

Obtaining Historic Architectural Database (HADB) Number(s)

These instructions describe how a community member can obtain a HADB Number which is used to identify and track Architectural Survey Reports.

1. Navigate to the ESHPO Community page.
 - a. <https://iowaculturecommunity.force.com/>
 - 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 communication regarding your account, typically within 2 working days, from the SHPO Team.



Image 1: Select 'Login Access Request'

A screenshot of the 'LOGIN ACCESS REQUEST FORM' on the Iowa State Historic Preservation Office website. The form title 'LOGIN ACCESS REQUEST FORM' is highlighted with a red rectangular box. The form contains several input fields: a dropdown menu for 'What type of Project you are working on?' with '--None--' selected; a text field for '*Agency Name/Company'; a checkbox for 'Consultant'; a text field for '*Contact Name'; a text field for '*Contact Email'; a text field for 'Contact Phone'; a text field for 'Address1'; a text field for 'Address2'; and a text field for 'City'. The form is set against a light grey background with a green navigation bar at the top.

Image 2: Fill out login access request fields.

2. Enter the username and password, after clicking the password link and setting your password, log in (Image 3).

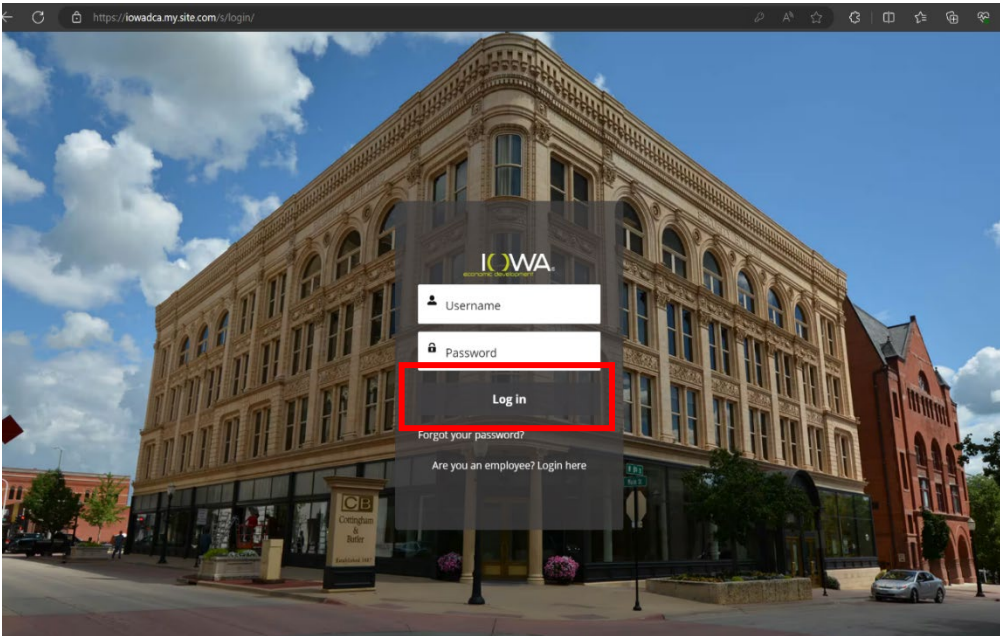


Image 3: Enter username and password.

3. Navigate to the HADB tab (Image 4).
 - a. A list view will be displayed, where you can see previous HADB projects that the user has submitted. If you have never submitted a HADB report within ESHPO, there will be no HADB numbers displayed. To search for HADB reports in your list, select 'search this list' (Image 4).
 - b. To create a new HADB number, click the 'New' button in the upper right corner (Image 4).
 - i. Fill out as much information as is available for the resource. Any fields with a red asterisk must be filled in before you can save the record (Image 5).
 - ii. Save (Image 5).
 - iii. The newly created HADB 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 HADB numbers cannot be uploaded, including Iowa Site Inventory Forms. This documentation will be associated with the HADB number when future materials are submitted to the SHPO.**

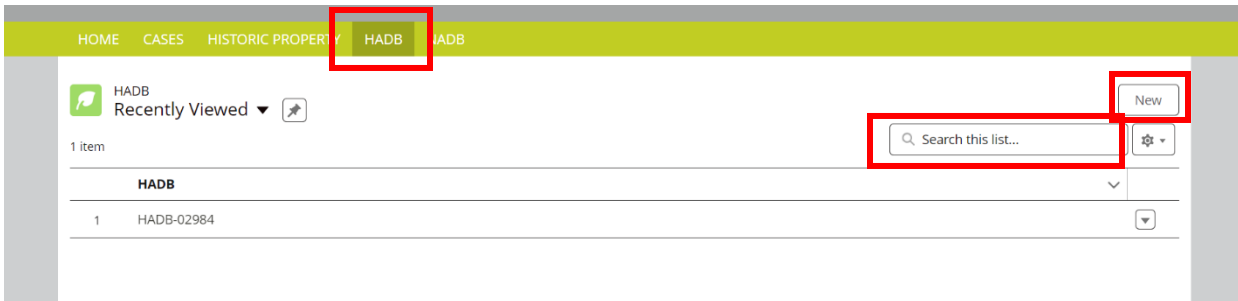


Image 4: Select 'HADB' to view your previously recorded HADB projects and 'search this list' to narrow the list. Select 'new' to create a new HADB form and to obtain a HADB number.

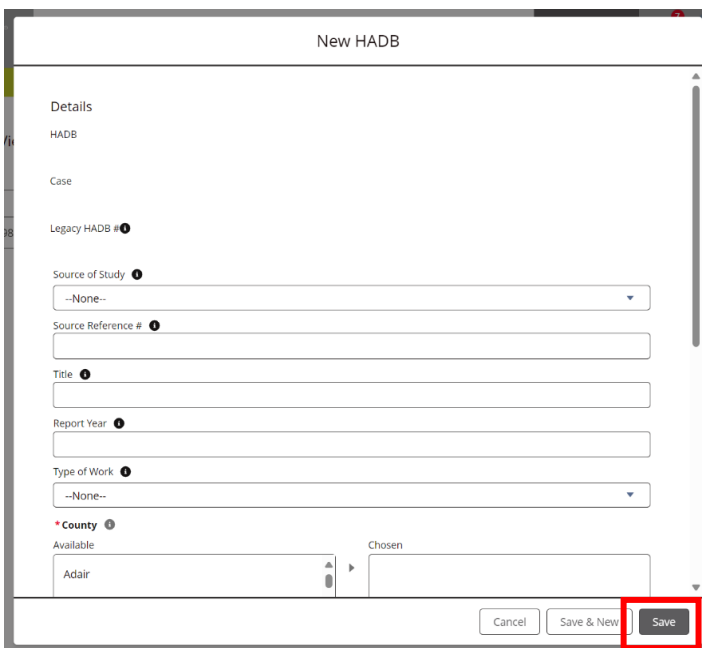


Image 5: Fill out as much information as possible. Note that fields with a red asterisk are required and 'save'.

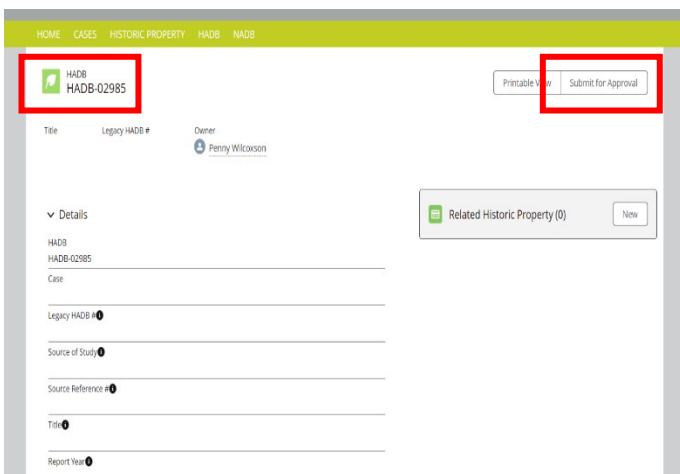


Image 6: Note newly assigned HADB number (HADB-XXXXX) and 'submit for approval'.