



**DEPARTMENT OF
HUMAN SERVICES**
LICENSING DIVISION

Electronic Licensing Management System (ELMS) USER GUIDE

Version: 20190301

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Logging into ELMS

1. Navigate to the [ELMS site](https://elicensing.dhs.mn.gov/default.aspx) (<https://elicensing.dhs.mn.gov/default.aspx>)
2. [Disable your popup blocker](#) for the ELMS site. The Pop-up blocker must be turned off in order for ELMS and ELICI to function properly

DEPARTMENT OF HUMAN SERVICES

Electronic Licensing Management System (ELMS)

DHS Licensing Division

Login

- If you currently hold a 245D-HCBS license, you must enter your User Name and Password, then press the Login button.
- If you are a DHS licensor/supervisor or county licensor you must login with the username and password provided to you in the email you received from DHS. DO NOT create a new account.

Create account

- If you do NOT hold a 245D-HCBS license and want to apply for a 245D-HCBS license, you must first create an account by clicking the Create Account link. If you hold a DHS or a corporate AFC license you will be required to enter your License Holder Identification Number in the application.
- If you are a county licensor DO NOT create a new account. You must login with the username and password provided to you in the email you received from DHS. If you create a new account you will not be able to access your caseload information.

User Name:

Password:

Forgot Password

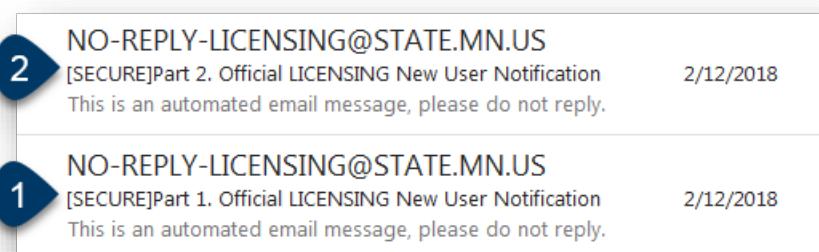
Forgot UserName

Login

[Create Account](#)

IMPORTANT: Please turn off all pop-up blockers in order to login and complete this application!
For help with disabling pop-up blockers, see page 3 of the [E-Licensing Management System: Reference Guide for Submitting a Licensing Application](#)

3. Bookmark or favorite the ELMS site (<https://elicensing.dhs.mn.gov/default.aspx>) so you can easily navigate to this page in the future
4. Locate the two emails you received from DHS
Part 1 is your user name
Part 2 is your temporary password



5. Enter your user name and temporary password from the emails you received. Click Login.

DEPARTMENT OF HUMAN SERVICES Electronic Licensing Management System (ELMS)

DHS Licensing Division

Login

If you currently hold a 245D-HCBS license, you must enter your User Name and Password, then press the Login button.

If you are a DHS licensor/supervisor or county licensor you must login with the username and password provided to you in the email you received from DHS. DO NOT create a new account.

If you have a county license and want to apply for a 245D-HCBS license, you must first create an account. If you hold a DHS or a corporate AFC license you will be required to enter the application.

If you create a new account you will not be able to access your caseload information.

User Name:

Password:

Forgot Password

Forgot UserName

Login

Create Account

IMPORTANT: Please turn off all pop-up blockers in order to login and complete this application!

For help with disabling pop-up blockers, see page 3 of the [E-Licensing Management System Reference Guide for Submitting a Licensing Application](#)

6. You will be directed to a screen to select two security questions

DHS Account Management minnesota north star

UserName:

Password:

Security Question - 1: Choose One:

Hint:

Answer:

Security Question - 2: Choose One:

Hint:

Answer:

Submit Questions

- A. Enter the temporary password from the Part 2 email you received from DHS

- B. Select the first security question. Type a hint that will remind you of the question you selected from the dropdown. You must enter a hint. If you get locked out, you will be expected to remember which security question you selected so type a hint that will remind you of the question you selected. Type an answer that you will remember based off of the hint you typed.
- C. Select the second security question. Type a hint that will remind you of the question you selected from the dropdown. You must enter a hint. If you get locked out, you will be expected to remember which security question you selected so type a hint that will remind you of the question you selected. Type an answer that you will remember based off of the hint you typed.
- D. Click "Submit Questions."
7. You will be directed to a screen to change your password from the temporary password.



DHS Account Management

minnesota north star

User Name:

Current Password: A

New Password: B

Your password must be at least 8 characters including 1 capital, 1 lowercase, 1 number and 1 special character

Confirm Password: C

Reset Password

- A. Enter the temporary password from the Part 2 email you received from DHS
- B. Enter a new password. Your password must be at least 8 characters long and include at least 1 capital, 1 lower case, 1 number, and 1 special character.
- C. Type the same password to confirm the password.
- D. Click "Reset Password."
8. After you reset your password, you will receive a system-generated email your password was changed.

NO-REPLY-LICENSING@STATE.MN.US
Changes made to your Licensing Account
Dear Meghan Mcalister, This is an automated message

6/14/2017

Basic Guide to ELMS

After you login to ELMS you will see your caseload.

Caseload View

If you license at least one program, you will see the program licenses assigned to you in this view

DEPARTMENT OF HUMAN SERVICES

Electronic Licensing Management System (ELMS)

Home Search Change Password Logout

License Details

Logged in as:

Licenses

Pick Criteria to Filter List

County Licensor: ** Select **

License ID: License State: ** Select ** Active: Inactive:

Name: Apply Clear

Click [this link](#) to export to Excel

Total results: 4

Set Page Size: ALL

	License ID	SVC Class	Name	Effective Date	Expiration Date	License State	Fine	License Variance
** Select **	232822	FCC	Abagi Teresa	06/01/2017	06/01/2019	In Good Standing	N	
** Select **	1011673	FCC	Aleasha Straus	05/01/2017	05/01/2019	In Good Standing	N	
** Select **	1020209	FCC	Adams-Ford Linda	06/01/2017	06/01/2019	In Good Standing	N	
** Select **	1069741	FCC	Phoenix Service Corporation	05/01/2018	05/01/2020	In Good Standing	N	

Save Go Back

Sort Your Caseload

You can sort each column of your caseload by clicking on the header

	License ID	SVC Class	Name	Effective Date	Expiration Date	License State	Fine	License Variance
** Select **	232822	FCC	Abagi Teresa	06/01/2017	06/01/2019	In Good Standing	N	
** Select **	1011673	FCC	Aleasha Straus	05/01/2017	05/01/2019	In Good Standing	N	
** Select **	1020209	FCC	Adams-Ford Linda	06/01/2017	06/01/2019	In Good Standing	N	
** Select **	1069741	FCC	Phoenix Service Corporation	05/01/2018	05/01/2020	In Good Standing	N	

Search for Other Programs Licensed by your County or Agency

To search for other programs your county or agency licenses, click the “search” button located directly below the DHS logo



From this screen you can search based on several data points:

- A. By service class
- B. By license ID
- *Click the “inactive” box if searching for a program that is “in application”
- C. By Name – enter the last name only
- D. By licensor

Search

Logged in as:

License

Service Class: A Active: Inactive:

License ID: Active: Inactive:

County Licensor: D

License State: Active: Inactive:

Name:

Address1:

Suite, Apt. Bldg:

Zip: City: State: County:

Click “Search” after setting the search criteria