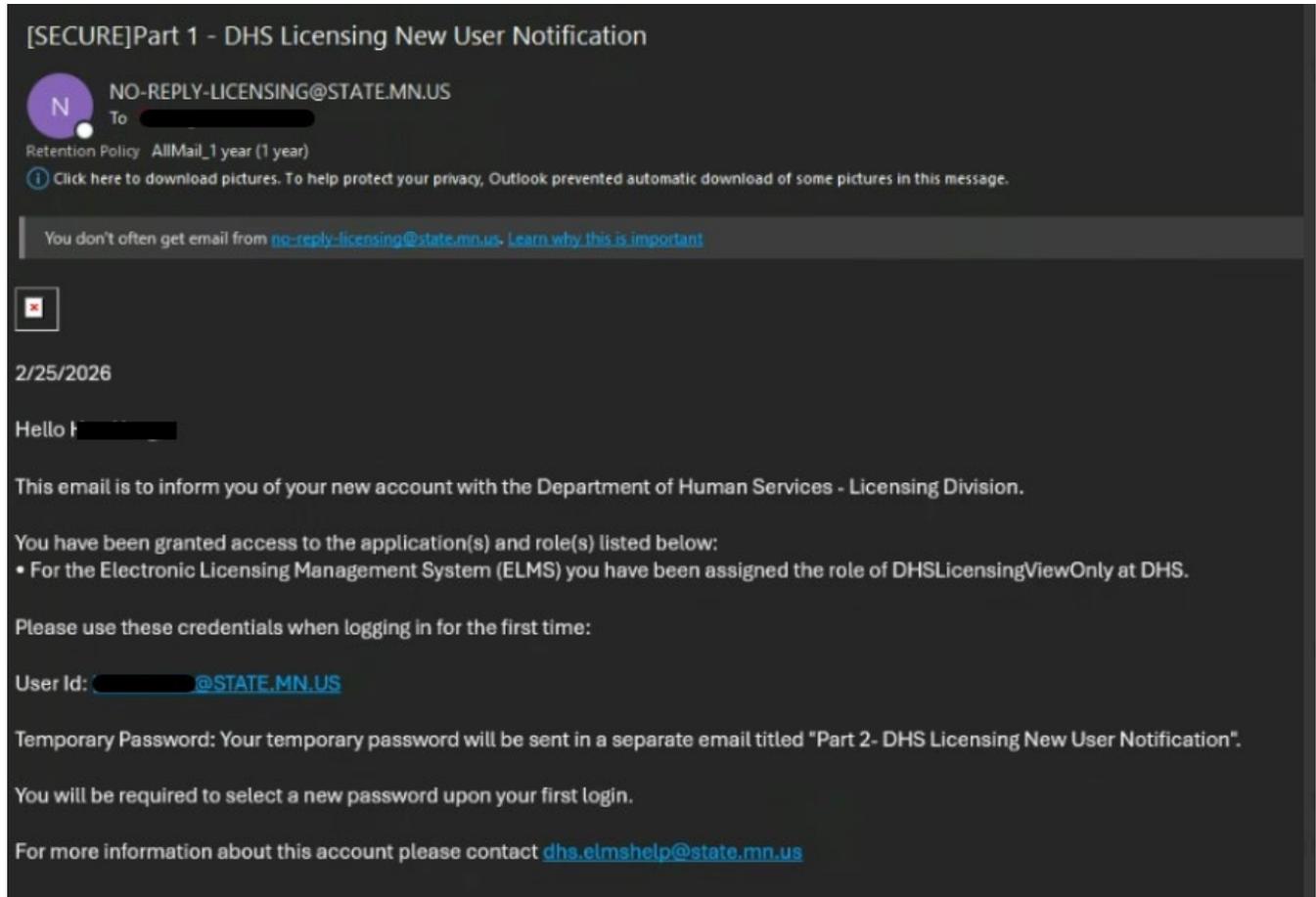


Logging into ELICI production for the first time

There will be two separate emails

Part 1 has your User Id/name (should be your email).

Part 2 has your temporary password.



1. Log into [ELMS](#). This step is a one-time only step.

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.

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

User Name:

Password:

Forgot Password

Forgot UserName

2. Enter your User Id/name and the temporary password.
3. You should gain access to ELMS.
4. The next screen pops asks for your User Id/name and password (use the temporary one).
5. Two security questions will be presented, please answer those.
6. The next screen always you to change your temporary password to a permanent one.
7. You should now be in ELMS. Exit out, you will no longer need to enter ELMS again.
8. Log into ELICI production <https://compliance.dhs.state.mn.us/login.html>. Notice it does not have QA in the URL.
9. If you get a pop-up blocker, disable it and always allow this URL.
10. You should now be able to enter your User Name and the permanent password to gain access.
11. ELICI will ask you to name your device. You may call it whatever you wish.
12. You should have access.
13. This is production, this is not a place to test or play around. The data is real here.