

How to Update your Director of Record

You will need:

- Your online account
- Web Access

NOTE: Application works best using Google Chrome. Please install Google Chrome and make sure you have updated browser to the [most current version of Google Chrome](#)

1. Log into your license portal at <https://nha.hlb.state.mn.us/#/Login> or through the main website mn.gov/boards/beltss and click on Online Portal Login.

LOGIN

- All individuals must register for an account to submit an application to the Board. Please register via the '[Register to Access Site](#)' link below.
- If you have forgot your account information please utilize the "[Forgot Username/Password](#)" feature under the login button.
- If you can not utilize the "[Forgot Username/Password](#)" please fill out the [BELTSS Account Technical Support Request Form](#).

USERNAME

PASSWORD

Log In

NAVIGATE

[Register to Access Site](#)

[Forgot Username/Password](#)

[Search for a Licensee](#)

2. Once logged into your account, click on the MORE in the license you wish to change the Director/Administrator of Record.

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

LICENSE - HEALTH SERVICE EXECUTIVE (HSE) [More >](#)

NUMBER	1081	NAVIGATE
STATUS	Active	Renew
ISSUED	03/08/2021	
EXPIRES	06/30/2025	
CE DUE	06/30/2025	
ADDRESS	335 Randolph Avenue St. Paul, MN 55102	

LICENSE - NURSING HOME ADMIN (NHA) [More >](#)

NUMBER	3398	NAVIGATE
STATUS	Expired	Professional Profile
ISSUED	11/15/1999	
EXPIRES	06/30/2021	
CE DUE	06/30/2021	
ADDRESS	335 Randolph Avenue St. Paul, MN 55102	

PROFILE (INDIVIDUAL) [More >](#)

NAME	Rebecca Bollig
BIRTH	[REDACTED]
PRIMARY #	(612) 317-3026
ADDRESS	335 Randolph Avenue St. Paul, MN 55102
EMAIL	rebecca.bollig@state.mn.us

3. Go the Employment section on the license information and click on the Blue (+) sign to add or

Business 335 Randolph Avenue St. Paul, MN 55102 ✓ ✓

EMPLOYMENT [+](#)

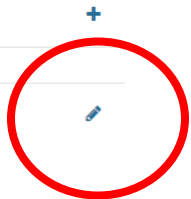
LICENSE	EMPLOYER	HFID	POSITION	START	END
No entries. Click (+) to add.					

Include Historic

and the blue pencil to modify. Leave the end date open if you are still employed as the Director of Record.

EMPLOYMENT

LICENSE	EMPLOYER	HFID	POSITION	START	END
HS 1081	[REDACTED]	32647	Health Service Executive	09/05/2006	11/25/2009



4. If you do not find your facility, please contact beltss.hlb@state.mn.us and provide the name of the facility, HFID number. Please provide a copy of the facility license certificate.

EMPLOYMENT - {NEW} 🔔 1

EMPLOYER LICENSE SEARCH

POSITION

Health Service Executive

FROM

To

5. Be sure to make any changes within 5 working days anytime a change occurs with the Director of Record/Administrator of Record, as well as the start and end dates. You should do the same for changes to your personal information such as mailing address, telephone number and email address.