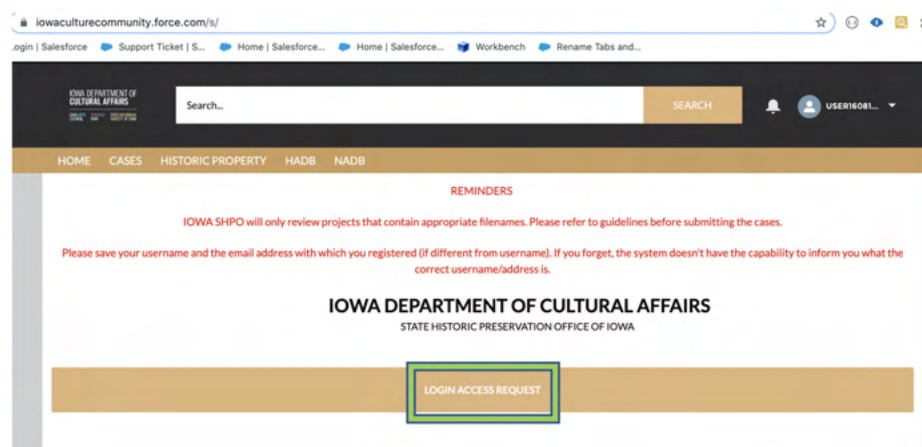


NATIONAL REGISTER NOMINATION PROJECT

You will need to create a Case whenever you would like to submit a **National Register Nomination Project**.

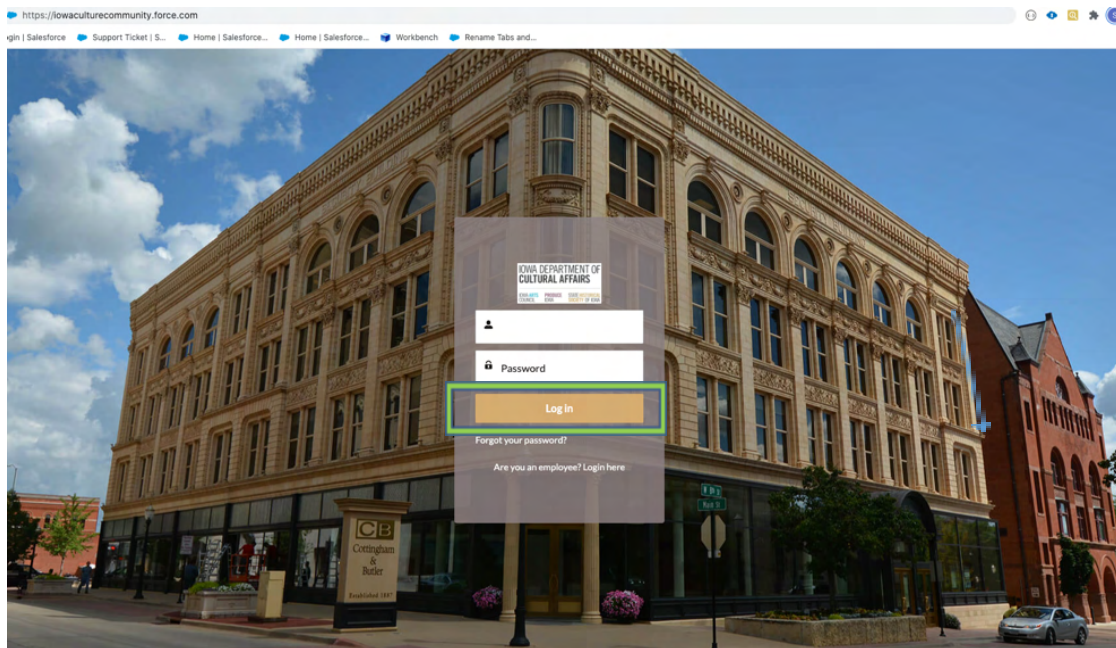
1. First, you will need to navigate to the Community webpage.
 - a. Go to <https://iowaculturecommunity.force.com/>



2. Click on Login Access Request.
 - a. Please fill the Login Access request form to get access to the community page.

A screenshot of the "LOGIN ACCESS REQUEST FORM" page. The form is titled "LOGIN ACCESS REQUEST FORM" in a green-bordered box. It contains several fields: a dropdown for "Status" (set to "New"), a dropdown for "What type of Project you are working on?" (set to "--None--"), a text field for "Agency Name/Company", a checkbox for "Consultant", a text field for "Applicant Name", a text field for "Applicant Phone", a text field for "Applicant Email", and a text field for "Applicant Address 1".

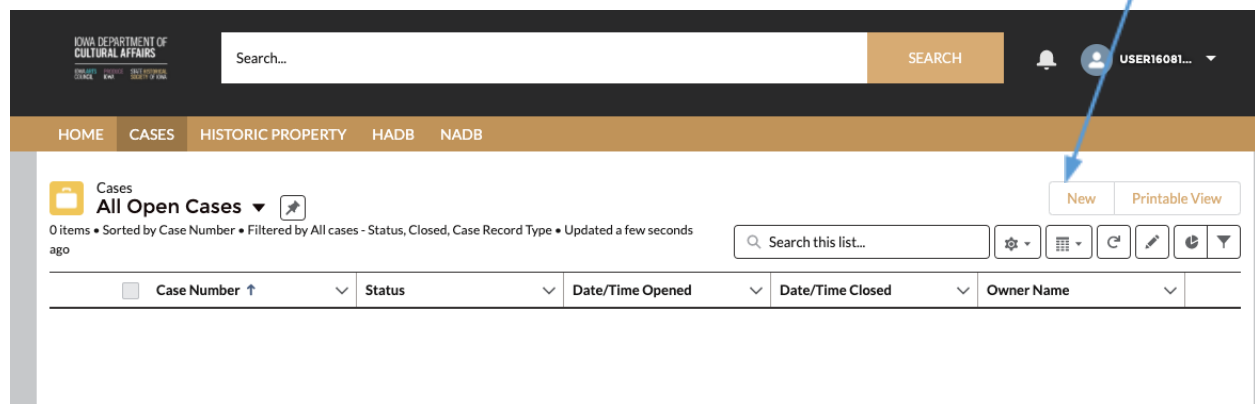
3. Enter the username and password that you have been emailed and click Log in



4. Then, you will need to navigate to the **Cases** tab.

- Click on the Tab Launcher
- Select the **Case**

To create a New case click
"New"



5. A list view will be displayed, where you can see previous cases that you have worked on. To create a new Case, click on the **"New"** button in the upper righthand corner.

6. Once you have clicked "New", you will be prompted to choose the Case Record Type, which indicates which type of Case you are creating.

- a. Click on **National Register**
- b. Click **Next**

New Case

Select a record type

- ☐ Federal Tax Credit Project
- ☒ National Register Nominations
- ☐ Request Login Access
- ☐ Section 106
- ☐ State Tax Credit Project
- ☐ Technical Assistance

7. User should be presented with the screen with all the details about the new Project you are creating.

- a. Any fields with a red asterisk next to them must be filled out before you can create a new Case.

8. Once all the fields are filled click **Save** under the **National Register Nomination Project**.

New Case: National Register Nominations

Property information

* Status
Draft

* Property Type
Available: Building, Object, Structure, Site
Chosen:

* Property Name

* Property Address

* Property County
--None--

* Property City

Property State

* Property Zip

Agency Name/Company *

9. User is required to **Upload Files** - this is where the nomination draft and all photos should be submitted.

- Place nomination draft and all photos into a zipped folder. This is what you will upload to Salesforce.
- Click **Upload Files** on the right side on the Attachments section of the case page to upload the zipped folder of all nomination materials. Do not upload individual files.

10. **Create a New Historic Property Record** by clicking **New**

- Search for Historic Property Records
User will be able to Search for **Historic Properties** in Search this list

11. **Create a New NADB form if you are providing a new archaeological survey report** by clicking **New**.

12. **Create a New HADB form if you are providing a new architectural survey report** by clicking **New**.

13. User will be able to Attach multiple Historic Properties and Search Historic Property related to the particular case under Related Historic Property Tab. Click Save

New Related Historic Property

Information

Related Historic property #

Owner

Saikal Community user

Case

00003357

×

Historic Property

Search Historic Properties...

Q

Search HADB...

Q

Cancel

Save & New

Save

14. Community user will be able to create New **NADB** form Click Save

New NADB

NADB-Citation

NADB

R&C Number

Type

Case

00003357

×

Doc

Pubtype

--None--

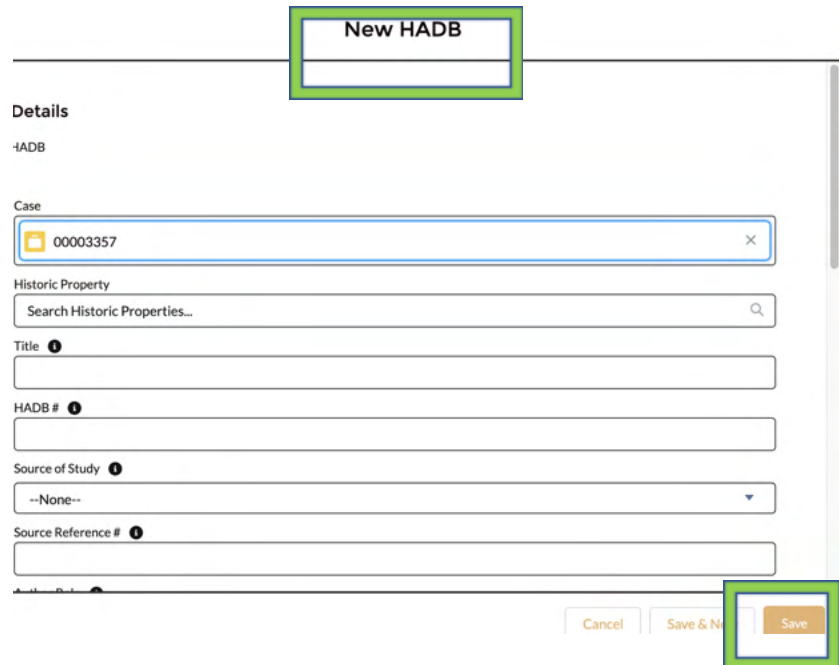
Author1

Cancel

Save & New

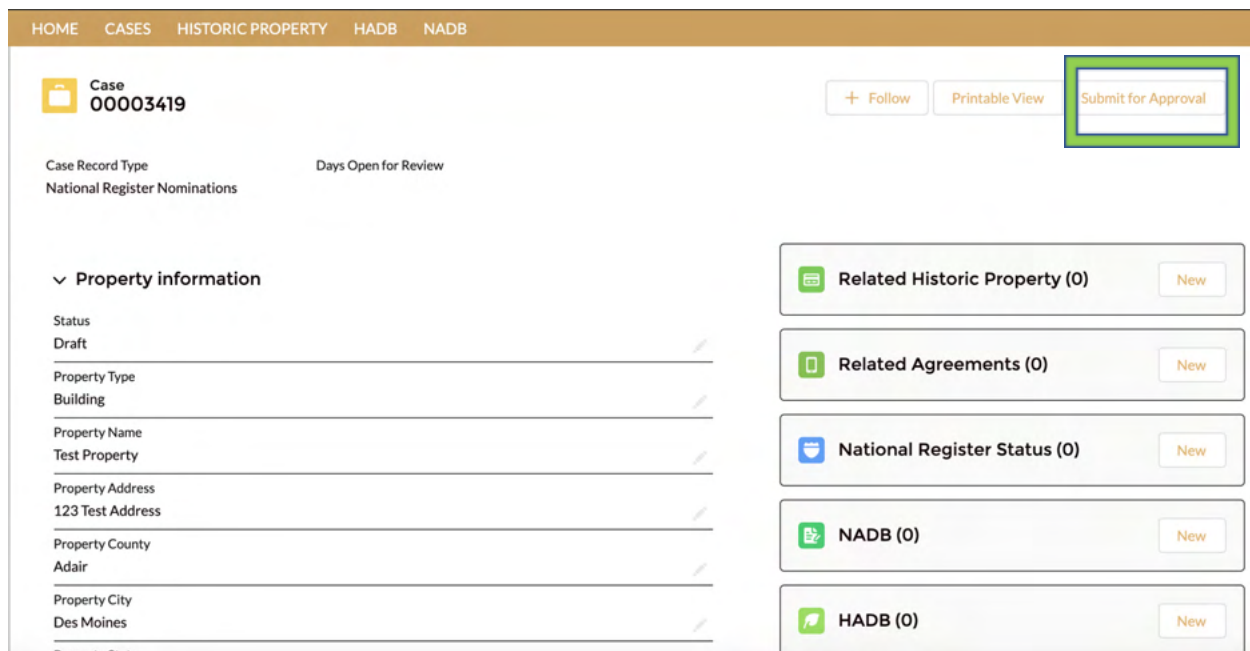
Save

15. Community user will be able to create New **HADB** form Click **Save**




16. Once all the appropriate fields are completed (and saved) and all required Forms attached and saved.

a. Please Click **Submit for Approval** Tab.



Submit for Approval

Comments



Cancel

Submit

17. **National Register Nominations Project** case “Submit for Approval” notifies IOWA SHPO team that your project is ready for review.