iMS: Submitting an Installation Seal Compliance Certificate

https://www.dli.mn.gov/ims

To submit compliance certificates for Installation Seals, follow the steps below. If you need to review your Seal numbers, they can be found on your dashboard. If needed see the procedures for "How to Use my Dashboard".

1. Click "Create"

💊 Assets	
+ Create	
Q Search Assets	

2. Click "Manufactured Structures"

Asset Type 🕦
4%
Please make a selection
Boat
Boiler
Elevator
Historical
Manufactured Structures
Pressure Vessel

3. Click "Installation Certificate"

+ Seals
Manufactured Structures
Please select one
Installation Certificate
Installation Seal Order
Duplicate HUD Construction Seals

4. Click the Installation Type. NOTE: Re-installation only applies when a previously installed home is having all, or parts, of the installation redone or updated. Re-installation does NOT apply to moving an existing home from one location to another.

Installation Type
Manufactured Structures Installation Certificate 8%
Please select one
New Installation
Re-Installation

5. Enter the Installation Seal number and click "Next"

♦ Installation Seal Number

Manufactured Structures Installation Certificate New 10%	Installation					
Please Enter Installation Seal Number						
Seal Number *	006306					
	Discard M Next					

6. Enter all requested information and click "Next"

Installation I	nformation	on			
		Please enter	details below		
	Information			Utilities	
Manufactured Home Brand #	Schult		Previous Sewer Installation	Yes	
Model •	HYT4253365		Previous Water Installation	Yes	
Serial Number 🛊	12334568		Previous Gas	Yes	
Date of Manufacture •	05/02/2019 PAD2254997	-	Previous Electrical	Yes	
Serial Numbers +	N422330677		Installation	Other Item	
Building Official Name	John Doe			installation contract	2
•		_			
Foundation Type •	Frost Piers				
Soil Bearing Capacity .	720				
Method of Soil Testing	Pentrometer				
Original Installation	02/05/2010	٥			
Original Seal Number	001234				
Date of Re-Installation	05/15/2020	۵			
	Date of Re-Installation (corrections)				
		Discard	Undo 🛛 🕅 Next		
🛱 Home 🏛 Minnesota Depa	rtment of Labor and Industry			© 20	20 - Intuitive Municipal Solutions, LLO

- 7. On the Contacts screen:
 - Application: your information will be prefilled in the Applicant tile with your license information and the phone number and email address you created your iMS account with.
 Both of those fields are editable if you would like to change those fields.
 - b. Homeowner: Enter the homeowner information in as instructed.
 - c. Click "Next" when completed
- 8. Review information for accuracy and click "Submit"
- 9. If you want to submit another compliance certificate for a re-installation, click "Another" and completed the steps above.

🖬 Installation Compliance Certificate	
S Manufactured Structures Installation Certificate New Installation	
1003	
Your Installation Compliance Certificate bas been submitted.	