DEPARTMENT OF HEALTH

How to Use Your Claim Code in the Minnesota Department of Health Licensing System

Sign up and login

Go to the Minnesota Department of Health Licensing System.

Select "Login" in the upper right of the page.

Select the "Sign up using Secure Portal" button.

Minnesot	a Department of Health	Search	Login
	For your security, your sign up is performe	ed on our Secure Porta	1
	Login using Secure	Portal	١
	Now user?		
	New user :		
	Create an OpenGov ID to login to any	OpenGov commur	hity
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	Sign up using Secu	ure Portal	
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Select the "Sign Up" tab.

Enter your email address.

Enter a password. Select "Sign Up."

es es	Citizen Services Welcome to Minnesota Department of Health
	Log In Sign Up
	vours@example.com
	your password
	Sign Up >

Claim your code after logging in

Copy the claim code that you received in email (possibly in a paper letter if we didn't have your email address) – this is unique to you and should not be shared with others.

In the lower right area of the MDH Health Licensing System, click on the link "Claim a Record."



In the window that opens, paste the claim code and select submit:

Enter the claim code you re	eceived and elick Submit to clair	m your digital record and
enable online tracking.		Joan agna record and
Claim code:		
step1300.0kg		Submit

Congratulations, you have claimed your record. When it's time for you to renew, a reminder email will be sent to the email address you used to login.

About the My Account area

If your expiration date was the same day that you claimed the record, or has already passed, **you can renew your record by going to My Account** in the upper right after logging in:



NOTE: Are you on a phone or other smaller device? You may find "My Account" of by 1) selecting the three vertical lines and then 2) selecting My Account:



If it's time for you to renew, you will see the Renew Now button for your application:

HOW TO USE YOUR CLAIM CODE

Minnesota Departm	ent of Health Licensing TEST My Account Search
⇔ Back Home	
Dashboard	DE Debra Hagai
□ Messages	der for tal sugar the same wine and
Your Records	Action Required
Applications	Renew your
🖻 Projects	C Interpreter Roster I Renew Now Expired on Mar 29, 2024 Renew Now
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If you would like to see data in your record – after selecting My Account – you can also select Applications and then select your record:

Minnesota Depart A Back Home	ment of Health Licensing System	my Account	undra *
■ Dashboard	EXIMPLE Mechanics Exercise Exercises Exercises	May 5. 2025	Complete
Messages			
Profile			
Your Records			
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If you look at your application when not yet able to edit data, you will be able to answer those questions when you renew of make your annual payment – so the following is not a concern:



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Minnesota Department of Health Communications Office <u>www.health.state.mn.us</u>

7/2/25

To obtain this information in a different format, call: 651-201-4995.