

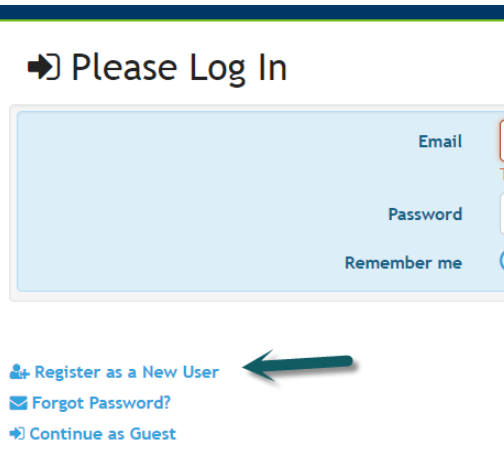
## How to set up a user account and link your contractor license or bond (if applicable) to apply for plan reviews and permits

Revised June 29, 2020

### How to create a user account

To create an account to apply for plan review and permits:

1. Visit <https://ims.dli.mn.gov/ims/> (Chrome browser preferred)
2. Click “Register as a New User”



➔ Please Log In

Email

Password

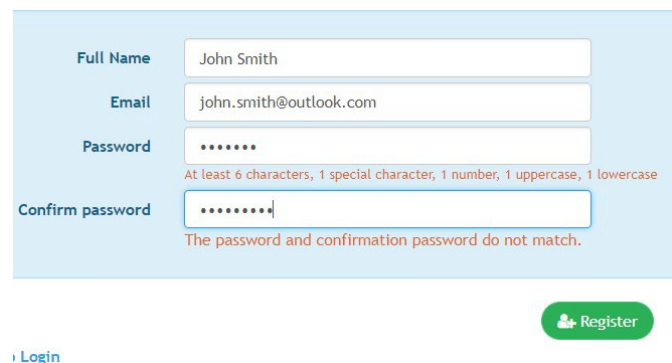
Remember me

Register as a New User

Forgot Password?

Continue as Guest

3. Fill out the required areas and select “register”. **Please note that the email address you provide will be your User ID in the system. This email address will be used for all system communications and will populate in the “Applicant” tile of each record (for homeowners and contractors). It cannot be changed later. You may want to register with a shared email address if multiple staff from your organization will be monitoring projects.**



Full Name John Smith

Email john.smith@outlook.com

Password \*\*\*\*\*  
At least 6 characters, 1 special character, 1 number, 1 uppercase, 1 lowercase

Confirm password \*\*\*\*\*  
The password and confirmation password do not match.

Register

Login

4. You will see the message below.

### ✉ Registration Pending

**Confirmation email sent**

This may take a minute or two.  
Once received, please click the link in the email to continue.

**Note: Check your junk/spam folder for confirmation email from noreply@dli.mn.gov..**

The link is valid today only.  
**For registration assistance, please contact [ims.support@dli.state.mn.us](mailto:ims.support@dli.state.mn.us)**

[⏪ Back to Login](#)

5. After creating the account, a verification email will be sent to the email address provided. Open the email and click on VALIDATE to confirm your account. **The confirmation email expires in 24 hours; therefore, if you do not click on validate during this timeframe you will need to repeat the above process. If you do not see this email within 5-10 minutes, check your junk/spam folder. For additional assistance send an email to [lyndy.logan@state.mn.us](mailto:lyndy.logan@state.mn.us) or [ashley.buck@state.mn.us](mailto:ashley.buck@state.mn.us) and ask that your email account be validated.**

6. After you click on VALIDATE the following confirmation notice will display:

#### Confirm new account

ⓘ This message was identified as spam. We'll delete it after 10 days. It's not spam | [Show blocked content](#)

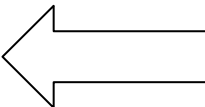
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S

State of Minnesota Department of Labor and Industry <noreply@dli.mn.gov>  
Wed 9/11/2019 4:41 PM  
You ⌵

Please confirm your account by clicking here: [VALIDATE](#)

MN Department of Labor and Industry  
<https://www.dli.mn.gov/>




Register

### ✉ Email Address Confirmed!

Thank you for confirming your email address.

[⏪ Please click here to Log in.](#)

[Home](#) | [Minnesota Department of Labor and Industry](#)© 2019 - Intuitive Municipal Solutions, LLC



7. Click on “Please click here to Log in”

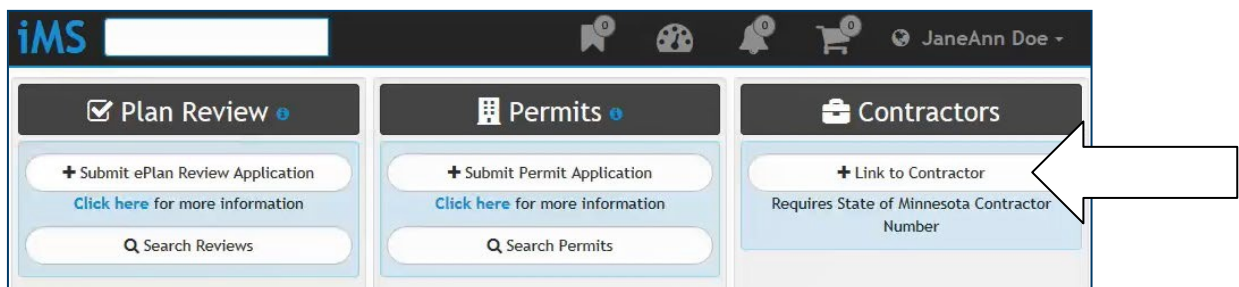
8. After logging in you will be brought to your Account Profile. Add information and Click Save. You can update your Account Profile at any time by clicking on your name on the upper right.
9. Homeowners – you can now apply for permits or enter a record number in the "Go to Record #" search bar to make a payment. Payments are made through US Bank so if you already have a US Bank account you will not need to set up a new US Bank account.
  - Licensed contractors and bond holders – You MUST link to your license or bond before applying for plan reviews/permits. See instructions below. Once linked, you'll be able to apply for plan reviews/permits.
  - Your records can be viewed in your Dashboard.



## Link your user account to your contractor license or bond

You must first set up a user account before linking to your contractor license or mechanical bond. Licensed contractors and mechanical bond holders MUST link their user account to their license or bond. Your license or bond must be in good standing. A PIN is not required.

1. After registering as a new user, click on "+Link to Contractor."



2. Enter your license or bond number and a message will display confirming that your account and license number/bond have been linked. A notification email will be sent to the license or bond holder's email address.

3. Contractors – you can now login. Your records should automatically populate. To view your records, click on your Dashboard

Dashboard

Manually Linked Records

My Inspections	Pending Records	Active Records
Completed 24	Permits 1	Permits 291
Completed Records 191		

## Contact

If you need assistance, please contact:

- Email: [lms.support.dli@state.mn.us](mailto:lms.support.dli@state.mn.us)
- Call: 651-284-5026