

# **Electronic Licensing Management System (ELMS) USER GUIDE**

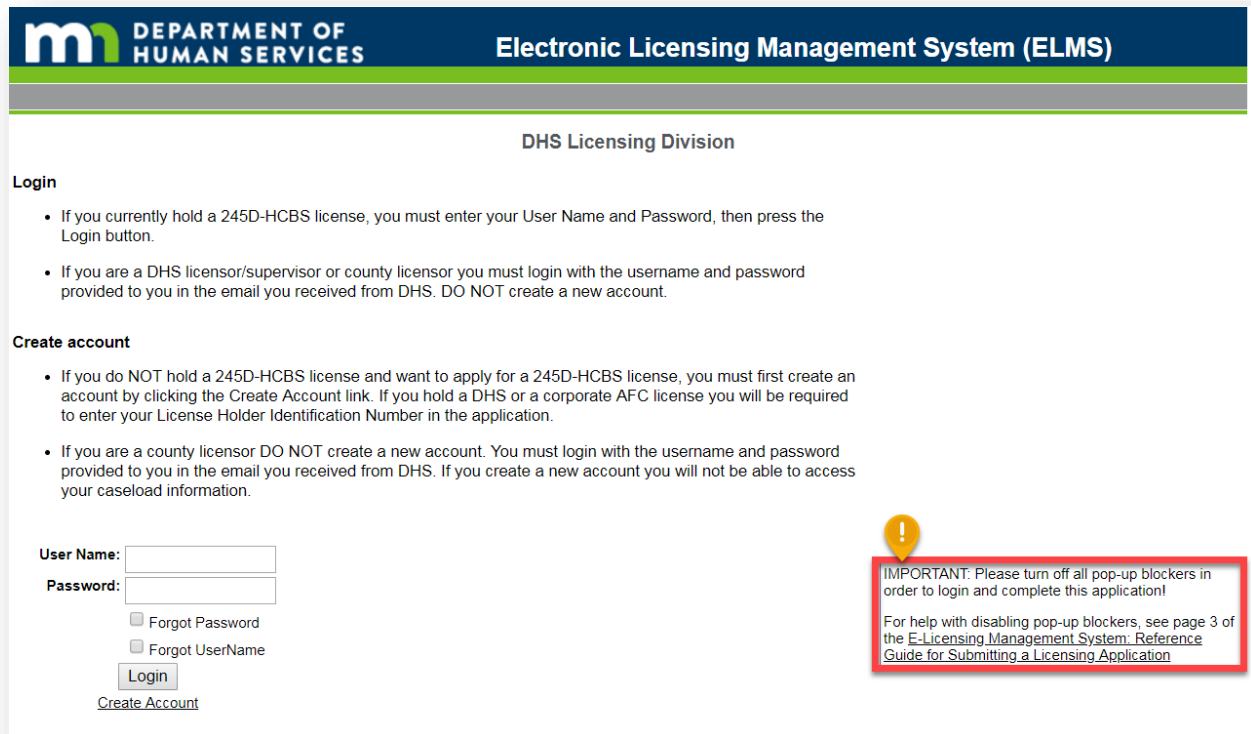
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## Logging into ELMS

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



The screenshot shows the Electronic Licensing Management System (ELMS) login page. At the top, there is a header for the Minnesota Department of Human Services. Below this, the page is titled "DHS Licensing Division". The "Login" section contains instructions for users with existing licenses and those who need to create an account. The "Create account" section provides instructions for new users. There are input fields for "User Name:" and "Password:", along with links for "Forgot Password" and "Forgot UserName". A "Login" button and a "Create Account" link are also present. A red-bordered box with a yellow warning icon contains an important note about disabling pop-up blockers.

**m1 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

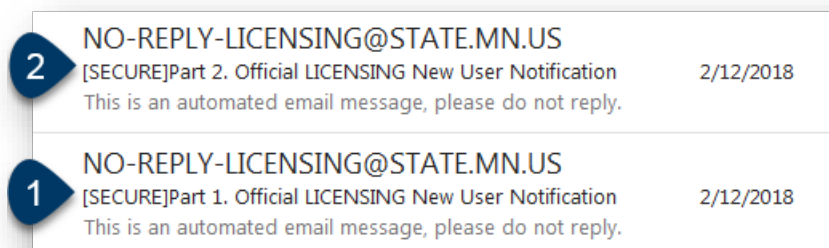
☐ Forgot UserName

[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.

**m** 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 are a county licensor 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 caseload information in the application.

If you are a new user and want to apply for a 245D-HCBS license, you must first create an 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 the system until you have been approved by DHS.

**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:** JohnSmith2000@county.com

**Password:**

**Security Question - 1:** Choose One: What is your mother's maiden name?

**Hint:**

**Answer:**

**Security Question - 2:** Choose One: Who is a memorable person from your childhood?

**Hint:**

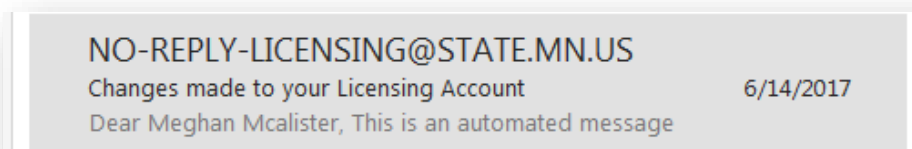
**Answer:**

**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.

- 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.



## 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

**m 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:

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
<b>** Select **</b>	232822	FCC	Abagi Teresa	06/01/2017	06/01/2019	In Good Standing	N	
<b>** Select **</b>	1011673	FCC	Aleasha Straus	05/01/2017	05/01/2019	In Good Standing	N	
<b>** Select **</b>	1020209	FCC	Adams-Ford Linda	06/01/2017	06/01/2019	In Good Standing	N	
<b>** Select **</b>	1069741	FCC	Phoenix Service Corporation	05/01/2018	05/01/2020	In Good Standing	N	

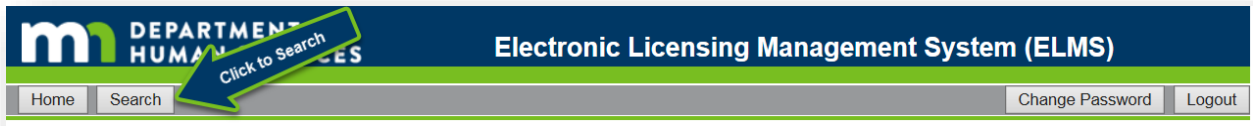
### Sort Your Caseload

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	

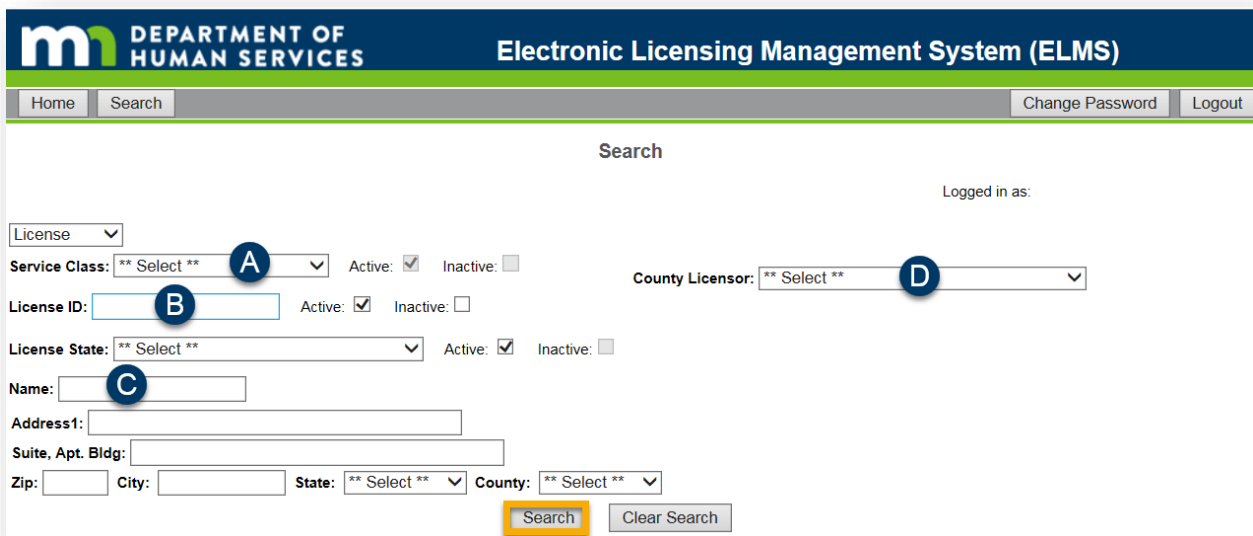
## Search for Other Programs Licensed by your County or Agency

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
  - C. By Name – enter the last name only
  - D. By licenser
- \*Click the “inactive box if searching for a program that is “in application”



Click “Search” after setting the search criteria