

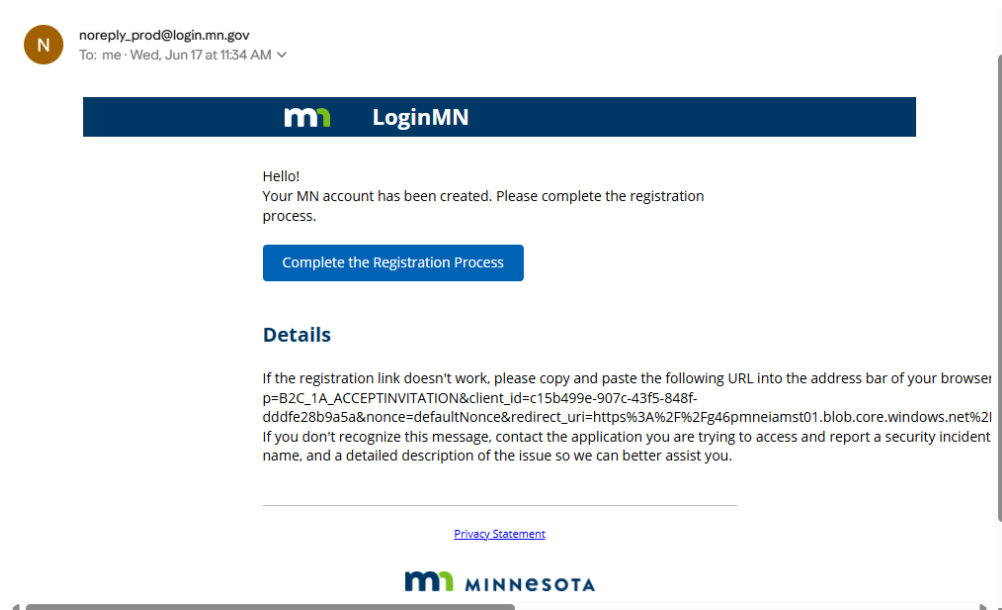
LoginMN Registration Steps to Access MN-ITS

This eight-page document contains LoginMN registration instructions and visuals to aid users through the registration process. The MN-ITS primary administrator (PA) must take additional steps the first time the PA registers. Those steps create the MN-ITS PA account and allow the PA to create user access to MN-ITS.

MN-ITS PA follow steps 1-12 and users, including secondary administrators (PPAs) follow steps 1-10.

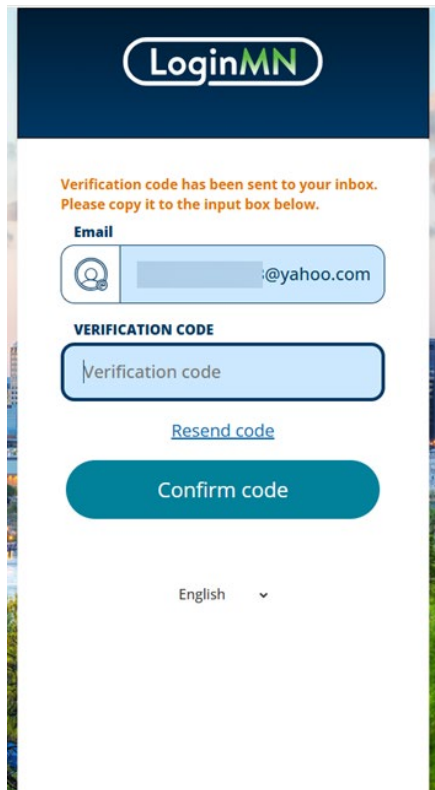
1. Locate the email from `noreply_prod@login.mn.gov` you received.

Note: Make sure to check your **spam and junk mail** if you do not find the email in your inbox. Your IT or a firewall may also be blocking or holding this email. Check with your IT department to see if they can find and release the email coming from `noreply_prod@login.mn.gov`.



2. Click the **Complete the Registration Process** button to start your LoginMN registration.

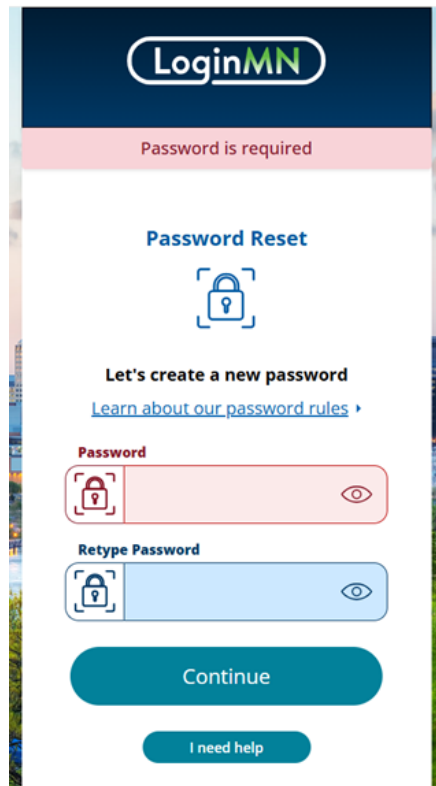
3. On LoginMN, enter the email address where you received your LoginMN email (if the email does not auto populate) and click **Send Code**. A verification code will be sent to the email address.



The screenshot shows the LoginMN verification interface. At the top is the LoginMN logo. Below it, a message states: "Verification code has been sent to your inbox. Please copy it to the input box below." There is an "Email" field with a dropdown menu and a text input box containing "@yahoo.com". Below this is a "VERIFICATION CODE" section with a text input box labeled "Verification code". A link "Resend code" is positioned below the input box. At the bottom of the section is a large teal button labeled "Confirm code". At the very bottom of the screen, there is a language selector showing "English" with a dropdown arrow.

4. Locate the verification code and enter it in the **Verification Code** field. Click **Confirm Code**.

5. Create a new password. Enter the password you want to use for your account in the **Password** field and then reenter the password in the **Retype Password** field. Click **Continue**.



The screenshot shows a mobile application interface for 'LoginMN'. At the top, the 'LoginMN' logo is displayed in a dark blue header. Below the header, a pink banner states 'Password is required'. The main section is titled 'Password Reset' and features a padlock icon. It prompts the user to 'Let's create a new password' and includes a link to 'Learn about our password rules'. There are two input fields: 'Password' (pink) and 'Retype Password' (blue), both with padlock icons and eye toggles. A teal 'Continue' button is at the bottom, with a smaller 'I need help' button below it.

LoginMN

Password is required

Password Reset

Let's create a new password

[Learn about our password rules](#)

Password

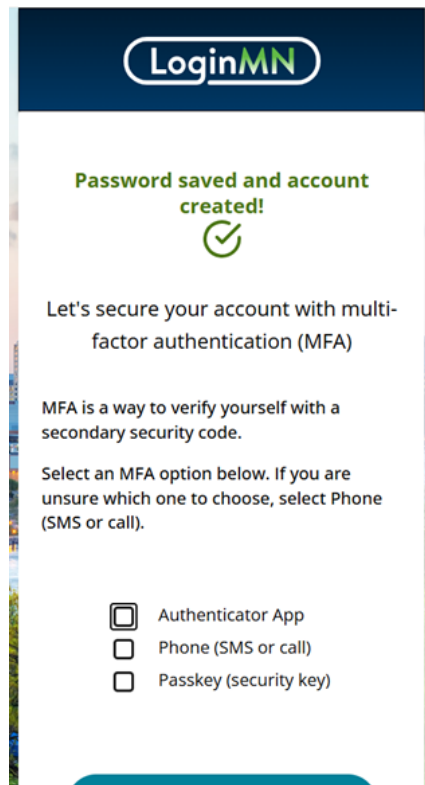
Retype Password

Continue

I need help

6. Set up **multifactor authentication** by selecting your preferred method of authentication. If you are not sure which option to choose, select **Phone**. Then click **Continue**.

Note: It's recommended **not** to use the passkey option as losing your passkey will lock you out of your account. **Do not use a phone number with an automatic answering service.** You must be able to receive the authentication code by either answering the phone or receiving a text message.



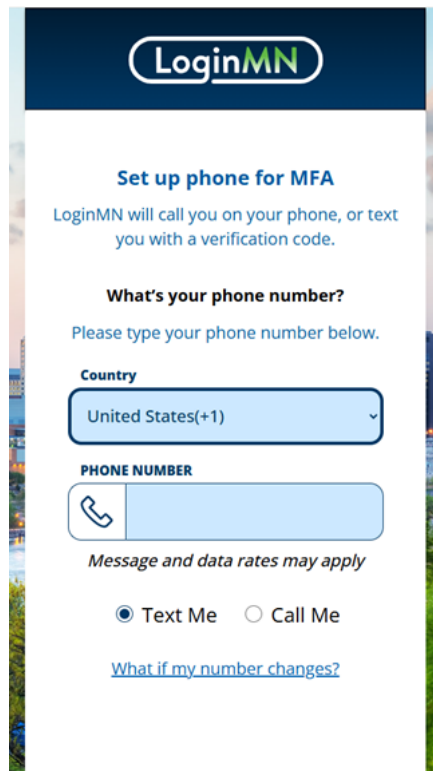
The screenshot shows the LoginMN mobile app interface. At the top is a dark blue header with the 'LoginMN' logo in white. Below the header, the text 'Password saved and account created!' is displayed in green, followed by a green checkmark icon. The main content area is white and contains the following text: 'Let's secure your account with multi-factor authentication (MFA)', 'MFA is a way to verify yourself with a secondary security code.', and 'Select an MFA option below. If you are unsure which one to choose, select Phone (SMS or call).'. At the bottom, there are three radio button options: 'Authenticator App', 'Phone (SMS or call)', and 'Passkey (security key)'. The 'Phone (SMS or call)' option is selected.

7. Complete your multifactor authentication by following the prompts on your screen.

If you select the **Phone** option, choose either a **phone call** or a **text message** to receive your authentication code.

Note: The phone number you enter must be able to receive the option you choose.

If you selected Authenticator App, you need to identify the app you are using and complete the process using that app to receive your authentication code.



LoginMN

Set up phone for MFA

LoginMN will call you on your phone, or text you with a verification code.

What's your phone number?

Please type your phone number below.

Country

United States(+1) ▼

PHONE NUMBER

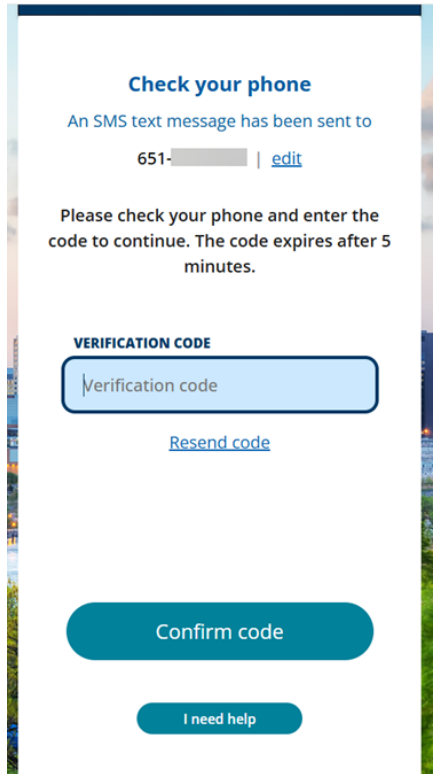
☎ [Input Field]

Message and data rates may apply

☒ Text Me ☐ Call Me

[What if my number changes?](#)

8. Enter the authentication code you received in the **Verification Code** field and click **Confirm code**.

A mobile application screen for phone verification. The screen has a white background with a blue header bar. The title "Check your phone" is in bold blue text. Below it, a message states "An SMS text message has been sent to" followed by the phone number "651- [redacted]" and a blue "edit" link. A paragraph instructs the user to check their phone and enter the code, noting it expires in 5 minutes. A "VERIFICATION CODE" label is above a light blue input field containing the placeholder text "Verification code". Below the input field is a blue "Resend code" link. At the bottom, there are two large blue buttons: "Confirm code" and "I need help".

Check your phone

An SMS text message has been sent to
651-[redacted] | [edit](#)

Please check your phone and enter the code to continue. The code expires after 5 minutes.

VERIFICATION CODE

Verification code

[Resend code](#)

Confirm code

I need help

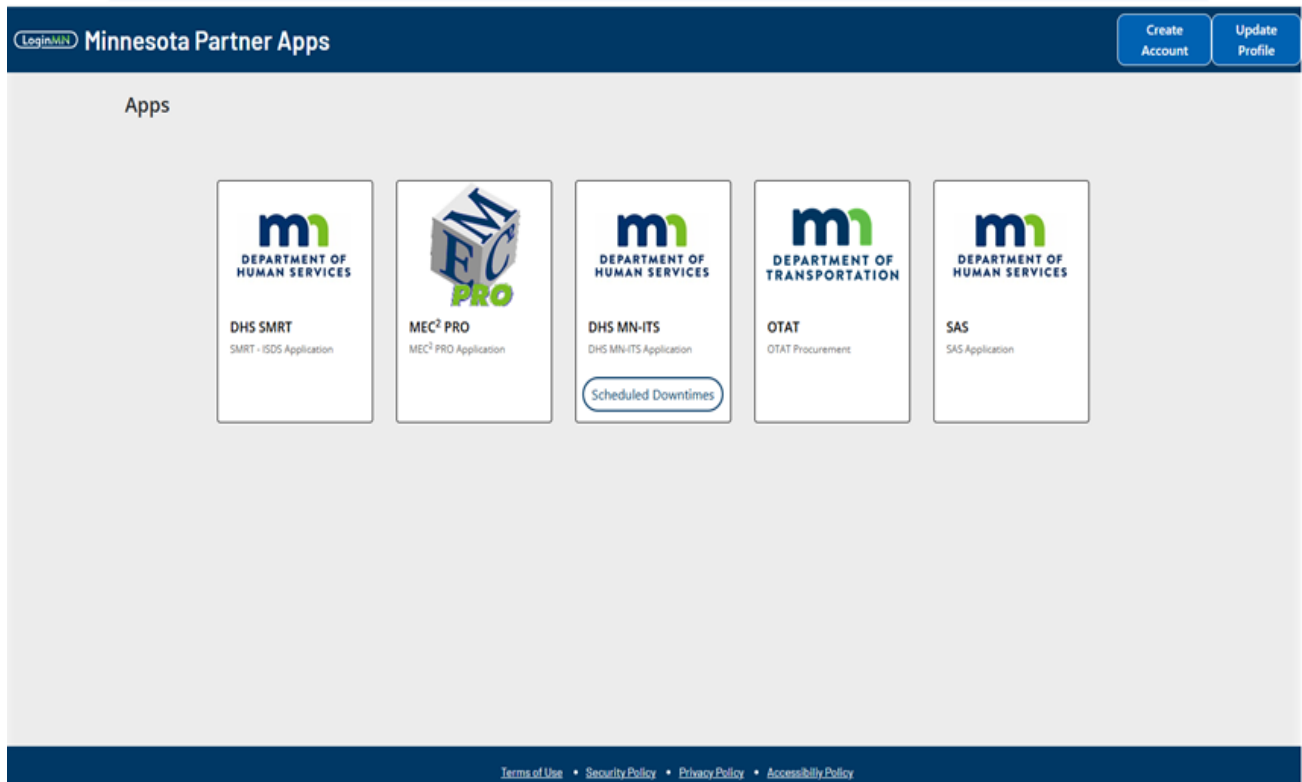
9. After confirming your code, you will be taken to **one** of the following:
- The Minnesota Partner Apps page. Select DHS MN-ITS on your screen (screen example listed under No. 12) **or**
 - A list of NPIs/UMPIs (if you have multiple NPIs/UMPIs)
10. You have completed LoginMN registration for this username (email address)

MN-ITS Primary Administrators Only

11. The **first time** you click on DHS MN-ITS **or** the NPI/UMPI from the list, you will be directed to complete MN-ITS registration. The **MN-ITS registration** process will have you:
- Review displayed contact information. This information cannot be modified.
 - Review the EDI Trading Partner Addendum and select **I agree** to the addendum electronically.

12. You have completed registration for **both** LoginMN and MN-ITS. This creates your [MN-ITS Administration](#) account and allows you to create MN-ITS users. Refer to the [Create/Update/Assign MN-ITS User Access](#) guide for instructions.

Note: Users, including secondary administrators (PPAs), will **not** go through the MN-ITS registration. New users and PPAs must still **register** with LoginMN if they have never registered with LoginMN using the email address entered in MN-ITS.



13. You will receive an email from LoginMN after you have successfully completed your LoginMN registration. Example:



noreply_loginmn@login.mn.gov
To: me · Wed, Jun 17 at 11:38 AM ▾



Hello, [REDACTED],

Your LoginMN account has been created successfully.

Important: If you don't recognize this message, contact LoginMN support at <https://login.mn.gov/support/>. When submitting your request, please provide your first and last name, and a detailed description of the issue so we can better assist you.

[Privacy Statement](#)