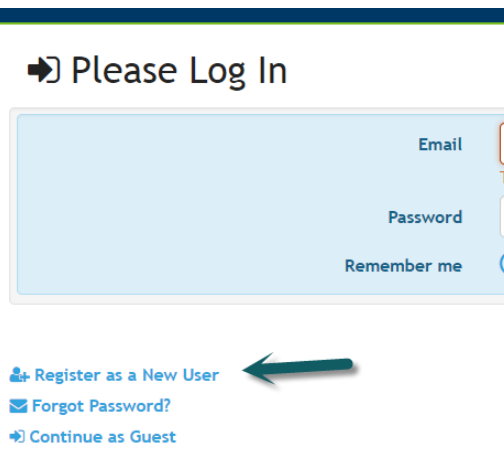# DEPARTMENT OF LABOR AND INDUSTRY

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

Revised October 29, 2020

## How to create a user account

To create an 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**

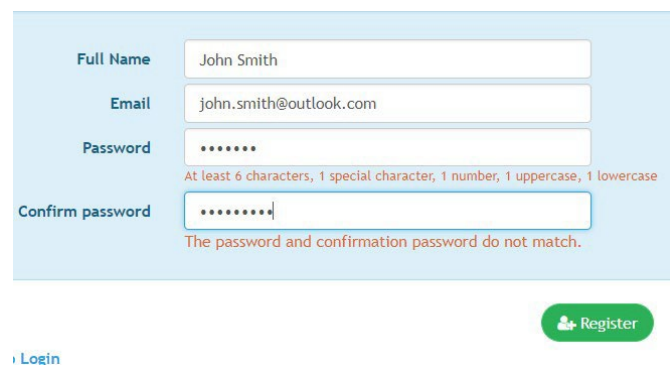| | |
|---|---|
| Email | |
| Password | |
| Remember me | |

**&+ Register as a New User** ←
**✉ Forgot Password?**
**➜) Continue as Guest**

3. Fill out the required areas and select "register". **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. 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. |

**&+ 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

◀ 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 or 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:
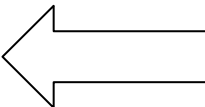


**Confirm new account**

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

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/

m⟩ DEPARTMENT OF LABOR AND INDUSTRY                                                                    ⛓ 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
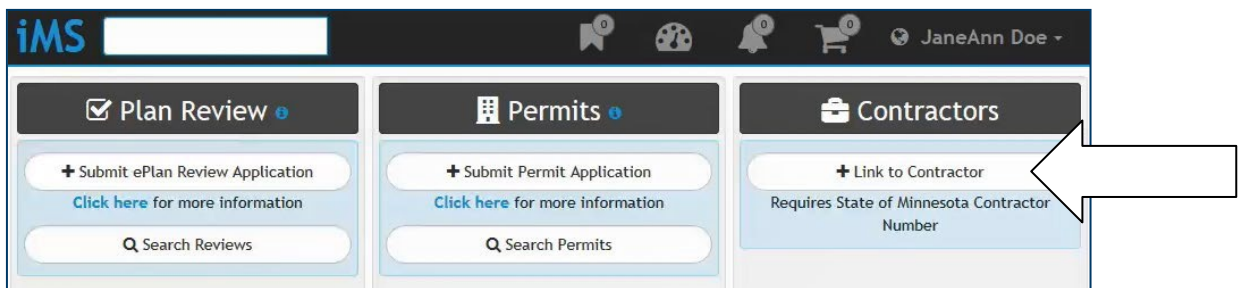
7. Click on "Please click here to Log in"

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. 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.

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



2. 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



## Contact

If you need assistance, please contact:

- Email:   matt.schowalter@state.mn.us
- Call:     651-666-9415