

Aquatic Invasive Species Control Grants:

Saving your IAPM Permit Application as a PDF

1. Log in to MPARS.

- Navigate to the MPARS login page by clicking this [link](#), then “Open MPARS”. The login page also includes links to help documents for creating a new account, changing your password, and changing your email.
- If someone else applied for the IAPM permit associated with your Control Grant Application, you will need to coordinate with the permit applicant to log in to MPARS and download the permit application.

2. Identify whether you are applying for a new IAPM Permit or renewing an existing IAPM Permit.

- Most applications are renewals of existing permits. As such, it would be helpful to keep a record of the permit number associated with your previous permits for Eurasian watermilfoil, curly-leaf pondweed and/or flowering rush to coordinate within your organization for permit renewals.
- You will be asked to update the estimated permit acreage in the case of a permit renewal.

3. Complete online application steps.

- You will be asked if your permit application is a part of a Control Grant Application. Select this box, which will allow you to delay submitting a delineation survey until after you complete the delineation as a part of a Control Grant project work plan.
 - If you are not awarded a Control Grant, you will still be required to submit your proposed treatment areas and shapefiles, otherwise your IAPM permit application will not be complete. Please work with your specialist if you have any questions.

4. After signing the application by clicking the signature box, you will be directed to a page with a “[Download](#)” link. Click the [Download link](#).

- This will export your IAPM Permit Application as a PDF to your computer’s “Downloads” folder.
- If you completed an application, but did not download the PDF at this step: 1) Log in to MPARS, 2) Click the relevant permit number, 3) Open the Attachments Tab, and 4) Download the relevant (likely most recent) “application_###.pdf” document where the ### is the unique permit application number.

5. Attach PDF to the email submitting your Control Grant Application.