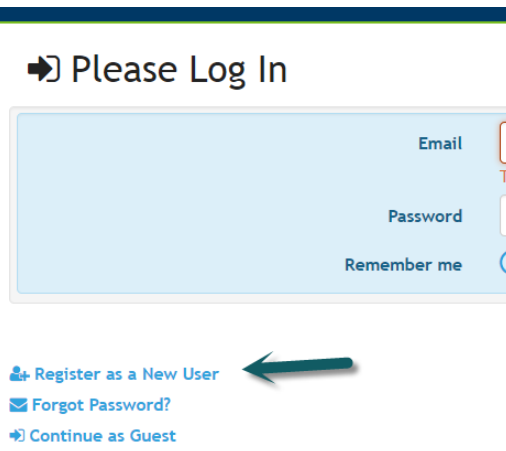


## How to set up a user account and link to your promoter license

Revised October 29, 2020

### How to create a user account to submit an event request

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.” **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. It cannot be changed later. You may want to register with a shared email address if multiple staff from your organization will be submitting requests.**



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 \*\*\*\*\*

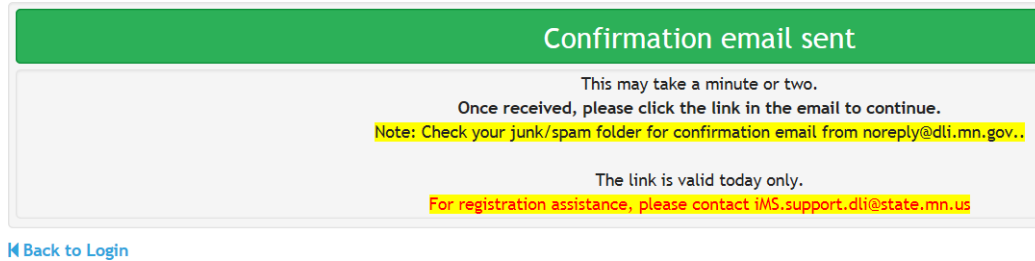
The password and confirmation password do not match.

Login

Register

4. You will see the message below.

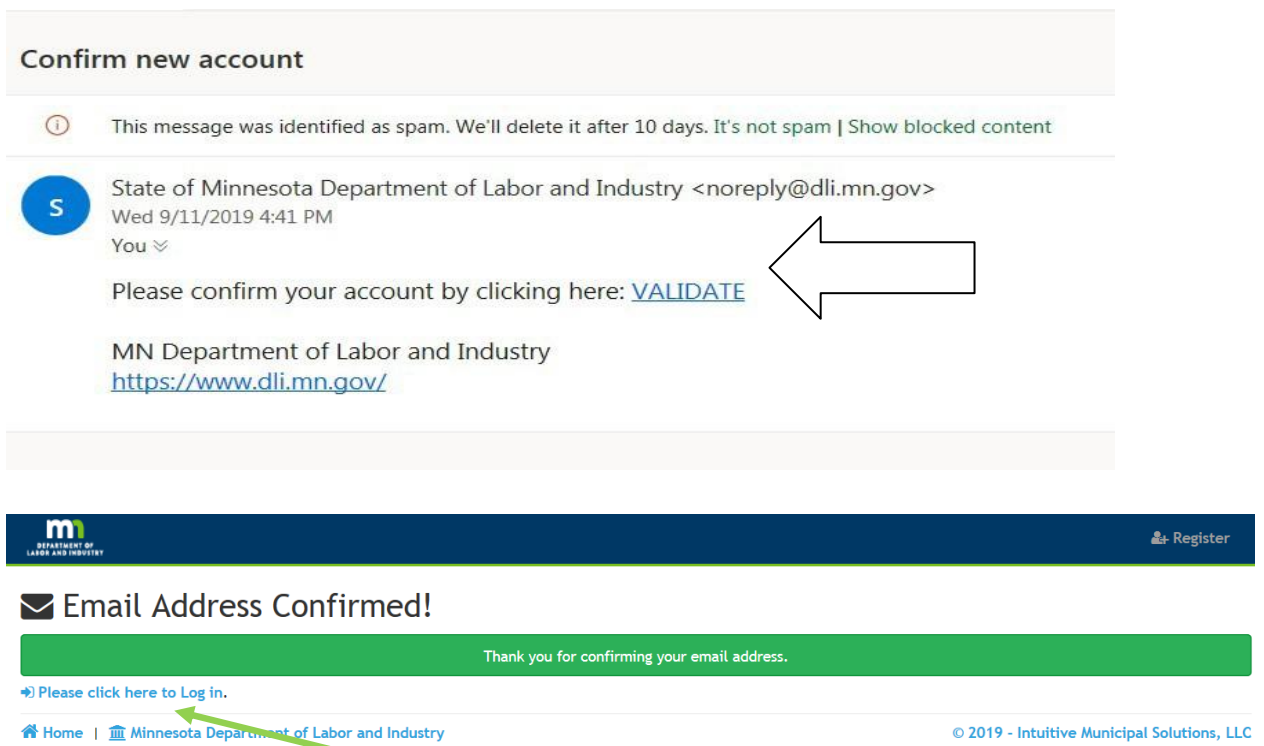
### ✉ Registration Pending



The screenshot shows a confirmation email interface. At the top, a green banner reads "Confirmation email sent". Below this, the text says "This may take a minute or two. Once received, please click the link in the email to continue." A yellow highlighted note states: "Note: Check your junk/spam folder for confirmation email from noreply@dli.mn.gov.". Further down, it says "The link is valid today only." and another yellow highlighted note says: "For registration assistance, please contact [ims.support.dli@state.mn.us](mailto:ims.support.dli@state.mn.us)". At the bottom left, there is a blue link that says "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:



The screenshot shows an email interface. At the top, it says "Confirm new account". Below that, a message is identified as spam: "This message was identified as spam. We'll delete it after 10 days. It's not spam | Show blocked content". The email is from "State of Minnesota Department of Labor and Industry <noreply@dli.mn.gov>" dated "Wed 9/11/2019 4:41 PM". The body of the email says: "Please confirm your account by clicking here: [VALIDATE](#)". A large white arrow points to the "VALIDATE" link. Below the link, it says "MN Department of Labor and Industry" and provides the URL "https://www.dli.mn.gov/". At the bottom of the email, there is a dark blue footer with the Minnesota Department of Labor and Industry logo and a "Register" button. Below the email, a confirmation message says "✉ Email Address Confirmed!" followed by a green banner that reads "Thank you for confirming your email address." Below the banner, there is a blue link that says "Please click here to Log in." A green arrow points to this link. At the bottom of the page, there is a footer with "Home | Minnesota Department of Labor and Industry" and "© 2019 - Intuitive Municipal Solutions, LLC".

7. Click on "Please click here to Log in."

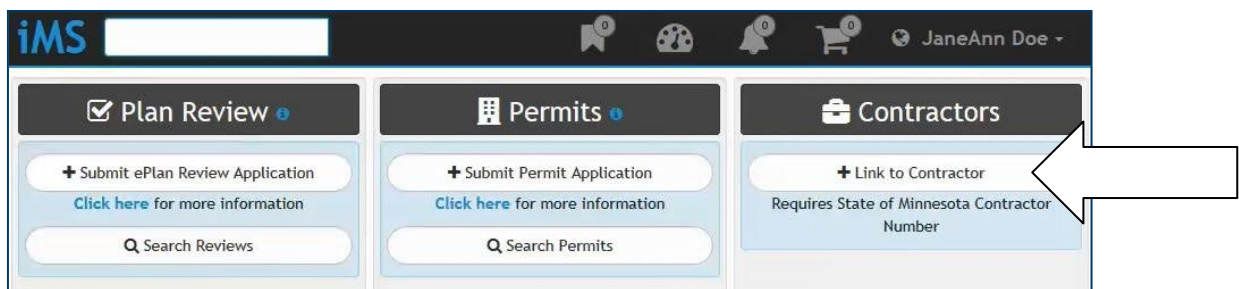
- After logging in you will be brought to your Account Profile. Add information and click "Save." You can update your Account Profile at any time by clicking on your name on the upper right.
- You MUST link to your license or bond before applying for plan reviews/permits. See instructions below. Once linked, you'll be able to submit an event request. Your records can be viewed in your Dashboard.



## Link your user account to your promoter license

**You must first set up a user account before linking to your promoter license. Licensed promoters MUST link their user account to their license. Your license must be in good standing. A PIN is not required.**

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



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

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

The screenshot shows a user interface for the Department of Land and Industry. At the top, there is a dark blue navigation bar with the department logo, a search box labeled 'Goto Record #', and several icons including a refresh button, a notification bell with a '2' badge, a palette icon, another notification bell with a '0' badge, a shopping cart with a '0' badge, and a briefcase icon. A green arrow points from the text above to the 'Dashboard' icon in the navigation bar.

Below the navigation bar, the main content area is titled 'Dashboard' and includes a 'Manually Linked Records' button. The dashboard is organized into three columns:

- My Inspections**: A sub-section titled 'Completed' shows 24 records.
- Pending Records**: A sub-section titled 'Permits' shows 1 record.
- Active Records**: A sub-section titled 'Permits' shows 291 records.

There is also a separate section for 'Completed Records' showing 191 permits.

## Contact

If you need assistance, contact Matt Schowalter via email at [matt.schowalter@state.mn.us](mailto:matt.schowalter@state.mn.us) or by phone at 651-666-9415.