

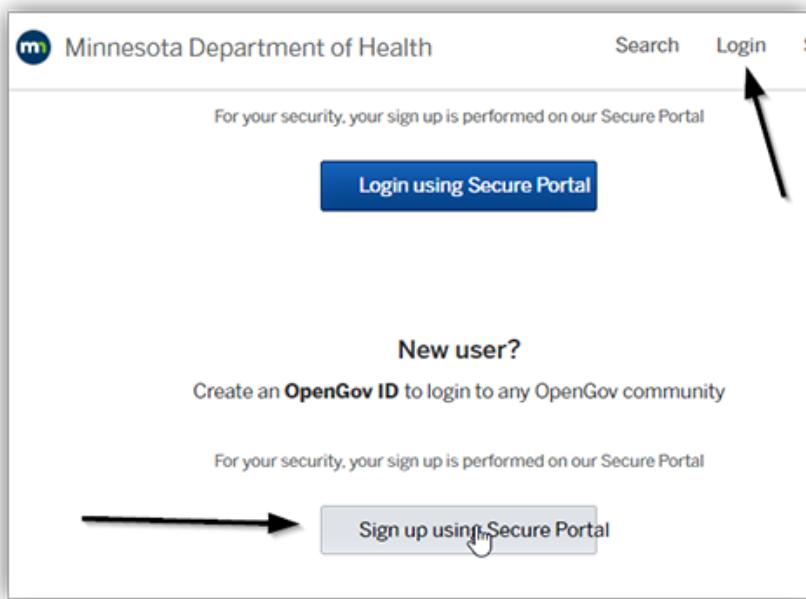
# How to Use Your Claim Code in the Minnesota Department of Health Licensing System

## 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.

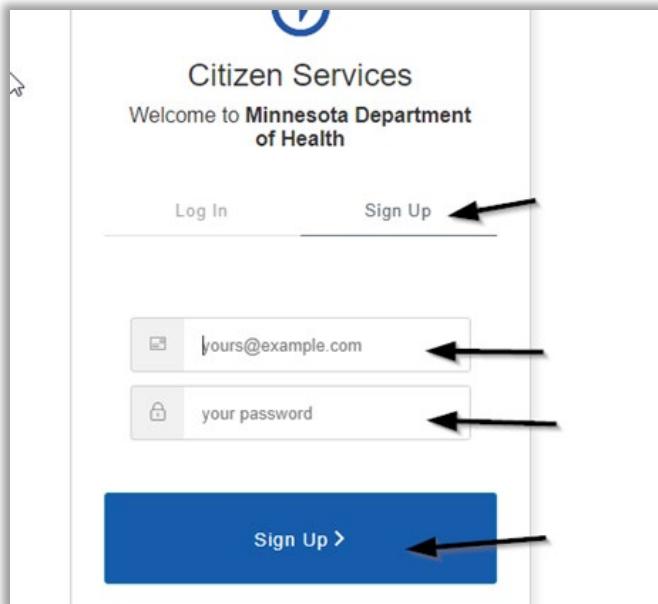


Select the “Sign Up” tab.

Enter your email address.

## HOW TO USE YOUR CLAIM CODE

Enter a password. Select "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:

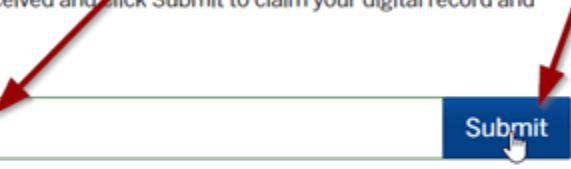
## HOW TO USE YOUR CLAIM CODE

**Claim your digital record**

Enter the claim code you received and click Submit to claim your digital record and enable online tracking.

Claim code:





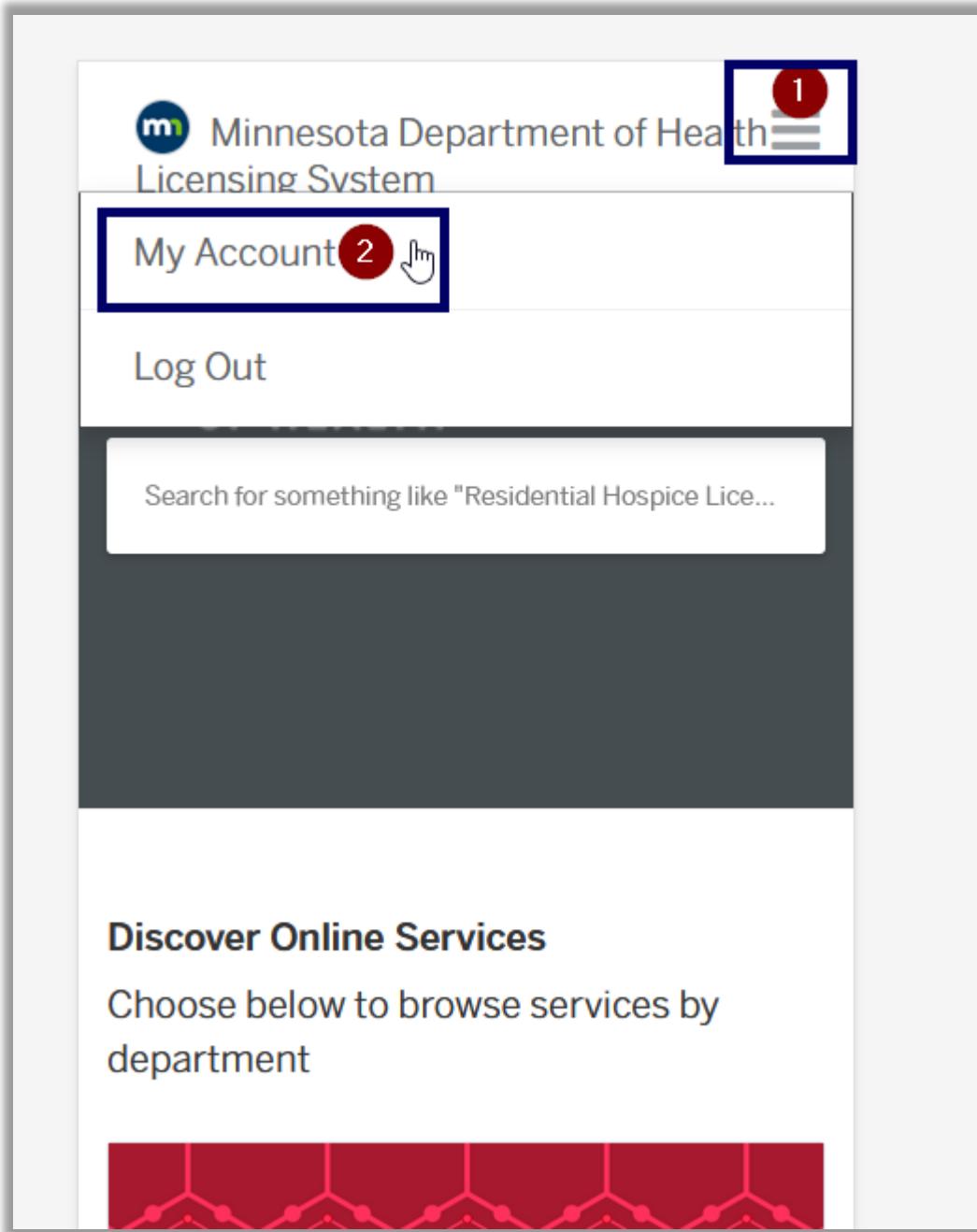
Congratulations, you have claimed your record. When it's time for you to renew, a reminder email will be sent to the email address you used to login.

## 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:

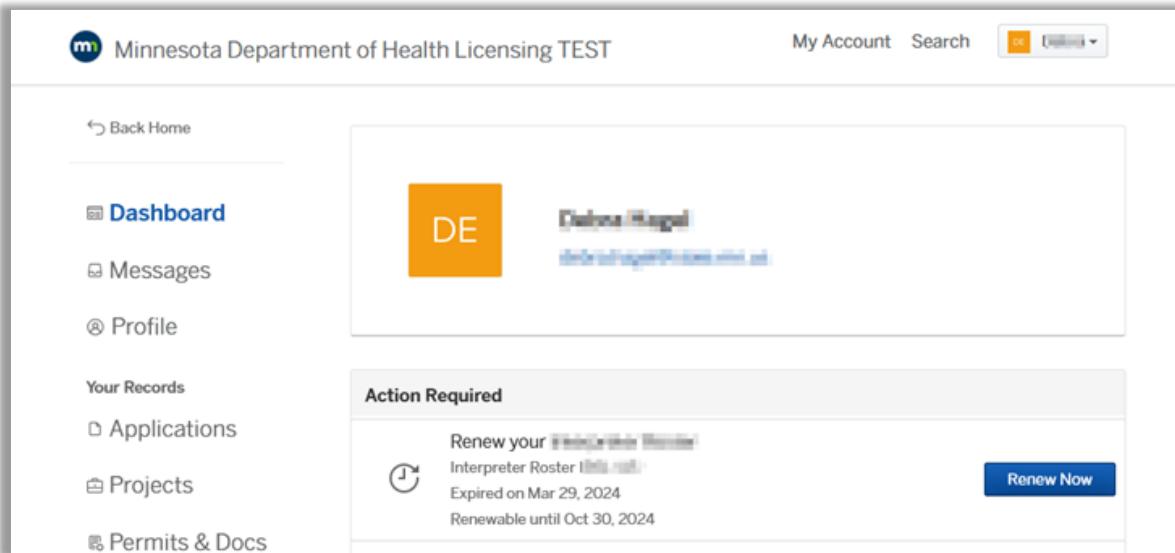


*NOTE: Are you on a phone or other smaller device? You may find “My Account” of by 1) selecting the three vertical lines and then 2) selecting My Account:*



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

## HOW TO USE YOUR CLAIM CODE



The screenshot shows the Minnesota Department of Health Licensing TEST website. The top navigation bar includes 'My Account' and 'Search' with a dropdown menu. The left sidebar lists 'Dashboard', 'Messages', 'Profile', 'Your Records', 'Applications', 'Projects', and 'Permits & Docs'. The main content area features a large orange box with 'DE' and 'Debra Regel' with a link. Below this is a 'Action Required' box containing a circular icon, the text 'Renew your [redacted] Interpreter Roster [redacted]', 'Expired on Mar 29, 2024', 'Renewable until Oct 30, 2024', and a 'Renew Now' button.

If you would like to see data in your record – after selecting My Account – you can also select Applications and then select your record:



The screenshot shows the Minnesota Department of Health Licensing System website. The top navigation bar includes 'My Account' and 'Debra' with a dropdown menu. The left sidebar lists 'Dashboard', 'Messages', 'Profile', 'Your Records', and 'Applications'. The main content area displays a table with one row: 'Exam-3' (Status: Pending), 'May 5, 2025', and 'Complete'. A blue arrow points from the sidebar's 'Applications' link to the table row.

If you look at your application when not yet able to edit data, you will be able to answer those questions when you renew or make your annual payment – so the following is not a concern:



A screenshot of a contact form. A cursor icon is at the top left. A red error message 'Contact title (required) \*' is above a red box containing the text 'This field is required'.

## HOW TO USE YOUR CLAIM CODE

Minnesota Department of Health  
Communications Office  
[www.health.state.mn.us](http://www.health.state.mn.us)

7/2/25

*To obtain this information in a different format, contact the appropriate division. Consult [Phone Numbers of MDH Divisions, Sections and Programs](#).*