DEPARTMENT OF REVENUE

Assessor Licensing System User Guide

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Assessor Licensing System Guide

Logging In

Licensed Assessors

Once your on the Assessor Licensing System, enter your username and password and click "Sign in" to access your account.

Note: If you experience issues with the Internet Explorer internet browser try using Google Chrome or Microsoft Edge.

Assessors without Licenses

Create an Account: If you are **not** a licensed assessor, you will need to create an account on the Assessor Licensing System. See the **Create an Account** section for more instructions.

User Guide

The user guide has step by step instructions for actions in the Assessor Licensing System.

NOTE: If a password is entered 3 times incorrectly the reCaptcha box will appear. User must click on the "I'm not a robot" and sometimes match pictures. The reCaptcha box will continue to appear for the rest of the day.

Forgot Password

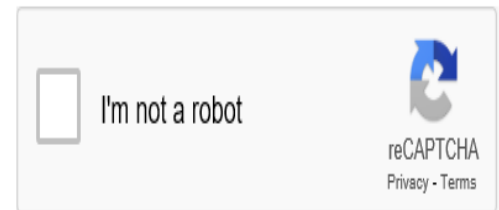**Step 1**: Click on the "Forgot your Password" link

Step 2: Enter your username **or** email address to reset your password. Click on "Submit".

Step 3: You will receive a link to reset your password in your designated email inbox. You may need to check your Junk/Spam email folder as well.

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Step 4: Reset Password by completing all three required (*) fields.

- Username
- Create new password
- Confirm new password

Step 5: Click Reset
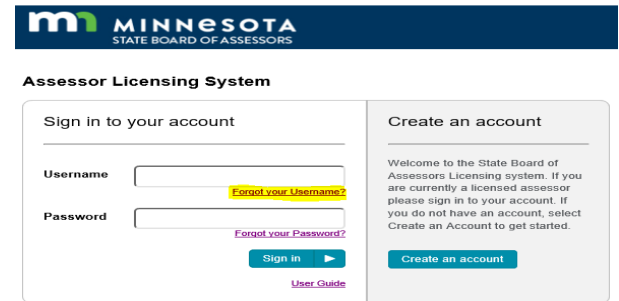
Step 6: Your password has been reset. Click on the link in the password confirmation to return to the log in page.

Forgot Username

Step 1: Click on the "Forgot your username" link.

Step 2: Retrieve your username by entering your email address in both required (*) fields. Click on "Submit".

Step 3: You will receive an email with your current username. You may need to check your Junk/Spam email folder as well.

Step 4: Return to the login screen by clicking on the link on the Forgot Username Confirmation page.

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Password Expired

Passwords expire every year; users will get a Password Expired popup when they try to log in after one year.

Step 1: Follow the instructions to create a new password.

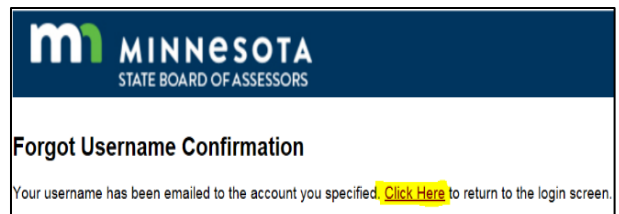Note: If user does not remember the current password, user will need to reset the password by selecting the "Forgot your Password" link on the log in screen and follow the instructions above in the Forgot Password.

Create an account

If you do not have an assessors license or an online assessors account, go to the Assessor Licensing System to create an account.

Step 1: Click **Create an account** on the Assessor Licensing System page.

Step 2: Fill out all the required (*) fields.

- **Create Username:** Must be at least 8 characters and contain letters and numbers only.

- **Create Password:** Must be at least 8 characters in length, have both upper and lowercase letters and contain a number and special character.

- **Confirm Password:** Re-enter the password you entered above and ensure they match.

- **Personal Email:** Enter your home email address.

- **Personal Contact Information:** Enter your first, middle, last name, date of birth, social security number, address, county, city, state, zip code and phone number.

- **Felony:** Select Yes or No button. If yes, a field will pop up for more details.

- **Work Contact Information:** Enter address, county, city, state, zip code, work phone number and work email address.

- After you complete all the required (*) fields, check the "I'm not a robot" box.

- Then click the **Create** button.

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Step 3: Email Pending Confirmation: You will receive a confirmation email. If you do not receive an email, check your junk/spam email folders for the email.

Step 4: Click on the link in the confirmation email to confirm your account. The link will expire after 24 hours.

Step 5: Click on the link in the email confirmed page to log in to your account.

Step 6: Enter your username and password and click on the sign in button to access your account.

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Home

The Home page consists of all the assessors personal and work contact information. If your contact information has changed, select My Profile tab to update contact information.

Fiscal Year

The Fiscal Year box displays the most recent fiscal year a license was active and the Four Year Cycle the fiscal year is associated with.

License Level History

This license level history box lists the assessor's license level(s) and the date the license was approved by the board.

CEH Requirements Met

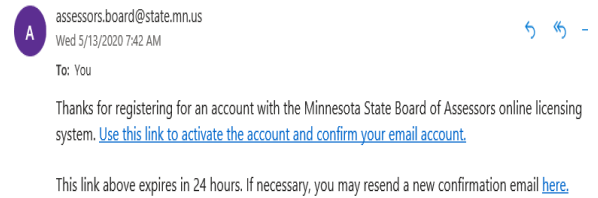The CEH Requirements Met box shows the status of the required continuing education courses, hours and 4-year reporting license level.

License Status

The license status box displays the status of the most current license.

Employment Experience & Jurisdictions

The employment experience box shows the most current employer details along with the jurisdictions the assessor is actively working in.

Outside Activities and Elected/Appointed Positions

The outside activities box displays any reported activity being performed by a licensed assessor within or outside of their assessment jurisdictions.

The elected or appointed box displays the position that an assessor has reported they have been elected or appointed to. The State Board of Assessors compiled a list of compatibility of offices for elected or appointed positions for county and local assessors.

MINNESOTA
STATE BOARD OF ASSESSORS

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Designated Address and Email

Assessor Information

Last Name	First Name	Middle Initial	Suffix	Date of Birth
Account	Test			06/13/1965

Home Address	County of Residence	Home Phone	Home Email
123 Happy Lane Afton, MN 55123	Washington	651-555-5555	boaext1@gmail.com

Work Address	Work County	Work Phone	Work Email
600 E 4th St Chaska, MN 55318	Carver	952-555-5555	bobbi.spencer@state.mn.us

Social Security Number	License #	Dept. Commerce License #
***-**-1111	4235	

License Level	Began Assessing	Income Qualified	Felony
CMA	06/03/2019	No	No

Edit Profile

Fiscal Year

Fiscal Year	Begin Date	End Date
2020	07/01/2019	06/30/2020

Four Year Cycle
07/01/2016 - 06/30/2020

License Level History

License Level	Board Decision
AMA	01/14/2020
CMA	07/16/2019

Continuing Education Requirements Met

Ethics	Yes
Fulfilled CEH's	Yes
Required Hours	50
Accumulated Hours	60
4-Year CEH Reporting Level	CMA

License Status

License Status	Status Change Date
Active	02/27/2020

Employment Experience

Start Date	Type of Position	Employment Status	Official Title	Employer Name
06/03/2019	Assessor – Physically Inspect Properties	Full Time	Assessor I	Carver County

Jurisdictions

County	City/Township	Hold Contract	Physically Inspect Properties
Carlton	Countywide	No	Yes

Outside Activities

Activities	Jurisdictions
Fee Appraiser	St. Paul, Ramsey

Elected/Appointed

Title or Position	Name of Jurisdiction	Start Date	End Date
Clerk	Lake Elmo...	03/14/2018	12/31/2020

My Profile

The My Profile page contains all of your personal and work contact information. You can change your username and password on the My Profile page.

Step 1: Click **My Profile** tab at the top of the page.

Step 2: Check your profile information, make sure all of your information is current.

Step 3: Update and fill out all the required (*) fields to ensure all your contact information is current.

Step 4: Select a designated address
Note: An official address where we can contact you about any administrative or legal proceedings involving the board. Your designated address will be available to the public.

Step 5: Select a designated email in the Manage Emails button. (See next page for instructions on managing emails)
Note: An official email where we can contact you about any administrative or legal proceedings involving the board). Your designated email will be available to the public.

Step 6: Click the "Save" button to update your profile.
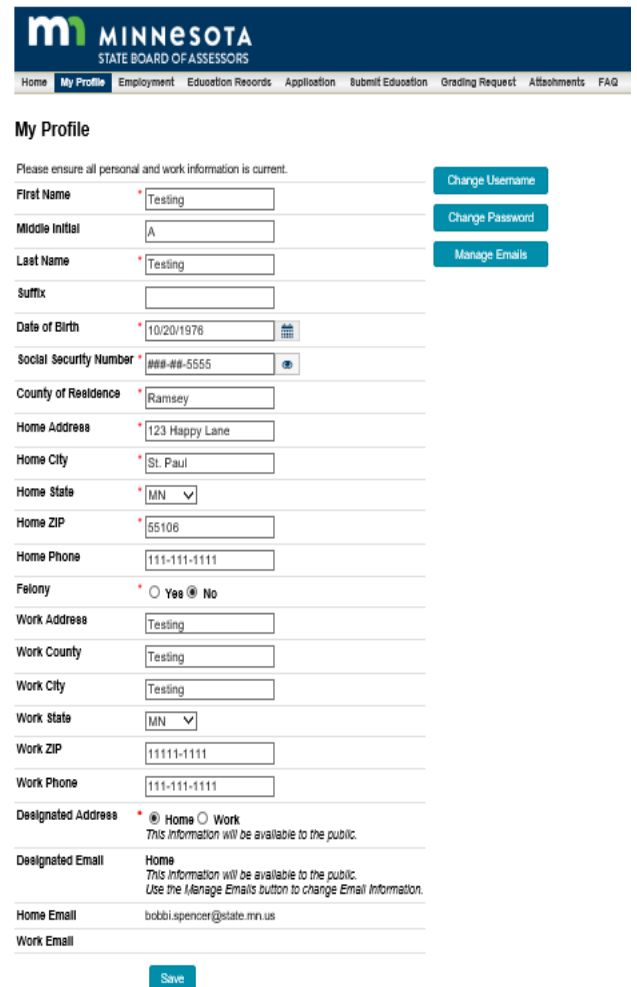
Manage Emails

Add, change and designate email addresses.
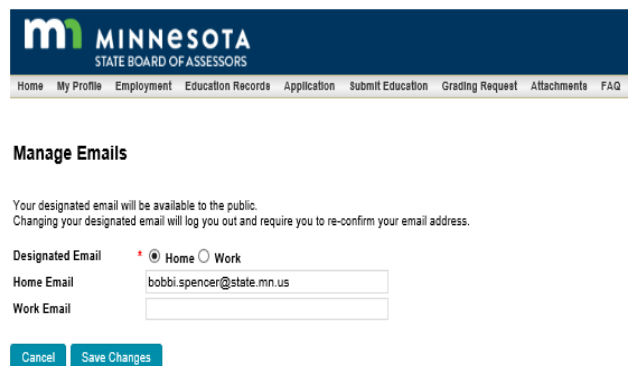
Step 1: Click Manage Emails button.

Step 2: Add or change email addresses. Select Home or Work email to designate as the one you want to receive communication from the board.
Note: Your designated email will be available to the public.

Step 3: Save Changes

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Step 4: After changes are made to your designated email address, you will be directed to an Email Pending Confirmation page.

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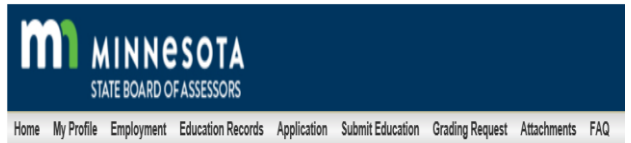STATE BOARD OF ASSESSORS

Email Pending Confirmation

A confirmation email from **assessorLicensing@state.mn.us** has been sent to the email address you entered. It may take a few minutes to receive this email. If you do not see it, please check your spam or junk email folders.

The link in the email remains active for 24 hours. You will not be able to log in without using the link in the email. If necessary, you may resend a new confirmation email.

Step 5: Look for the confirmation email in the email you selected as the designated email. You may need to check your Junk/Spam email folder as well.

Your designated email with the Minnesota State Board of Assessors online licensing system has been updated. Use this link to confirm your new email address.

The link above expires in 24 hours. If necessary, you may resend a new confirmation email here.

If you didn't attempt to change your email please report this by calling 651-556-6086.

Step 6: After selecting "Use this link to confirm your new email address" in the email you will be directed to the Email Confirmed page. Click on the link to log back into your assessors online account.

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Email Confirmed

Thank you for confirming your email. Please Click here to Log in

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Employment

The Employment page displays the most current employer(s) details. If your employer has changed, please follow the instructions below to update your employment record.

Step 1: Click the **Add Employer** button to add an employer.

Step 2: Complete all the required (*) fields on the pop-up window.

- **Start Date:** enter your start date.
- **Type of Position:** select the type of position in the drop-down menu.
- **Official Title:** enter your job title such as city assessor, supervisor, commercial appraiser, etc.
- **Employment Status:** select Full Time or Part Time.
- **Employer Name:** enter your employer's name.

  For example, Hennepin County, Mower County, etc.

Note: If you are a local assessor and contract with cities and townships, your employer name will be your own, since you are a self-employed contracted assessor.

Step 3: Click **Save.**

Step 4: Click **OK** in the pop up stating, "The Employer has been added."

Note: You need to **add the jurisdiction(s)** where you assess property.

Step 5: Adding jurisdiction where you assess property.

- Click **Add Jurisdictions**.

- Select the *county* in the drop-down list where you are employed.

- Select the *city/township* in the drop-down list where you do your assessment work.

Note: If you are employed by a county, you will select "**Countywide**" in the city/township drop-down list. Because you can assess any jurisdiction in the entire county, you need to select countywide.

- Check *Hold Contract* box if it applies to you (see definition). Leave it blank if it does not.

- Check *Physically Inspect Properties* if it applies to you (see definition). Leave it blank if it does not.

- Click the **Add** button.

- To edit your saved jurisdiction, click the edit icon and re-select your *County* and *City/Township.*

- Click the **Update** button.

- To add multiple jurisdictions, select the Add Jurisdictions button and follow Step 5.

Employment Verification

If you are applying for new or upgraded licenses, follow these instructions to attach your employment verification letter.

Step 1: Click the **Attach Employment Verification** button.

Step 2: Click the **Browse** button.

Step 3: Choose the file you want to upload from your computer then click the *Open* button.

Step 4: Choose employment verification in the drop-down menu.

Step 5: Click the **Upload** button.

Step 6: View your attachment by clicking on the **View Attachment** button.

Note: If you are applying for renewal or reinstate licenses, skip the employment verification steps.

Edit Employment

Step 1: Click the **Edit Icon** to update employment record.

Step 2: Make changes in the "Edit" pop up and click the "Save" button.

New Employer

Step 1: If you have changed employers, click the **No** button in your current employment record.

Step 2: Enter your last date of employment with this employer in the **End Date** field.

Step 3: Click the **Save** button.

Step 4: Click on the **Add Employer** button and follow Employment steps 1-5 above.

Note: You can store multiple employers on your record.

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Education Records

The education records tab allows you to view all of your completed education and documents attached to each course record.

Courses Taken

To view all your completed courses and attached documents click the **Courses Taken** tab.

Note: Continuing education courses will be shown in your courses taken for two 4-year cycles, the previous and most current. Once a new 4-year cycle begins, the courses from the earlier 4-year cycle will automatically be deleted.

Licensure Courses

To view your completed courses that apply to licensure requirements, click the **Licensure Courses** tab.

Note: The courses listed here will also appear on your licensure transcript.

CEH Courses

To view your completed continuing education courses, click the **CEH Courses** tab.

Note: Continuing education courses will be shown in your CEH Course list for two 4-year cycles, the previous and most current. Once a new 4-year cycle begins, the courses from the earlier 4-year cycle will automatically be deleted.

Education Attachments

Click on the **eye** icon to view attached documents.

Click on **Attach Proof** to add a completion certificate.

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Transcripts

Step 1: To view and print **Continuing Education Transcript**, and **Licensure Transcript,** click the PDF link associated to your needs.

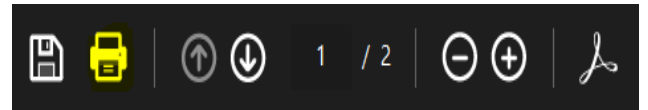**Note:** The transcript will open in a new tab on your computer.

Step 2: Click the print icon on the hovering black bar to print your documents.

Note: You must allow the pop-up window on your computer to open the PDF transcripts.

License

Step 1: To view and print your **License,** click the PDF link **View & Print License**.
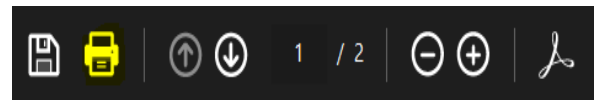
Note: The license will open in a new tab on your computer.

Step 2: Click the print icon on the hovering black bar to print your license.

Note: You must allow the pop-up window on your computer to open the PDF transcripts.

Application

The application tab gives you the option to apply for a new license, upgrade your license, reinstate your license, or renew a current license.

Application Type

Step 1: Click the **Application** tab on the top of the page.

Step 2: Select the application type you would like to apply for.

Application Type

- ○ New License - Trainee = $50.00
- ○ New License - Temporary IQ = $85.00
- ○ New License - CMA = $85.00
- ○ New License - CMAS = $95.00
- ○ New License - AMA = $125.00
- ○ New License - SAMA = $150.00

If your assessor license has expired, choose a reinstatement option

- ○ Reinstatement - CMA Reinstatement $85 + $50 = $135.00
- ○ Reinstatement - CMAS Reinstatement $95 + $50 = $145.00
- ○ Reinstatement - AMA Reinstatement $125 + $50 = $175.00
- ○ Reinstatement - SAMA Reinstatement $150 + $50 = $200.00

Note: If you are an active duty military member, spouse of an active duty military member, or veteran, please contact the State Board of Assessors at 651-556-6086 or assessors.board@state.mn.us for specific information on the application process.

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Application Form

Step 3: Fill out all the required (*) fields on Application Form page.

- **Fiscal Year:** Select the current fiscal year. Note: the State's fiscal year begins July 1 of the calendar year.

- **License Level:** select your current license level to renew. If you are upgrading your current license level, select the level you are applying for.

Note: If you are applying for your initial assessor's license, select either Trainee or CMA. The application fee will auto populate based on the type of application you selected.

Note: All renewal applications select the **upcoming** fiscal year. For example, if it is May 2, 2020 and you are renewing your license, you will select **2021** for the upcoming fiscal year.

- **Felony:** If "Yes", you must provide the felony details.

- **Elected or Appointed Position:** If "Yes", you must add your elected or appointed position details.

- **Outside Activities:** If "Yes", you must add your outside activities details.

- Click **Review My Profile** to verify everything is up to date.

- Click **Review Employment** to verify the most current employment is up to date.

- Click **Review Education** to verify all required education has been uploaded to your record.

- Click the **Application** tab to navigate back to the **Application Form** page.

- Check the checkboxes after reviewing the information.

- Carefully read **HOW WE USE INFORMATION.**

- Review and check all three checkboxes before clicking on **Submit Application to the Board.**

Application Form

Fiscal Year: * 2021

License Level: * CMA — For CMA/CMAS who are income qualified, IQ will be visible on your license when your application is approved.

Fee: CMA = $85.00

Felony: * Have you ever been convicted of a felony?
○ Yes ○ No

Elected or Appointed Position: * I hold an elected or appointed position (other than County Assessor) in jurisdictions where I am employed as an assessor.
○ Yes ○ No

Outside Activities: * If you performed outside activities such as fee appraising, real estate sales, property management, etc., click the button Add or Edit Outside Activities to add those details here.
○ Yes ○ No

Review My Profile * ☐ Yes, I have reviewed my profile information and it is up to date.

Review Employment * ☐ Yes, I have reviewed my employment information and it is up to date.
- I have attached verification of employment related to assessment experience.
- For new licenses only; I have attached the First Year Exposure Checklist.

Review Education * ☐ Yes, I have reviewed my education information and it is up to date. It will be reviewed with new or upgraded license applications and at the end of a 4-year cycle.

HOW WE USE INFORMATION

The Minnesota State Board of Assessors (the "Board" or "we") uses the information requested on this form to process your assessor's license application. You are not required to provide this information, but if you choose not to provide it, your license will not be granted. Also, providing information that is incomplete or inaccurate may delay the granting of your license.

We ask you to provide an official (or "designated") home or business address, an email address, and a telephone number where we can contact you about this application. We will contact you through your designated address about any administrative or legal proceedings involving the Board.

Your name and designated address are public information. While we review your application, all of the other information on this form is private and can be accessed only by the Board. Once the Board grants your license, all of the information on this form, except for your Social Security Number and non-designated address (if you provided one), becomes public. Your Social Security Number and non-designated address remain private.

The Board may only release private data as permitted by law or if the information is required to comply with a court order.

* ☐ I certify the information contained in this application is true and correct to the best of my knowledge.

* ☐ I agree to adhere to the Code of Conduct and Ethics as adopted by the Minnesota State Board of Assessors.

* ☐ I file and pay my Individual Income Taxes per MN Statute 289A.08

Save As Draft   Delete Draft   Submit Application to the Board

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Payments

There are three types of payments:.

- *Credit card* - Credit and debit cards are processed by US Bank and they charge a convenience fee for this service. The fee amount is a percentage of your payment amount, 1.25% for debit cards and 2.15% for credit cards.

- *Bank account* - Pay from your checking or savings account electronically. Have your bank routing number and account number ready. There is no fee to pay if you pay through your bank.
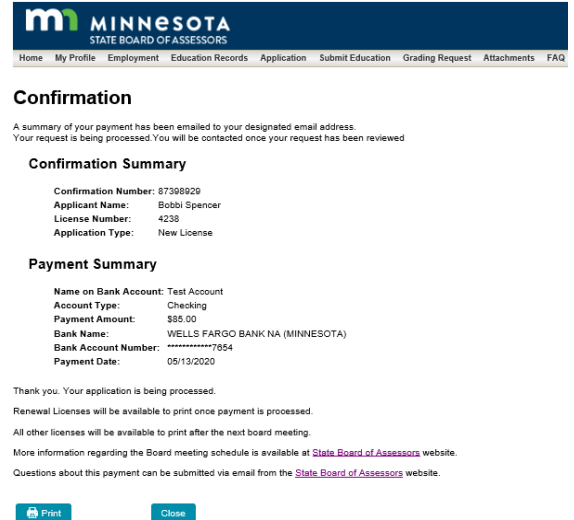
- *Pay through employer* - Print a voucher for county and city employers to submit a single check payment for multiple applications. There is no fee to pay through the employer.

Credit Card Payment

Step 1: Click **Credit Card.**

Note: There is a convenience fee that is charged by **US Bank** for this service. The fee amount is a percentage of your payment amount, 1.25% for debit cards and 2.15% for credit cards.

- The Credit Card payment system only accepts MasterCard, VISA, Discover, and American Express.
- Turn off Active X Filtering

Step 2: Enter the **email address** where you want to receive the payment confirmation receipt that will be sent electronically.

Step 3: Enter the **16-digit number** of the card.

Step 4. Enter the **CVV** number.

Step 5: Enter expiration **month and year**.
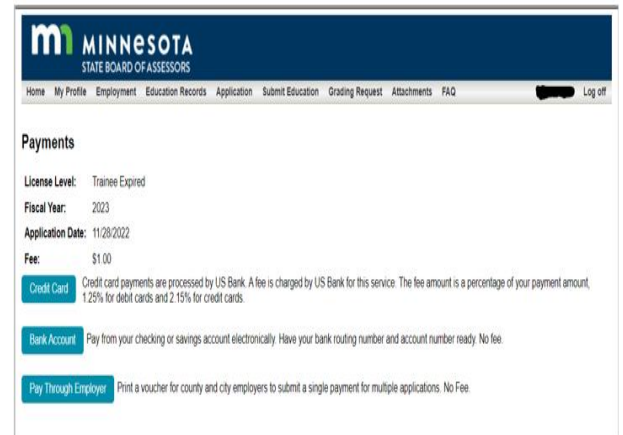
Step 6: Enter **Name on Credit Card**

Step 7: Enter cardholder's **billing address** Information.

Step 8: Click **"I agree to the Terms and Conditions"**

Step 9: Click "**Pay" button** to submit your payment.

Step 12: Payment request complete confirmation page: select **Print** button to print the payment confirmation page for your records.

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Bank Account Payment

Step 1: Click **Bank Account.**

Note: There is no fee for Bank Account payment.

Step 2: Enter **Payor Name** on bank account.

Step 3: Select **Checking** or **Savings**.

Step 4: Enter the 9-digit **Routing Number**.

Step 5: Enter **Account Number**. Re-enter the account number to confirm.

Step 6: Read carefully and select **Yes** or **No.**

Step 7: Click the **Next** button.

Step 8: Review payment information for accuracy.

Step 9: Click the **Submit** button to complete the payment.

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Payment confirmation page. Review your payment details and click **Print** button to print the payment confirmation page for your records.

Email confirmation: A summary of your payment will be emailed to your designated email address.

After selecting the **Close** button, you will be directed back to the **Home** page.

Application pending approval

Select the Application button to view the application type, status and fee for the application just submitted.

Pay Through Employer

This is set up for County and city employers to submit a single check payment for multiple applications. No fee is charged for this service.

Step 1: Click the **Pay Through Employer** button.

Step 2: Print this page.

Step 3: Mail this page and a check for the total license fee(s) to the address provided on the page.
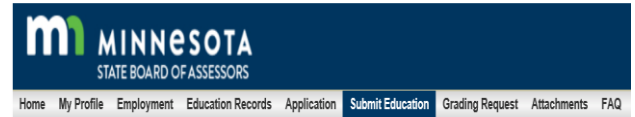
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Submit Education

The Submit Education page allows you to submit proof of education or request approval for a new course/seminar.

Note: To view your courses taken, print transcripts and licenses, see **Education Records** tab.

Submit Proof of Education

The Submit Proof of Education page allows you to submit a board approved course completion certificate for a course/seminar that you attended.

Step 1: Click Submit Proof of Education.

Step 2: Select the sponsoring organization of the course you attended.

Step 3: Select the **Course Title**.

Step 4: Select Classroom or Online, depending on where you took the course.

Step 5: Enter the date you completed the course.

Step 6: Enter the number of hours for the course.

Step 7: Enter the number of hours the course allotted for the exam, if applicable.

Step 8: Select **Course Results** (Pass, Fail, or CEH only).

Step 9: Click **Attach Proof** to upload course completion documents.

Step 10: Click **Browse** to select course completion documents from your computer.

Step 11: Select the **Type of Verification Document** you are uploading.

Step 12: Click **Upload.**

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Step 13: Click "OK".

Note: You can upload multiple documents before you submit the request. To do this, repeat **Steps 9 through 12.**
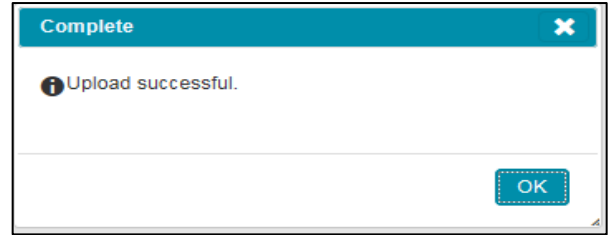
Step 14: View your uploaded documents by clicking the view icon. Delete documents by clicking the delete icon.

Step 15: Click "**Submit Course**".

Note: By saving a draft of your request, it will allow you view other pages on the licensing system before submitting your request.
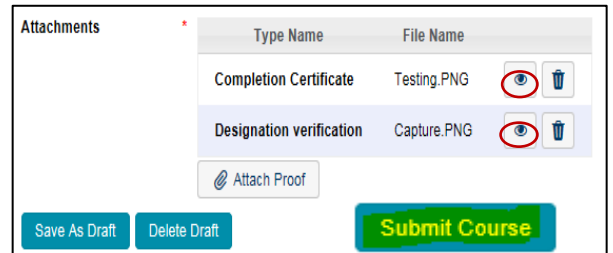
Courses submitted, pending approval by the board A list of submitted course completion documents will be listed here. Once they are approved, click on the "View Education Records" button or go to the Education Records tab and click on "Courses Taken" to view your approved course(s).
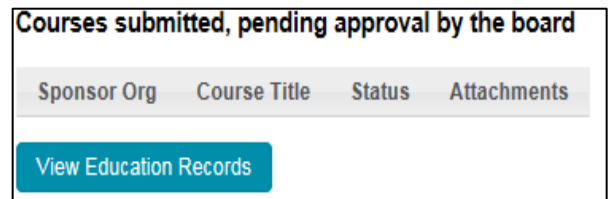
Request Approval for New Course/Seminar

The Request Approval for New Course/Seminar page allows you to submit courses/seminars not on the board approved course lists. The course outline and description of the course along with a timeline anticipated for each topic must be included in the request

Step 1: Click **Request Approval for a New Course/Seminar**.

Note: Courses submitted by others will appear in "**Courses Submitted, pending approval by the board.**"

Please check the list in "Courses Submitted, pending approval by the board" before you submit a new one to avoid duplicate submissions.

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Step 2: Select the **Course Type**.

Step 3: Select **Sponsoring Organization**.

Step 4: Enter **Course Title**.

Step 5: Select **Classroom or Online**.

Step 6: Enter the number of course hours.

Step 7: Follow steps 9-15 above for submitting attachments.

Courses Submitted, pending approval by the board
Your request for course approval will be listed under "pending approval by the board."

Note: Courses submitted by others will appear here as well. Please check the submitted courses before submitting a new one to avoid duplicate submissions.

Grading Request

The **Grading Request** tab allows you to submit a Form Appraisal Report or a Demonstration Narrative Report for grading.

Step 1: Select Form Report or Narrative Report in the dropdown under **Type**.

Step 2: The **Fiscal Year** defaults to the current fiscal year; leave this as is.

Step 4: Grading Fee will automatically populate.

Step 5: Click on **Attach Document**.
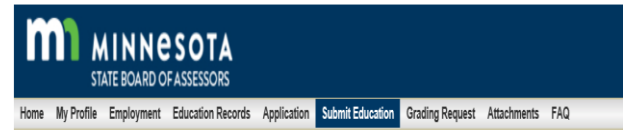
Step 2: Click the **Browse** button.

Step 3: Choose the file you want to upload from your computer and then click the **Open** button.

Step 4: Choose Form Report or Narrative Report in the **Type of Verification Document** drop-down menu.

Step 5: Click the **Upload** button. A "complete" pop-up will appear showing Upload successful. Click the **Ok** button.

Step 6: Click the **Submit Grading Request** button.

Step 7: See the **Payments** section of this document for payment instructions.

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Attachments

The Attachments page provides a list of all the attached documents on an assessors account. You can view the documents by selecting the "View Attachment" button.

FAQ

The FAQ button is linked to the State Board of Assessors website, where you will find answers to common questions about assessor education and licensing.

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