

iMS Pro Account Creation Information

Account Creation Directions

1. **Register as a new user**
 - a. Select register as a new user

➔ Please Log In

Email

Password

Stay Logged In No thanks

[Log in](#)

[Register as a New User](#)
[Forgot Password?](#)
[Continue as Guest](#)

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2. **Register for Access**
 - a. Please provide your full name, email, password and select register.

👤 Register for Access

Full Name

Email

Password
At least 6 characters, 1 special character, 1 number, 1 uppercase, 1 lowercase

Confirm password

[Register](#)

[Back to Login](#)

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3. **Registration Pending**
 - a. After completing the registration form, a registration pending notification will be displayed.

✉ Registration Pending

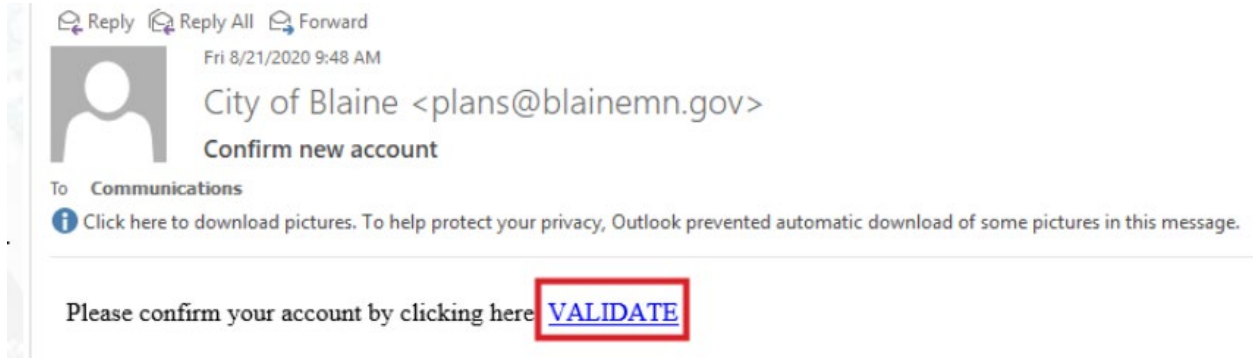
Confirmation email sent

This may take a minute or two.
Once received, please click the link in the email to continue.

The link is valid today only.
The email will come from communitydevelopment@ci.brooklyn-center.mn.us.

4. Confirm New Account

- a. A confirmation email will be sent to the email address provided during registration. Go to your email and select **Validate**. Please note, if you do not see the confirmation email, check your junk or spam folder.

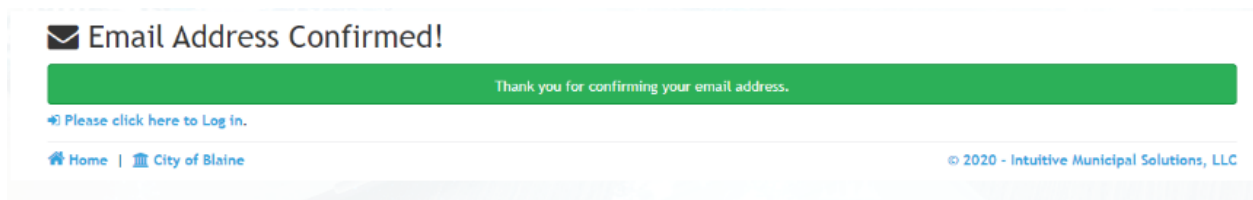


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5. Email Address Confirmed

- a. After validate is selected, a **thank you for confirming email address** page is presented.



6. Login to iMS

- a. Login to iMS by visiting <https://brooklyncenter.ims16.com/ims/> Enter your email address and password.

➔ Please Log In

The screenshot shows a login form with the following fields and options:

- Email:
- Password:
- Stay Logged In: No thanks
- Log in button:
- Footer: Register as a New User, Forgot Password?, Continue as Guest, Home | City of Brooklyn Center, © 2021 - Intuitive Municipal Solutions, LLC

7. Contractor Licenses

a. In the Contractor Licenses tile, select License/Registration.

<p>✓ Planning/Zoning</p> <p>+ Submit Application or Request</p> <p>Zoning Letter and Planning Commission Applications are available here. A preliminary meeting with City Staff is required prior to the submission of a Planning Commission Application.</p> <p>Q Search Planning Projects</p> <p>📊 Reports</p>	<p>📄 Permits</p> <p>+ Enter Application</p> <p>Q Search Permits</p> <p>📊 Reports</p>	<p>🕒 Inspections</p> <p>📅 Inspection Calendar</p> <p>📅 Schedule Inspections</p> <p>📊 Reports</p>
<p>🔍 Code Enforcement</p> <p>+ Create Case</p> <p>Q Search Cases</p> <p>📊 Reports</p>	<p>⚙️ Business/Rental Licenses</p> <p>+ Apply/Renew for a License</p> <p>Prior to submitting application please check for required documents here Required Docs</p> <p>Q Search</p> <p>📊 Reports</p>	<p>📍 Property Addresses</p> <p>🗺️ Map</p> <p>+ Add Location</p> <p>Q Search Locations</p> <p>📊 Reports</p>
<p>📁 Business/Contractor Reg</p> <p>+ License/Registration</p> <p>Q Search Contractors</p> <p>📊 Reports</p>	<p>🔧 Backflow Assembly</p> <p>+ Create</p> <p>Q Find</p> <p>📊 Reports</p>	<p>🔄 Renewals</p> <p>Q Find</p> <p>📊 Reports</p>

8. **City License and Registration**
a. Select License/Registration

+ Business/Contractor Registration



4%

Please select one

Existing Business License
Click to link your existing City of Brooklyn Center License/Registration

Business Registration
To apply for a Business License, please complete the Business registration.

Existing Contractor License
Click to link your existing City of Brooklyn Center License/Registration

Contractor Registration
To apply for a Mechanical or Sign Hangers License, please complete the Contractor registration.

[Home](#)

9. **Company Information**
a. Fill in the company information requested.