

# How to Set Up Portal Access

## Why is this important?

Portal access allows:

- Applicants to submit and track the status of their application. It allows them to see what the Board office has received. (The Portal is updated as documents are received).
- Applicants and Licensees are able update their contact information at any time.
- Once licensed, licensees can request duplicate license cards, request license verifications, and renew their license via the portal when it becomes open for renewal. These services then can be paid with a credit/debit card.

## Registering as a New User

1. Start by going to <https://vet.hlb.state.mn.us/#/login>
2. Click on "Register to Access Site"

LOGIN

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Please register and login to access Online Services.

USERNAME ?

PASSWORD

Log In

NAVIGATE

- Register to Access Site
- Forgot Username/Password
- Search for a Licensee

3. Click "Register" on the New User block

## REGISTER

<p>LICENSEE</p> <p>Register &gt;</p> <p>I currently hold or previously held a license with the board and have not registered to this site.</p>	<p>APPLICANT</p> <p>Register &gt;</p> <p>I am not licensed with the board but have an application with the board and have not registered to this site.</p>	<p>NEW USER</p> <p>Register &gt;</p> <p>I have never registered with the board and will be creating a new account so I can submit a new application or request a service and have not registered with this site.</p>
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4. Enter your First, Middle, and Last name. You MUST use your legal name. Enter your Birth Date and last 4 of your Social Security Number(SSN). You MUST have a SSN to submit an application for licensure. Check the box that you are not a robot. Then click “Next”.

#### REGISTER - NEW USER

##### 1 Verify New User

FIRST NAME	MIDDLE NAME	LAST NAME
<input type="text"/>	<input type="text"/>	<input type="text"/>
BIRTH DATE	LAST 4 OF SSN	
<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>	
<div><input type="checkbox"/> I'm not a robot <small>reCAPTCHA is changing its terms of service. <a href="#">Take action.</a></small></div> <div> <small>reCAPTCHA <a href="#">Privacy</a> - <a href="#">Terms</a></small></div>		
<div><a href="#">Next &gt;</a></div>		

5. Enter your full Social Security Number. Then click “Next”.

##### 2 New Account Entity Detail Individual

SOCIAL SECURITY #
<input type="text"/>
<div><a href="#">Previous &lt;</a> <a href="#">Next &gt;</a></div>

6. Now you will be able to create a username and password. You will also need to set up security questions to recover your login information should it be forgotten. Once finished, click “Finish”.

#### REGISTER - EXISTING APPLICANT

##### 1 Verify Existing Applicant

##### 2 New Account Detail

USERNAME		
<input type="text"/>		
PASSWORD		CONFIRM PASSWORD
<input type="password"/>	<input type="text"/>	<input type="text"/>
SECURITY QUESTION #1		SECURITY ANSWER #1
What is the name of your favorite pet? X v		<input type="text"/>
SECURITY QUESTION #2		SECURITY ANSWER #2
What is your favorite food? X v		<input type="text"/>

[Previous <](#) [Finish](#)


**NOTE:** These are not ideal security questions as “favorite pet” and “favorite food” often change.

There are 8 better questions!

7. Once you have clicked “Finish” you will be brought back to the login screen. Enter your username and password and click “Login”.

**LOGIN**

Please register and login to access Online Services.

USERNAME 





PASSWORD

**Log In**

**NAVIGATE**

- Register to Access Site
- Forgot Username/Password
- Search for a Licensee

7. Once logged-in, you will see two tiles labeled “General” and “Profile”. To update your email and or phone numbers click on “More” located in the “Profile” tile.

**mn BOARD OF VETERINARY MEDICINE**     First Last

**NOTIFICATIONS**

- New users can submit applications and/or other online services. Click on the Online Services menu option above.

**GENERAL**

Choose from these options to access features not specific to your current records with our agency.

**NAVIGATE**

- Apply for a License
- License Verification
- Search for a Licensee
- My Documents

**PROFILE (INDIVIDUAL)** **More >**

NAME First Last

BIRTH 01/01/1893

PRIMARY # 651-201-2844


EMAIL vet.med@state.mn.us

8. Click on the blue pencil icon to the right of the information you wish to change or click the blue plus icon to add a phone number. Make sure your pop-up blocker is not turned on. It may prevent dialog prompts or communication boxes from being viewed. You MUST have a Public and Primary phone number indicated. They can be that same if you choose. Make sure you click “Ok” to save any changes.


**PROFILE**


NAME First Last

BIRTH DATE mm/dd/yyyy



EMAIL eXampl3@email.com 

ACTIVE MILITARY No


WEBSITE 

**PHONE NUMBERS** 


TYPE	NUMBER	PUBLIC	PRIMARY
Business	###-###-####	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mobile	###-###-####	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**PHONE NUMBER**

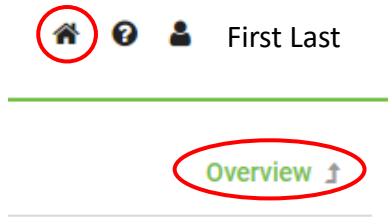
TYPE Business  ☐ Primary ☒ Public

NUMBER ###-###-#### EXTENSION

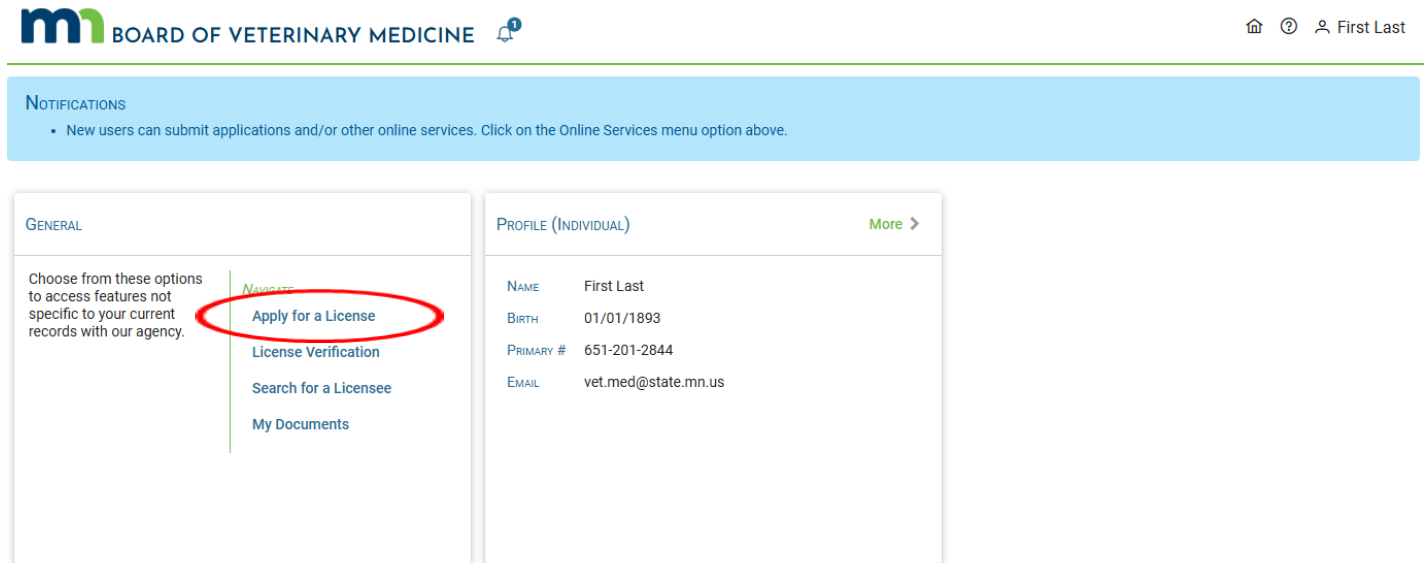
☐ I don't have a standard US phone number. 

**Ok** **Cancel**

9. To go back to the home screen with the two tiles, click the house icon or “overview” in the top right corner.



10. When it is time to submit your application for Veterinary Technician Licensure click “Apply for License”.



11. More instructions will be posted to the Board website closer to March 2026. Info will be available at <https://mn.gov/boards/veterinary-medicine/applications/veterinary-technicians.jsp>