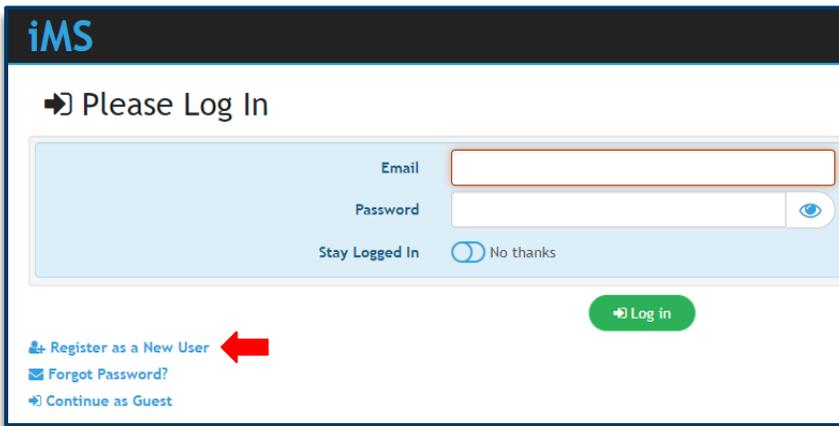


Using iMS to apply for contractor registration

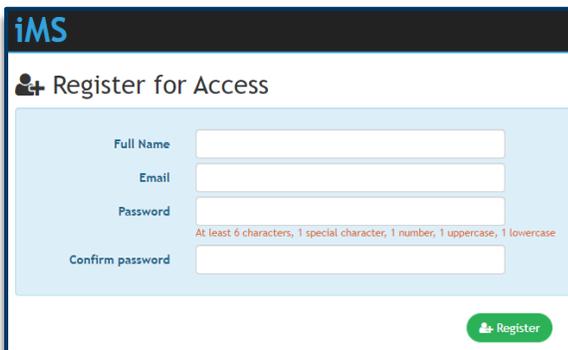
Individuals that are applying for a new contractor registration or renewing their current registration can choose to register for a new account or continue as a guest in [iMS – the agency’s online permit and licensing system](https://ims.dli.mn.gov/) (https://ims.dli.mn.gov/).

Note: It is best practice to create an iMS account as this ensures we have a valid email address on file for communication purposes and renewal notices.

To create a new iMS account, select the **Register as a New User** option as shown below.

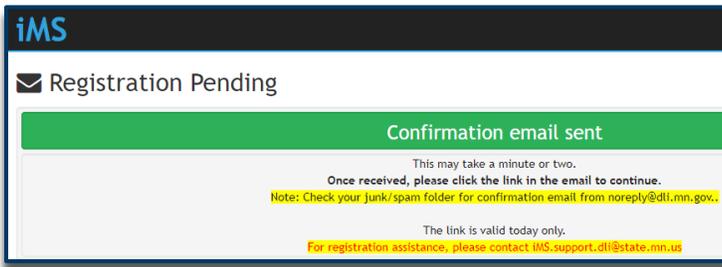


Next, users are routed to the iMS registration page, as shown below.



Contractors will enter their full name, email address and create a password. Confirm the password by entering it a second time. Select **Register**

Users will then receive a **Confirmation email sent** message as shown below.



After creating the account, a verification email is sent to the email address provided. Open the email and click on **“VALIDATE”** to confirm your new iMS account.

Note: *The confirmation email expires in 24 hours. Accounts not confirmed within 24 hours will need to be recreated. If you do not see this email within 10 minutes, check your junk/spam folder. For help with registration send an email to lyndy.logan@state.mn.us or ashley.buck@state.mn.us and ask that your email account be validated.*

After selecting **VALIDATE** an email address confirmation message will be displayed. You will now be able to log into your new account by selecting the **Please click here to Log in** option.

