

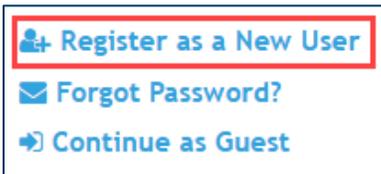
How to Create a User Account to Apply for Transitory Electrical Permits

Revised January 29, 2026

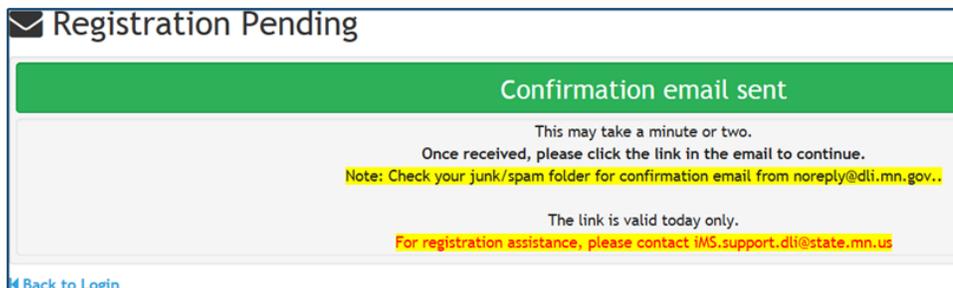
Create a User Account

To create an account to apply for transitory electrical permits:

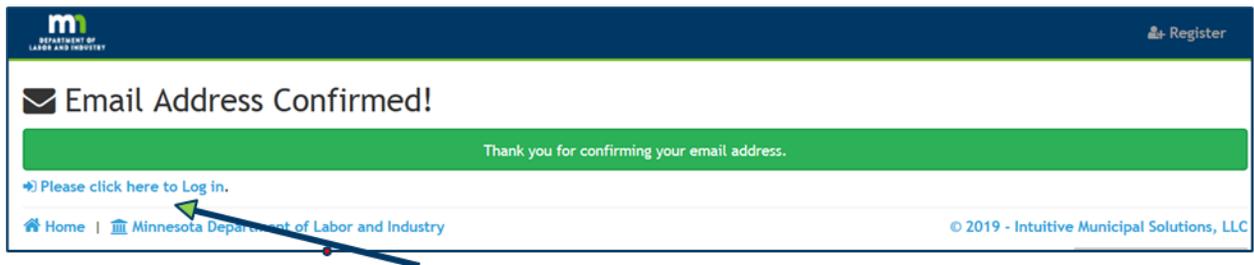
1. Go to <https://ims.dli.mn.gov/ims/>
 - Chrome is the preferred browser
2. Click Register as a New User in the lower left corner.



3. Fill in all required fields and select Register.
 - Password requirements: At least 6 characters, 1 special character, 1 number, 1 uppercase, 1 lowercase
 - **Important:** Your email address serves as your User ID and cannot be updated. It appears in the Applicant tile for every record and is used for all system messages. Consider a shared email address if several people track projects.
4. After registering, you will see a message that a Confirmation email was sent.



5. A verification email will be sent to the email address you provided. Open the email and click **VALIDATE** to confirm your account.
 - The confirmation link expires in 24 hours. If you do not validate within that time, you must repeat the process.
 - If you do not receive the email within 5-10 minutes, check your junk or spam folder.
 - Place norepy@dli.mn.gov on your safe sender list.
 - For assistance, request email validation by emailing iMS.support.dli@state.mn.us.
6. After clicking VALIDATE, a confirmation notice will appear. Click Please click here to Log In.



7. Log in and complete your account profile. Click Save. You can update your account profile anytime by clicking on your name on the upper right.

Independent Unit Operators

You can now apply for permit for your Independent Units. If you own multiple units, you need a separate permit for each unit.

Carnival, Circus, and Road Construction Contractors

Your user account **must** be linked to a Transitory Event Operator (TEO) record before applying for permits. Multiple user accounts can be linked to a TEO record.

- Complete the Transitory Event Operator Contact Form on the website.
- Email the form and list of user accounts to dli.electricity@state.mn.us.
- Intake staff will link the accounts and notify you when you can apply for permits.

Contact

For assistance:

- Email: iMS.support.dli@state.mn.us
- Phone: 651-284-5026