

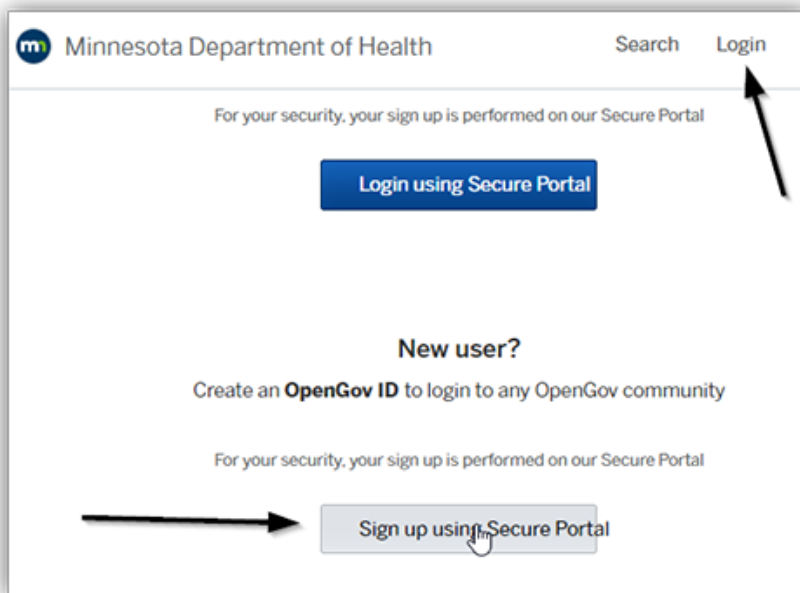
How to Use Your Claim Code in the Minnesota Department of Health Licensing System

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.

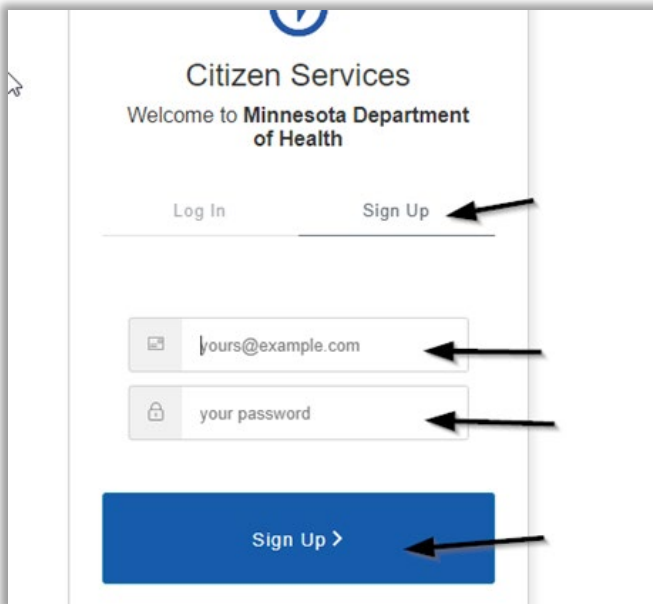


Select the “Sign Up” tab.

Enter your email address.

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Enter a password. Select "Sign Up."

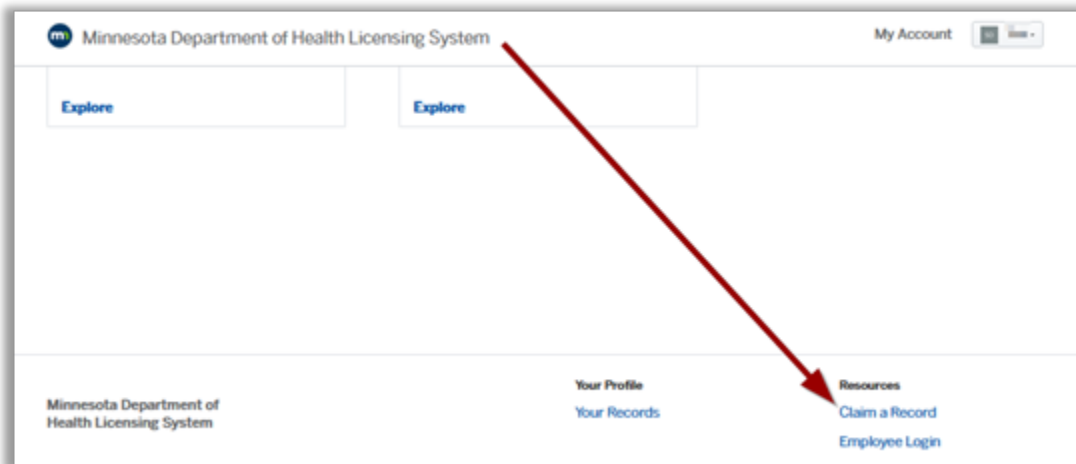


The screenshot shows the 'Citizen Services' login page for the Minnesota Department of Health. It features a 'Log In' link and a 'Sign Up' link. Below these are input fields for an email address (labeled 'yours@example.com') and a password (labeled 'your password'). A large blue 'Sign Up >' button is at the bottom. Arrows point to the 'Sign Up' link, the email field, the password field, and the 'Sign Up >' button.

Claim your code after logging in

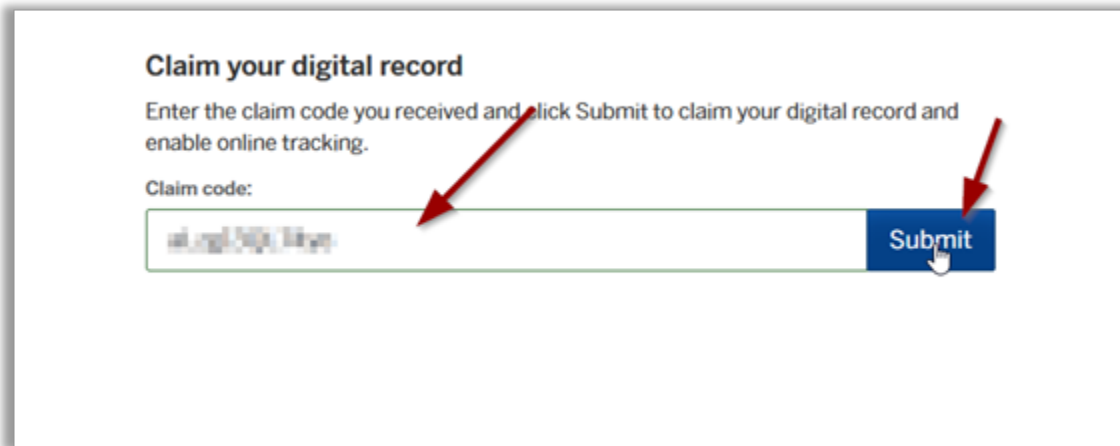
Copy the claim code that you received in email (possibly in a paper letter if we didn't have your email address) – this is unique to you and should not be shared with others.

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:

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Claim your digital record

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

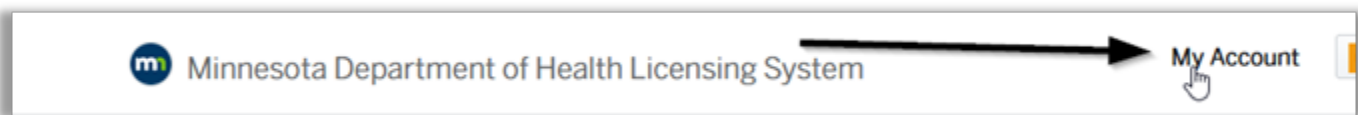
Claim code:

The image shows a web form titled "Claim your digital record". Below the title is a paragraph of instructions: "Enter the claim code you received and click Submit to claim your digital record and enable online tracking." Underneath this is a label "Claim code:" followed by a text input field and a blue "Submit" button. A red arrow points from the top right of the instructions paragraph to the text input field. Another red arrow points from the top right of the input field to the "Submit" button. The input field contains the text "claim code".

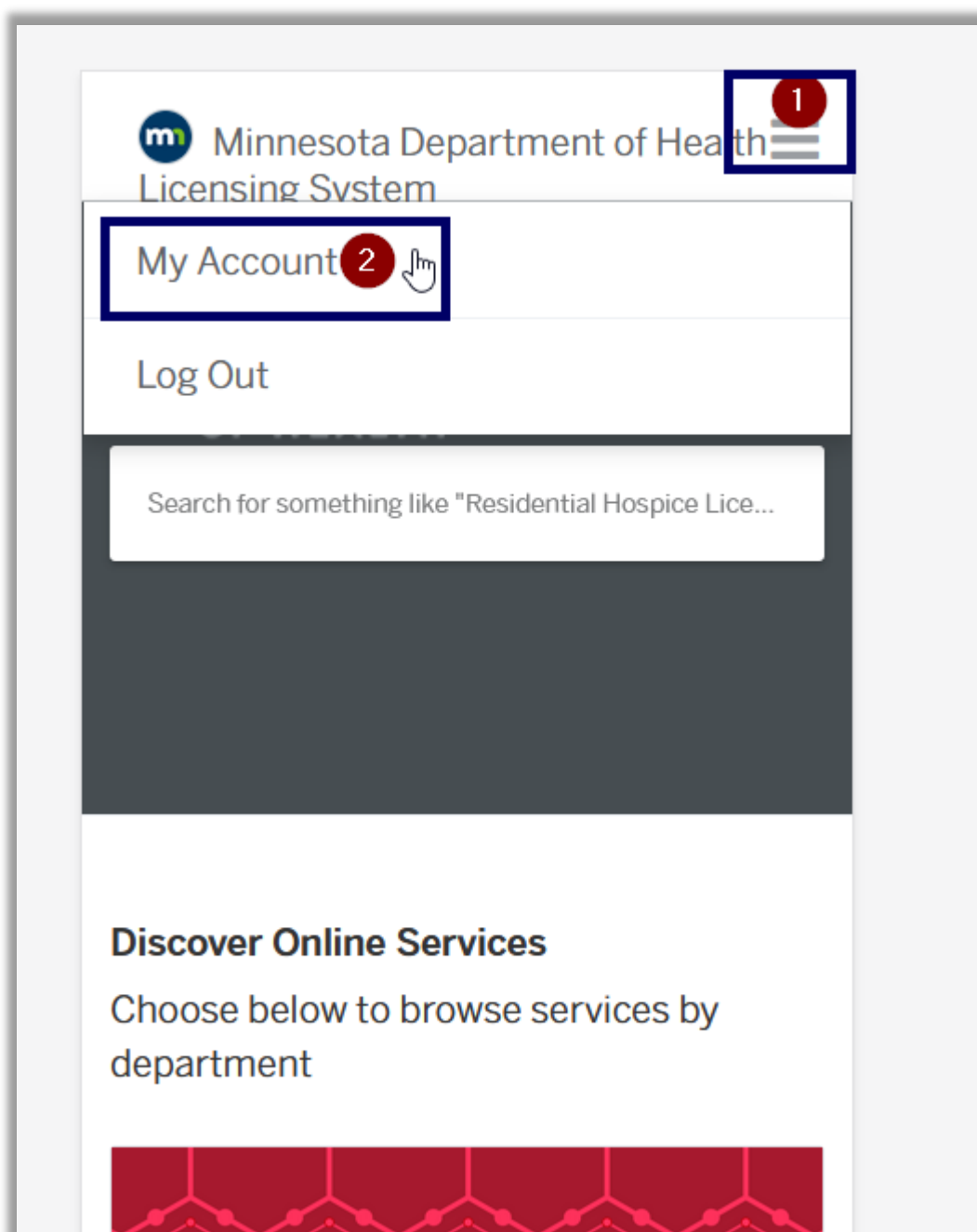
Congratulations, you have claimed your record. When it's time for you to renew, a reminder email will be sent to the email address you used to login.

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:

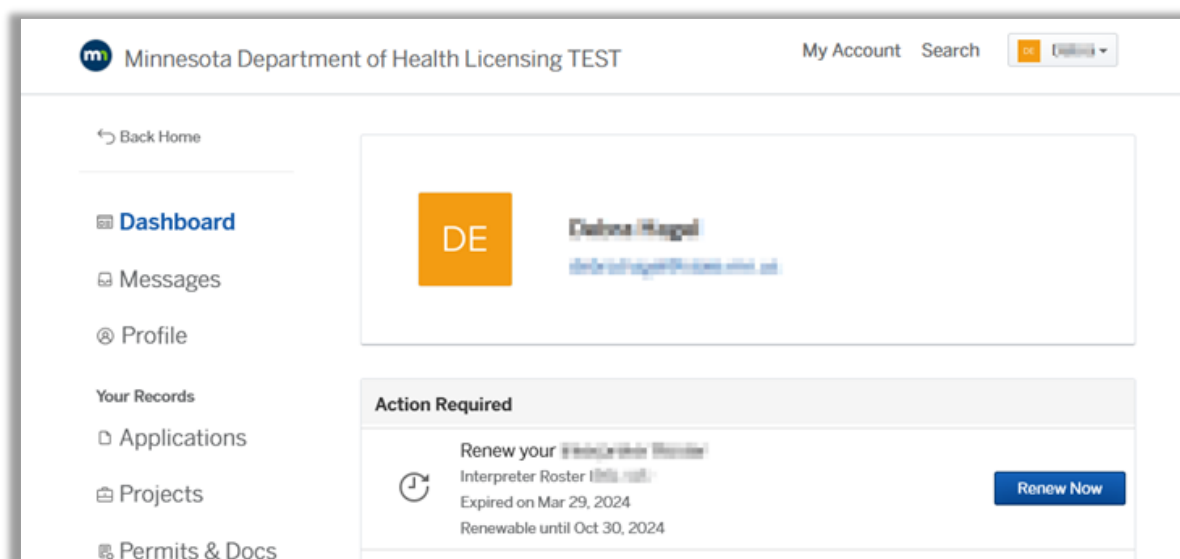


NOTE: Are you on a phone or other smaller device? You may find “My Account” of by 1) selecting the three vertical lines and then 2) selecting My Account:

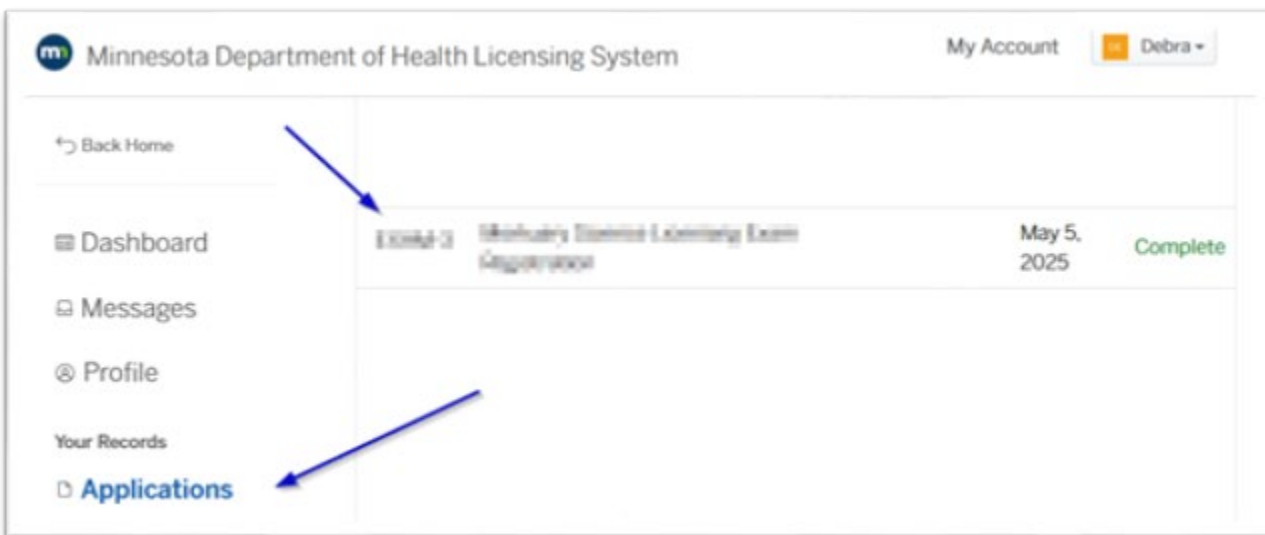


If it's time for you to renew, you will see the Renew Now button for your application:

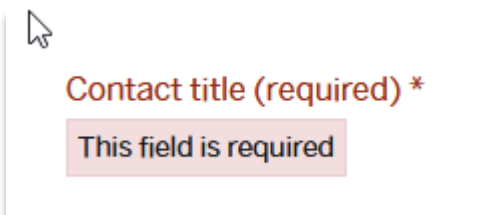
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If you would like to see data in your record – after selecting My Account – you can also select Applications and then select your record:



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:



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Minnesota Department of Health
Communications Office
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](#).