

iMS Procedure for Third Party Payer Option

Third Party Payer Option

To defer payment on an application to allow an owner or other payer to make payment, follow the steps below. Note that a State agency can also “submit” payment and contact our office to initiate the bi-lateral net process for invoicing.

1. After entering application information go to step 2..
2. On the “Plan Review Application Summary” screen, confirm information is correct. Once complete, click the “submit” button at the bottom of the screen.

Plan Review Application Summary ⓘ

Building Plan Review | Public Buildings

80%

Project Location	\$ Charges	Contacts
Location 777 Lady Luck Dr Hinckley, Pine County, MN 55037	Total Charges \$1,714.21	Applicant * John Smith
Project Name * test	Balance Due \$1,714.21	Contractor John Smith
Project Description * test for submit feature	Add To Cart	Design Firm * RICHARD DROTNING
Files	Project Information	Local Building Official RICHARD DROTNING
	Anticipated Start Date *	Owner or State Agency John Smith
	IBC Occupancy Class *	Project Contact * John Smith
	IBC Type of Construction *	
	Inspections Delegated	
	Original Inspection Deleg...	
	Original Review Delegati...	
	Plan Review Delegated	
	Projected Construction V...	
	\$450,000.00	
	More	
	Discard	
	Add To Cart	
	Submit	

3. Once the record has been submitted you will be directed to the completion screen. Please note the building plan review number at the bottom of the screen for your records.

Thank You

Building Plan Review | Public Buildings

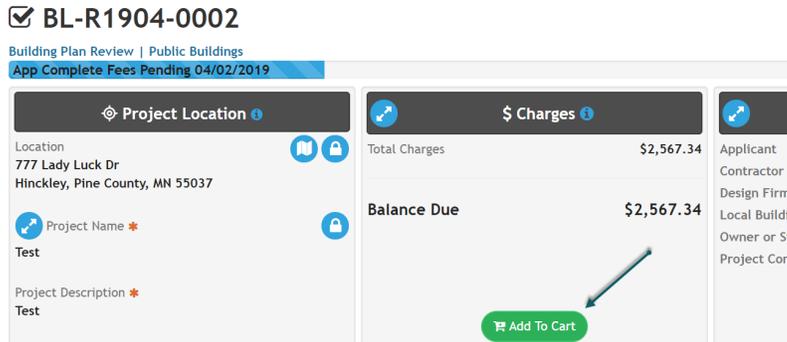
100%

Your application has been received

Home **BL-R1904-0002** **Another**

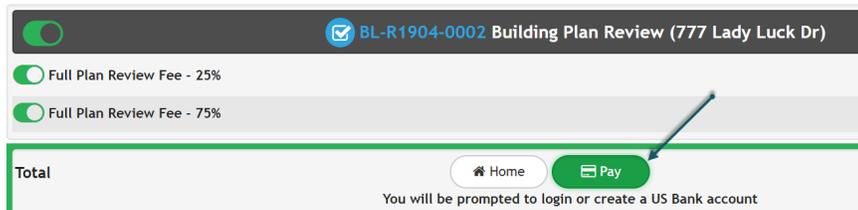
4. When the application has been approved, the applicant, project contact and design firm on the record will receive email confirmation that includes information on how to make payment.
 - At this point a State agency must contact the office to initiate the bi-lateral net process. Intake staff will add in the “Payor” contact and update with the State agencies information.
5. If the individual who wishes to make payment does not already have an account with iMS, they must do so by following the directions below – See Creating an account in iMS.

- After you have verified your account (directions below), log into iMS, enter your record number, go to the Plan Review Application Summary page and click the “add to cart” button on the \$Charges tile.



- Click “Pay”. Note you will be redirected to make payment on our secure US Bank site to make payment. You can continue as a guest and make payment by e-check or credit card. You can continue as a guest? Or create an account with US Bank (you are not required to use the same login information as iMS).

Check Out



Creating an Account in iMS

To create an account in iMS, please visit: <https://ims.dli.mn.gov/ims>

Note: Chrome is preferred browser

- Select “Register as a New User”

Please Log In

Email: ashley.buck@state.
 Password:
 Remember me No thanks

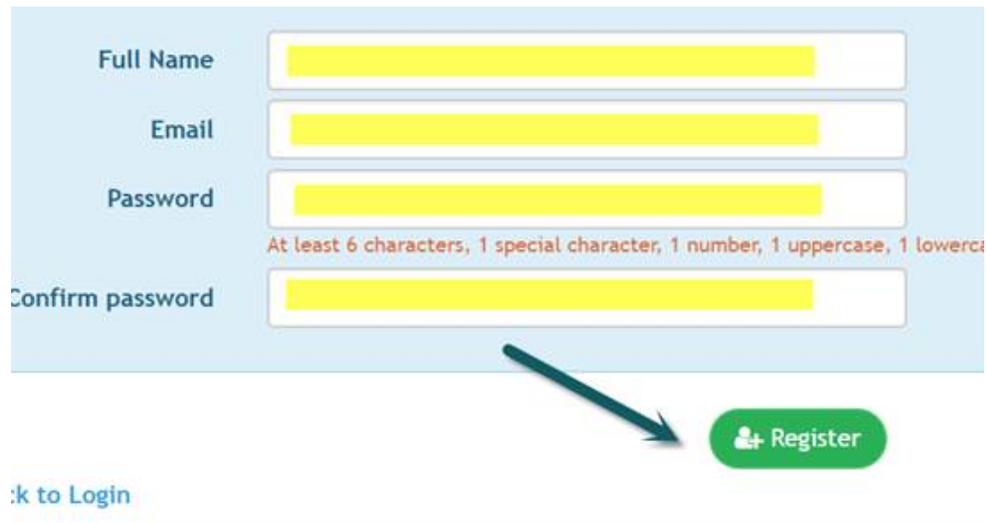
Register as a New User

Forgot Password?

Continue as Guest

Home | State of Minnesota

Fill out in necessary information and select “register”



The image shows a registration form with four input fields: Full Name, Email, Password, and Confirm password. Each field is highlighted in yellow. Below the Password field, there is a red text requirement: "At least 6 characters, 1 special character, 1 number, 1 uppercase, 1 lowercase". A green arrow points from the bottom of the form to a green "Register" button. Below the form, there is a link that says "Click to Login".

After you have registered, you should receive a validation email in your inbox. Open the email and select the “validate” option. If you have not received your email within 10-15 minutes, check your junk inbox.

For questions, please contact iMS Support at: iMS.support.dli@state.mn.us