grand Ave). In addition, the 'Address Description' is also the street address (ex: 1007 E Grand Ave).

    b. Email to inventory@iowaeda.com.
    c. Allow at least 3 working days for your request to be completed and to receive an email with the requested numbers.
    d. Note that requests filled in this manner will not appear in your Historic Property list within your ESHPO Community Account.