

Assessor Licensing System User Guide

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Logging In

Beginning May 7, 2026, assessors will log in using LoginMN.

Go to the [Assessor Licensing System](#).

Follow the one-time [Creating a LoginMN Account](#) process.

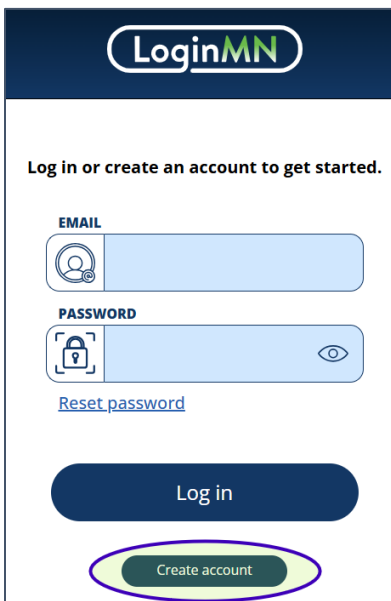
Going forward, you will only need to enter your LoginMN email and password to access the assessor licensing system.

Note: Recommended internet browsers are Microsoft Edge or Google Chrome.

Creating a LoginMN Account

LoginMN is Minnesota’s new and secure sign-on system that allows access to your information from multiple state services using one account. Follow the steps below to create your LoginMN account and connect it to your existing assessor licensing system account or register as an assessor for the first time.

1. Select **Create account**



2. Select **Accept & continue** to agree to the Data Collection Notice



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3. Type your email and select **Send email**. Keep this window open!

Note: Users with an existing Assessor Licensing System account must use the email specified in email communications from the board.

Create your account

We will ask you to verify your information, so we can make sure everything is correct.

Let's verify your email
Please type your email address below

EMAIL

Send email

[I need help](#)

By continuing, I accept Minnesota's [Privacy Policy](#)

4. Go to your email account and find the email from `noreply_loginmn@login.mn.gov`

Hello,

Please verify your email address using the one-time passcode below.

One-time passcode

057851

Enter the One-time passcode from the email in the original LoginMN window, then select **Confirm code**

Check your email

An email has been sent to

Your email will show here [edit](#)
(if you need to change the email, choose edit)

Please check your email and select the link to continue. Alternatively, you may enter the code sent to your email.

VERIFICATION CODE

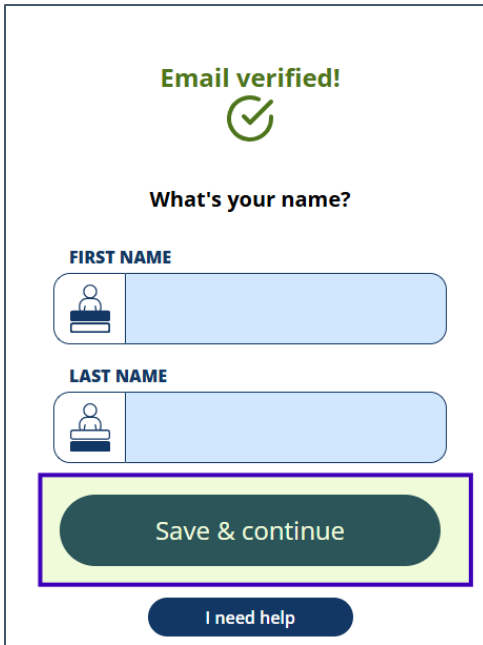
[Resend email](#)

(if your email above is correct and you have not received a confirmation email, click resend email)

Confirm code

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5. Enter your first and last name; Select **Save and continue**



Email verified!

✓

What's your name?

FIRST NAME

LAST NAME

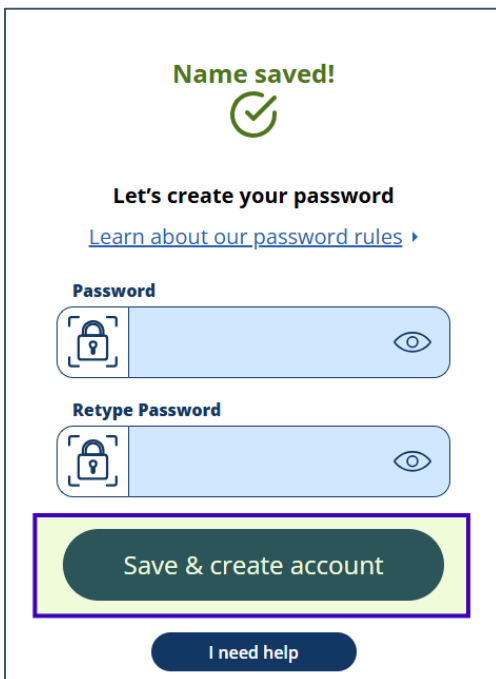
Save & continue

I need help

6. Enter and confirm your password.

Note: Passwords must be at least 8 characters long and must include at least 3 of the following: lowercase letter, uppercase letter, number, special character.

Select **Save & create account**



Name saved!

✓

Let's create your password

[Learn about our password rules](#) ▶

Password

Retype Password

Save & create account

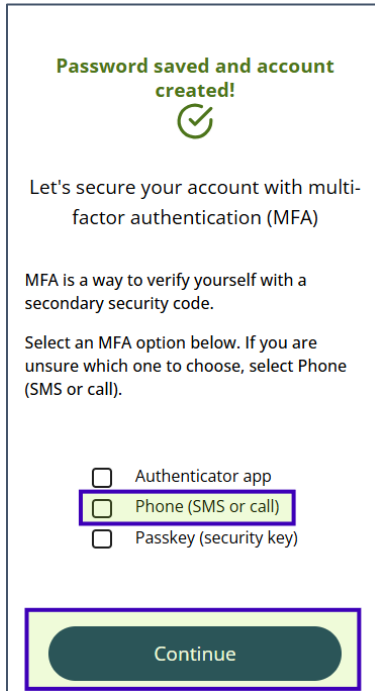
I need help

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7. Multi-factor Authentication (MFA)

Note: We recommend using your cell phone to set up MFA. You may choose the option that makes the most sense for you. This guide will cover setting up MFA using a phone number.

a. Check the box that says **Phone (SMS or call)**, Select **Continue**



Password saved and account created!

Let's secure your account with multi-factor authentication (MFA)

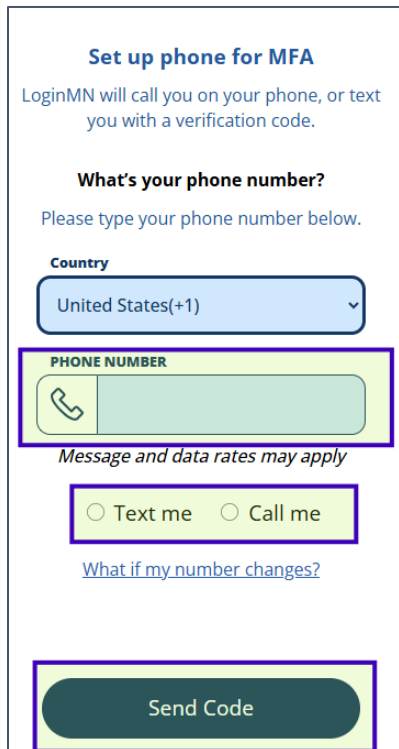
MFA is a way to verify yourself with a secondary security code.

Select an MFA option below. If you are unsure which one to choose, select Phone (SMS or call).

☐ Authenticator app
☒ **Phone (SMS or call)**
☐ Passkey (security key)

Continue

b. Enter your phone number and select either **Text me** or **Call me**, then select **Send Code**



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

Message and data rates may apply

☐ Text me ☐ Call me

[What if my number changes?](#)

Send Code

Assessor Licensing System Guide

- c. Enter the code received via text or call; Select **Confirm code**

Check your phone

An SMS text message has been sent to

The phone # you [edit](#)
provided will be here

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

VERIFICATION CODE

[Resend code](#)

Confirm code

- d. Select **Continue**; you will be redirected to your account in the assessor licensing system.
Note: If you are not redirected to your account in the assessor licensing system, see step 8.

MFA verified!



All done!



Your LoginMN account is
ready for you to use

Continue

8. Confirming your assessor licensing system account

- a. If you have an existing assessor licensing system account, select **Yes**; proceed to step 9.
- b. If you are registering as an assessor for the first time, select **No**. You will be asked to enter your information to create an account in the assessor licensing system. Proceed to [Create an Account](#)

Do you already have an Assessor License System account?

Yes

No

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9. Enter your license number (you can look up your license number on [the list of currently licensed assessors](#)); Select **Submit**

Please enter additional details to confirm your account

License Number

License Number is required

Note: The board's administrator will review your request to connect your LoginMN account to an existing assessor licensing system account. Once your request is reviewed, you will receive one of the following emails from assessors.board@state.mn.us.

a. Assessor Licensing System Confirmation

This email means your LoginMN account has been successfully linked to your assessor licensing system account. Select the **Log in to the Assessors Licensing System** link to open the assessor licensing system.

Assessor Licensing System Confirmation

This is an automated email notification.

Your Assessor Licensing System account is now connected to your LoginMN account.

[Log in to the Assessors Licensing System.](#)

If you have questions, email assessors.board@state.mn.us.

b. Assessor Licensing System Account Not Found

This email means your LoginMN account could not be connected to an existing assessor licensing system account. Select the link at the bottom of the email and return to [step 8](#).

Assessor Licensing System Account Not Found

This is an automated email notification.

The license number you provided to connect your LoginMN account to an existing Assessor Licensing System account does not match our records.

If you already have an Assessor Licensing System account:

- Double check your license number on our [Currently Licensed Assessors webpage](#).
- Then try again using the link below.

If you are not a currently licensed assessor:

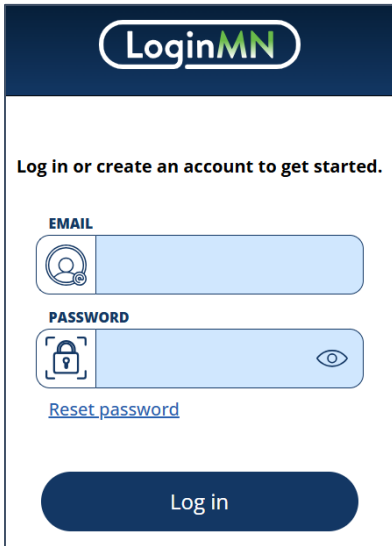
- Use the link below and select **No** when you are asked if you already have an Assessor Licensing System account.

[Connect to an existing account or register as a new user in the Assessor Licensing System](#)

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Licensed Assessors

Beginning May 7, 2026, assessors will log in to the assessor licensing system using LoginMN.



The image shows the LoginMN login interface. At the top is the LoginMN logo. Below it is the text "Log in or create an account to get started." There are two input fields: "EMAIL" with a person icon and "PASSWORD" with a lock icon and a toggle eye icon. Below the password field is a link "Reset password". At the bottom is a large blue "Log in" button.

Go to the [Assessor Licensing System](#).

Follow the one-time [Creating a LoginMN Account](#) process.

Going forward, you will only need to enter your LoginMN email and password to access the assessor licensing system.

Note: Recommended internet browsers are Microsoft Edge or Google Chrome.

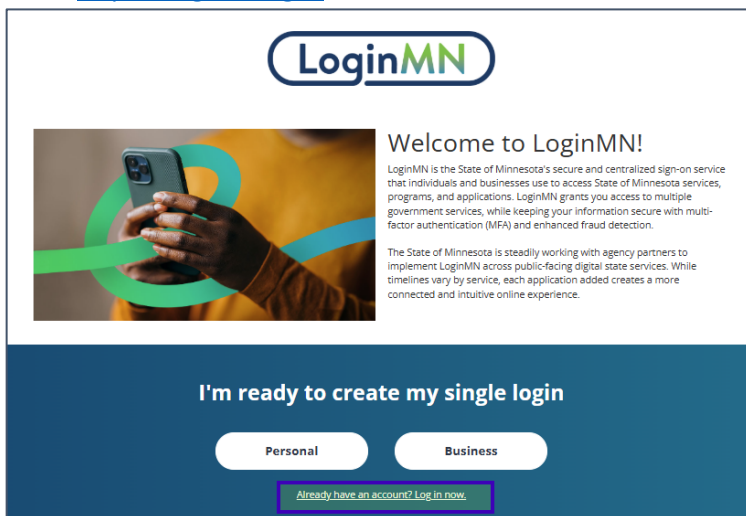
Assessors without a License

If you do not have an existing account in the assessor licensing system, you will need to create an account in LoginMN, which will connect you to the assessor licensing system. Start at the [Creating a LoginMN Account](#) section.

Reset Password

Follow these instructions if you forget or would like to update your LoginMN password.

1. Go to <https://login.mn.gov>.



The image shows the LoginMN Welcome page. At the top is the LoginMN logo. Below it is a large image of a person holding a smartphone with a green circular arrow around it. To the right of the image is the text "Welcome to LoginMN!" followed by a paragraph about LoginMN being the State of Minnesota's secure and centralized sign-on service. Below this is another paragraph about the State of Minnesota working with agency partners to implement LoginMN across public-facing digital state services. At the bottom is a blue bar with the text "I'm ready to create my single login" and two buttons: "Personal" and "Business". Below these buttons is a link "Already have an account? Log in now." which is highlighted with a red box.

2. Select the link at the bottom of the page that says **Already have an account? Login in now.**

[Already have an account? Log in now.](#)

3. Select **Reset password**

Log in or create an account to get started.

EMAIL

PASSWORD

[Reset password](#)

4. Enter the email you use for LoginMN; Select **Send Code**.

Note: Do not close this window.

Password Reset

To reset your password, please enter the email address of your **LoginMN** account.

Enter your email address below

EMAIL

Send Code

5. Go to your email inbox and find the message from noreply_loginmn@login.mn.gov

Hello,

Please verify your email address using the one-time passcode below.

One-time passcode

216109

Type your One-time passcode in the Verification Code box; Select **Confirm Code**.

Check your email

A code has been sent to

Your email address will be here [edit](#)

Please check your email and enter the code to continue.

VERIFICATION CODE

Verification code

[Resend code](#)

Confirm code

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6. Confirm your identity using Multi-factor Authentication (MFA). Select the button next to **Text me** or **Call me**; Select **Send Code**.

Note: Since we recommend using Phone for MFA, this guide will show you how to use that option.

Verify Phone MFA

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

Message and data rates may apply

Phone Number



XXX-XXX- XXXX (the last 4 digits of your phone number will show)

☐ Text me
 ☐ Call me

Send Code

7. Type the code you received via text or call; Select **Confirm Code**.

Enter your verification code

Phone Number



XXX-XXX- XXXX (the last 4 digits of your phone number will show)

☒ Text me
 ☐ Call me

VERIFICATION CODE

Verification code

[Resend code](#)

Confirm code

8. Type and retype your new password. Your password must be between 8 and 24 characters and include at least 3 of the following:
- Uppercase letter (A,B,C, etc.)
 - Lowercase letter (a, b, c, etc.)
 - Number (1, 2, 3, etc.)
 - Special character (!, @, #, etc.)

When you have met all requirements, the text fields will turn green, and you will see the message *Passwords match*.

Select **Continue**.

Password Reset



Let's create a new password
[Learn about our password rules](#) ▶

Password



Retype Password



✓ Passwords match

Continue

9. Your new password has been saved!
Select **Continue**

Password saved.



All done!



**Your LoginMN account is
ready for you to use**

Continue

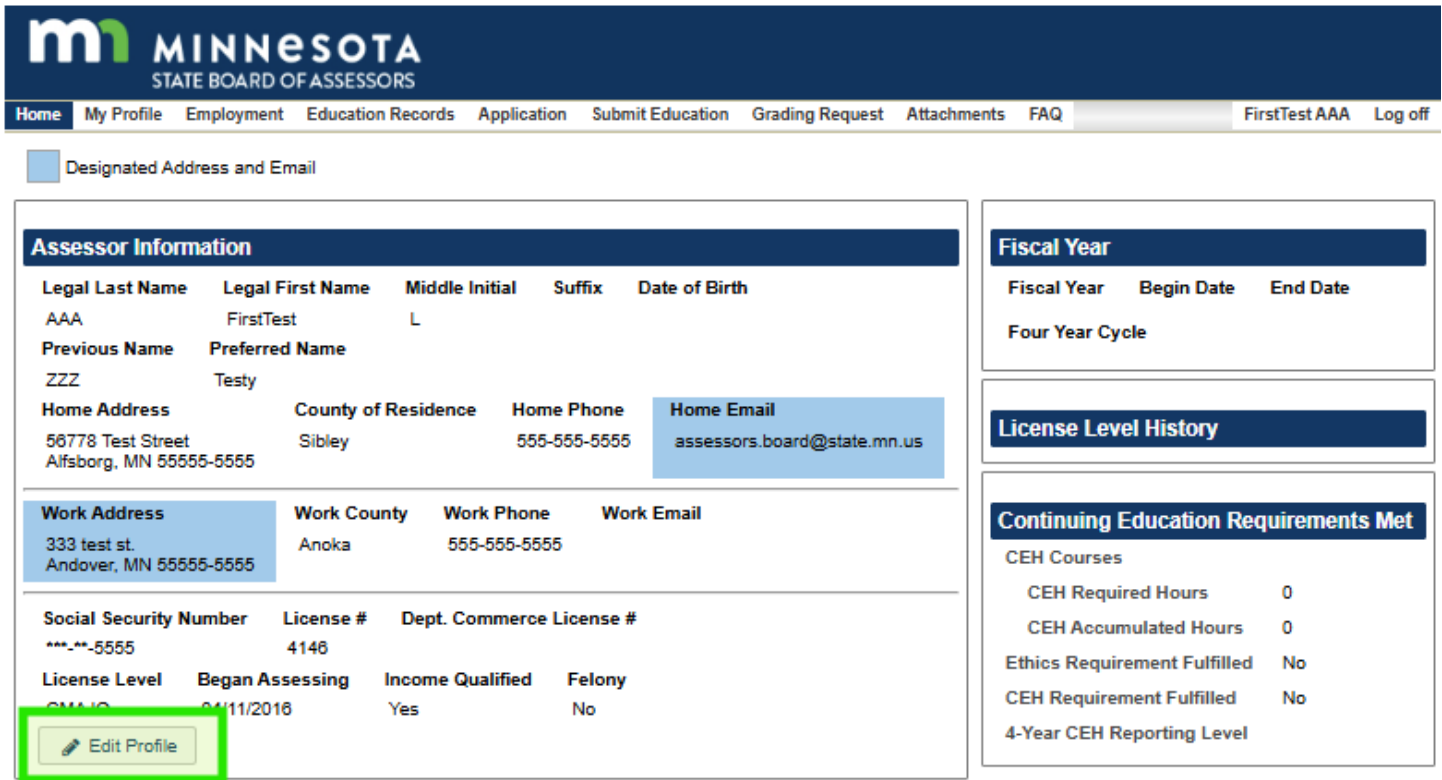
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Changing your Email

You will need to update your email in your account in the assessor licensing system and may also need to update your email in LoginMN depending on what email you use to log in to the assessor licensing system.

Changing your Email in the Assessor Licensing System

1. Log in to the [assessor licensing system](#).
2. Click the **Edit Profile** button at the bottom left of the Assessor Information box in the Home tab.



MINNESOTA
STATE BOARD OF ASSESSORS

Home My Profile Employment Education Records Application Submit Education Grading Request Attachments FAQ FirstTest AAA Log off

Designated Address and Email

Assessor Information				
Legal Last Name	Legal First Name	Middle Initial	Suffix	Date of Birth
AAA	FirstTest	L		
Previous Name	Preferred Name			
ZZZ	Testy			
Home Address	County of Residence	Home Phone	Home Email	
56778 Test Street Aftsborg, MN 55555-5555	Sibley	555-555-5555	assessors.board@state.mn.us	
Work Address	Work County	Work Phone	Work Email	
333 test st. Andover, MN 55555-5555	Anoka	555-555-5555		
Social Security Number	License #	Dept. Commerce License #		
***--5555	4146			
License Level	Began Assessing	Income Qualified	Felony	
CMAA	04/11/2016	Yes	No	
Edit Profile				

Fiscal Year		
Fiscal Year	Begin Date	End Date
Four Year Cycle		

License Level History	

Continuing Education Requirements Met	
CEH Courses	
CEH Required Hours	0
CEH Accumulated Hours	0
Ethics Requirement Fulfilled	No
CEH Requirement Fulfilled	No
4-Year CEH Reporting Level	

3. Click the **Manage Emails** button.



MINNESOTA
STATE BOARD OF ASSESSORS

Home My Profile Employment Education Records Application Submit Education Grading Request Attachments FAQ FirstTest AAA Log off

My Profile

Please ensure all personal and work information is current.

Legal First Name *

[Manage Emails](#)

4. Type your new email address in the appropriate area. Verify your preferred email address is designated. Click the **Save Changes** button to confirm the changes.

Note: Your designated email and address are public information. You may receive communications from the Board of Assessors at your designated email or address.

Manage Emails

Your designated email will be available to the public. Changing your designated email will log you out and require you to re-confirm your email address.

Designated Email * ☐ Home ☒ Work

Home Email

Work Email

[Cancel](#)

[Save Changes](#)

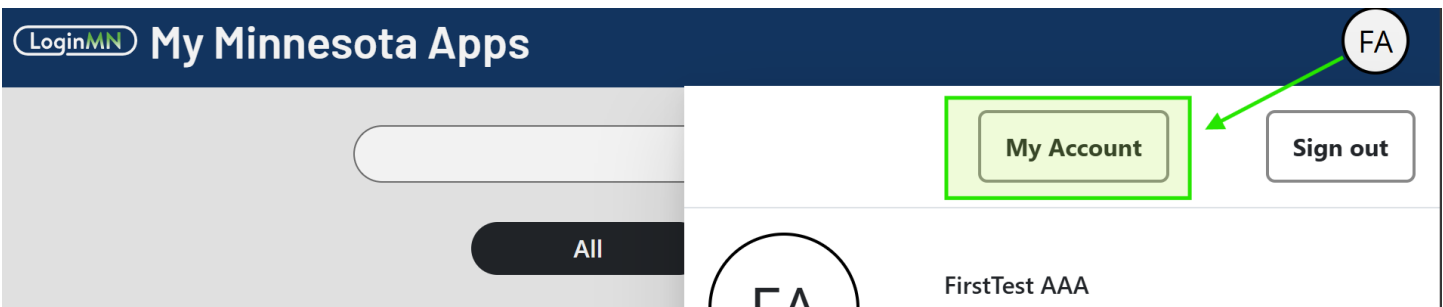
Assessor Licensing System Guide

Changing your Email in LoginMN

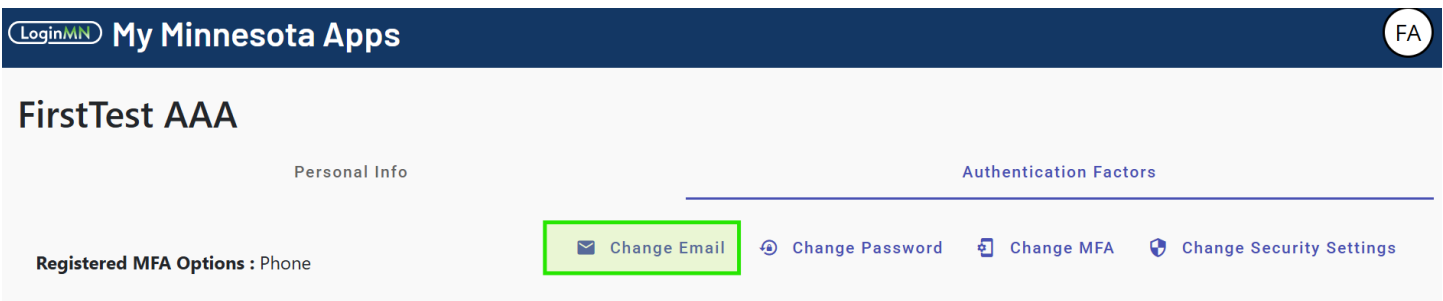
1. Go to [the LoginMN home page](#). Click the **Personal** button.



2. Log in using your existing credentials.
3. After signing in, click your initials at the top right of your screen, then click the **My Account** button.

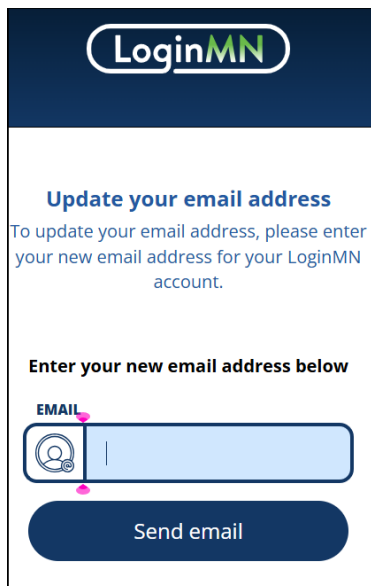


4. Click the **Authentication Factors** tab on the right, then click the **Change Email** button.



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5. Follow any MFA prompts, then enter your new email address and click **Send email**.



The screenshot shows a mobile interface for the LoginMN system. At the top is a dark blue header with the 'LoginMN' logo in white. Below the header, the title 'Update your email address' is displayed in blue. A message in blue text reads: 'To update your email address, please enter your new email address for your LoginMN account.' Below this, a prompt in bold black text says 'Enter your new email address below'. There is an email input field with a light blue background and a magnifying glass icon on the left. Above the input field, the word 'EMAIL' is written in blue. Below the input field is a dark blue button with the text 'Send email' in white.

6. Go to your email inbox and locate the most recent email from noreply_loginmn – enter the code from this email; your email address has been updated in LoginMN!

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Create an Assessor Licensing System Account

If you are not a currently licensed Minnesota assessor, start by [Creating a LoginMN Account](#), then return to this section.

Complete all the required (*) fields.

- **Home Email:** Enter your personal email address.
- **Name:** Enter your current legal first name, last name, and the name you prefer to use every day. If you have ever had a different legal name, Select the **Yes** button next to **Has Previous Name**, then provide any previous names in the field that appears.
- **Date of Birth:** Enter the date you were born in mm/dd/yyyy format.

Has Previous Name	* ☒ Yes ☐ No
Previous Name	*

- **Social Security Number:** Enter your social security number.
- **Home Details:** Enter your personal street 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 Details:** Enter your business address, county, city, state, zip code, phone number, and email address.
- After you complete all the required (*) fields, Select the **Update** button.

Welcome to the Assessor Licensing System! New assessors proceed to [Application](#).



Welcome to Property Tax Assessor Licensing System

Complete the fields below if you are registering for the first time as a Minnesota property tax assessor.

Home Email	*	
Legal First Name	*	
Preferred Name	*	
Middle Initial		
Legal Last Name	*	
Suffix		
Has Previous Name	*	☐ Yes ☐ No
Date of Birth	*	
Social Security Number	*	
Home Address	*	
Home County	*	
Home City	*	
Home State	*	MN
Home ZIP	*	
Home Phone	*	
Felony	*	☐ Yes ☐ No
Work Address	*	
Work County	*	
Work City	*	
Work State	*	MN
Work ZIP	*	
Work Phone	*	
Work Email	*	

Update

Assessor Licensing System Guide

Home

The **Home** page gives an overview of the information you've provided, plus a summary of your license status and continuing education requirements.

Fiscal Year

The Fiscal Year box displays the most recent fiscal year you held an active license and the four-year cycle the fiscal year is associated with.

License Level History

The license level history box displays each license level you've held and the effective date for each one.

CEH Requirements Met

The CEH Requirements Met box shows the status of your continuing education requirements and your 4-year reporting license level.

License Status

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

Employment Experience & Jurisdictions

The employment experience box shows your most current employment details including your reported jurisdictions.

Outside Activities and Elected/Appointed Positions

The outside activities box displays your reported activity being performed within or outside of your assessment jurisdictions.

The elected or appointed box displays any elected or appointed position you have reported. See the [list of compatibility of offices for elected or appointed positions for county and local assessors](#).



[Home](#)
[My Profile](#)
[Employment](#)
[Education Records](#)
[Application](#)
[Submit Education](#)
[Grading Request](#)
[Attachments](#)
[FAQ](#)
New12345
[Log off](#)

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	

Fiscal Year

Fiscal Year	Begin Date	End Date
2020	07/01/2019	06/30/2020
Four Year Cycle	07/01/2016 - 06/30/2020	

Work Address
600 E 4th St
Chaska, MN 55318

Work County
Carver

Work Phone
952-555-5555

Work Email
bobbi.spencer@state.mn.us

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 your contact information.

How do I update my information?

Your contact information (except emails), personal details, and felony information can be edited in the **My Profile** tab. Make any necessary changes, then Select **Save**.



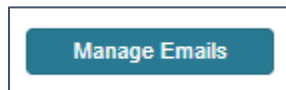
What does “designated” mean?

The board will contact you at your designated address and/or email; these contacts are public information.

Manage Emails

How do I update my email contact information or designate a different email?

Select the **Manage Emails** button near the top right of the **My Profile** page. Make any changes to your home or work email information, then select **Save Changes**.



You may now navigate away from the Manage Emails page.

My Profile

Please ensure all personal and work information is current.

Manage Emails

Legal First Name *	Board
Preferred Name *	Board
Middle Initial	O
Legal Last Name *	Assessors
Suffix	
Has Previous Name	☐ Yes ☒ No
Date of Birth	06/25/1970
Social Security Number *	###-##-1111
County of Residence *	Ramsey
Home Address *	600 Robert St N
Home City *	St. Paul
Home State *	MN
Home ZIP *	55101
Home Phone	651-556-6086
Felony *	☐ Yes ☒ No
Work Address *	600 Robert St N
Work County *	Ramsey
Work City *	St. Paul
Work State *	MN
Work ZIP *	55101
Work Phone *	651-556-6086
Designated Address *	☒ Home ☐ Work This information will be available to the public.
Designated Email	Work This information will be available to the public. Use the Manage Emails button to change Email Information.
Home Email	boatesting02+30@gmail.com
Work Email	boatesting02+31@gmail.com

Save

Manage Emails

Your designated email will be available to the public. Changing your designated email will log you out and require you to re-confirm your email address.

Designated Email * ☐ Home ☒ Work

Home Email

Work Email

Cancel Save Changes

Employment

The **Employment** tab shows the employment information you have provided.

How do I add an employment record?

Select the **Add Employer** button. This will open the **Add Employer** page.

Complete the required (*) fields.

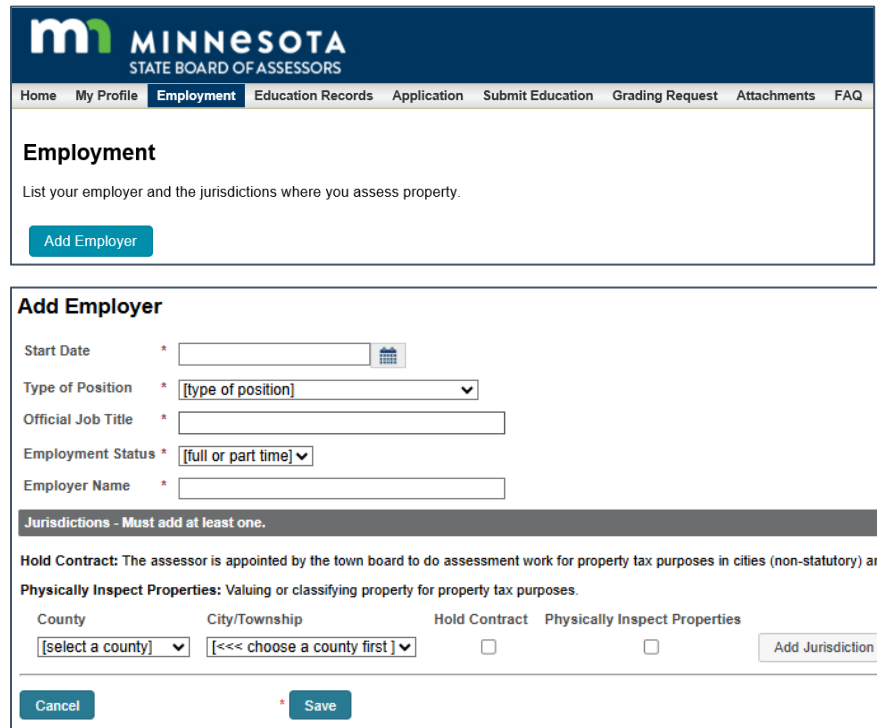
- **Start Date:** Your hire date for this employment record.
- **Type of Position:** Select the type of position in the drop-down menu.
 - **Assessor – Physically Inspect Properties:** your position description includes work in the field.
 - **Clerical:** you do not work in the field; you likely work in an assessor's office answering calls/emails from customers or entering assessment information into a computer.
 - **Technical:** you do not work in the field; you likely do technical work in an assessor's office.
 - **Other:** this option is only used by the board's administrator.
- **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 or townships, your employer's name will be your own, since you are a self-employed contracted assessor.
- **Jurisdictions:**
 - **County:** the county where you are employed.
 - **City/Township:** the city/township where you assess properties.
 - Check the **Hold Contract** box if it applies to you. Leave it blank if it does not.
 - Check the **Physically Inspect Properties** if it applies to you. Leave it blank if it does not.
 - Select the **Add Jurisdiction** button to save your information. You may also add additional jurisdictions.

Select the **Save** button at the bottom of the page!

How do I edit a current or past employment record?

Reach out to the board's administrator at assessors.board@state.mn.us.



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Employment Verification

Follow these instructions to attach an employment verification letter.

Step 1: Add your employment information. See [the previous page](#) for instructions.

Step 2: Select the **Attach Employment Verification** button under the **Attachments** heading. The **Edit** box will appear.

Employment

List your employer and the jurisdictions where you assess property.

[Add Employer](#)

Employment Experience

Start Date	Type of Position	Employment Status	Official Job Title	Employer Name	
04/01/2026	Assessor – Physically Inspect Properties	Full Time	Assessor	Todd County	

Jurisdictions - Must add at least one.

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

[Add Jurisdiction](#)

Attachments

Employment verification is only necessary for new and upgraded licenses. [Attach Employment Verification](#)

Note: To verify your employment, a signed letter by either a licensed supervisor or county assessor, is required. This letter verifies your start date and a brief description of your job duties. If you submitted a letter from the same employer with your trainee registration, you do not need to submit it again.

The Trainee Exposure Checklist is only required for new CMA licenses. [Attach Trainee Exposure Checklist](#)

Step 3: Select **Browse** – a File Explorer window will open. Locate the file you want to upload from your computer, then select the **Open** button at the bottom right of the File Explorer window.



Edit

Employment verification is only necessary for new and upgraded licenses.

Note: To verify your employment, a signed letter by either a licensed supervisor or county assessor, is required. This letter verifies your start date and a brief description of your job duties. If you submitted a letter from the same employer with your trainee registration, you do not need to submit it again.

File Name	Attachment Type
Browse No files currently selected for upload	Employment Verification Letter ▾

[Cancel](#) [Upload](#)

Step 5: Select the **Upload** button at the bottom right of the Edit window.

Assessor Licensing System Guide

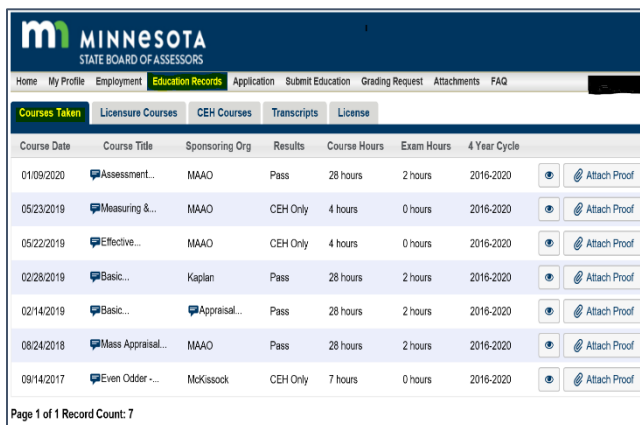
Education Records

The education records tab shows your reported completed education and includes any documents attached to each course record.

Courses Taken

To view all your completed courses and attached documents Select 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.



Course Date	Course Title	Sponsoring Org	Results	Course Hours	Exam Hours	4 Year Cycle	
01/09/2020	Assessment...	MAAO	Pass	28 hours	2 hours	2016-2020	Attach Proof
05/23/2019	Measuring &...	MAAO	CEH Only	4 hours	0 hours	2016-2020	Attach Proof
05/22/2019	Effective...	MAAO	CEH Only	4 hours	0 hours	2016-2020	Attach Proof
02/28/2019	Basic...	Kaplan	Pass	28 hours	2 hours	2016-2020	Attach Proof
02/14/2019	Basic...	Appraisal...	Pass	28 hours	2 hours	2016-2020	Attach Proof
08/24/2018	Mass Appraisal...	MAAO	Pass	28 hours	2 hours	2016-2020	Attach Proof
09/14/2017	Even Odder...	McKissock	CEH Only	7 hours	0 hours	2016-2020	Attach Proof

Page 1 of 1 Record Count: 7

Licensure Courses

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

Note: The courses listed here will also appear on your licensure transcript. Completed licensure courses will never disappear from your record.

CEH Courses

To view your completed continuing education courses, Select 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



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

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



Transcripts

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

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

Step 2: Select 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.



Assessor Licensing System Guide

License

Step 1: To view and print your **License**, Select the PDF link **View & Print License**.

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

Step 2: Select 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.



Assessor Licensing System Guide

Application

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

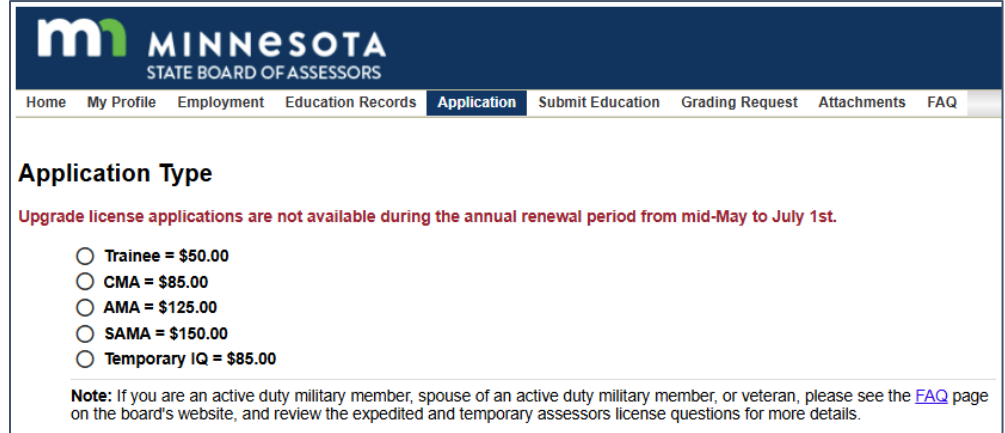
Note: Upgrade applications are not available during the annual renewal period from mid-May to July 1st.

Application Type

Step 1: Select the **Application** tab at the top of the page.

Step 2: Select the appropriate application type.

Note: Most new assessors will start as a Trainee. If you have a current Certified General Fee Appraiser License, you should apply for the Temporary IQ license. If you have questions, email the board's administrator at assessors.board@state.mn.us.

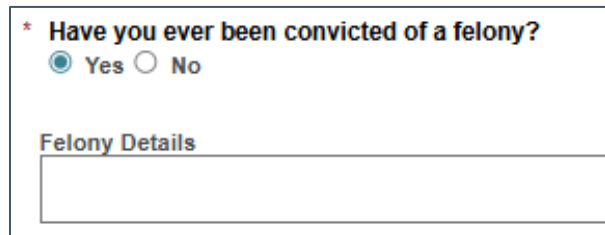


The screenshot shows the 'Application Type' page on the Minnesota State Board of Assessors website. It features a navigation bar with links: Home, My Profile, Employment, Education Records, **Application**, Submit Education, Grading Request, Attachments, and FAQ. The main heading is 'Application Type'. Below it, a red note states: 'Upgrade license applications are not available during the annual renewal period from mid-May to July 1st.' There are five radio button options for license types and fees: Trainee = \$50.00, CMA = \$85.00, AMA = \$125.00, SAMA = \$150.00, and Temporary IQ = \$85.00. A final note mentions that active duty military members, spouses, or veterans should see the FAQ page for more details.

Application Form

Step 3: Complete the required (*) fields.

- **Fiscal Year:** The current fiscal year will automatically display.
- **License Level:** The license type chosen on the previous screen will automatically display.
- **Have you ever been convicted of a felony?**
 - If yes, select the **Yes** button, then provide details in the **Felony Details** box.
 - If no, select the **No** button.

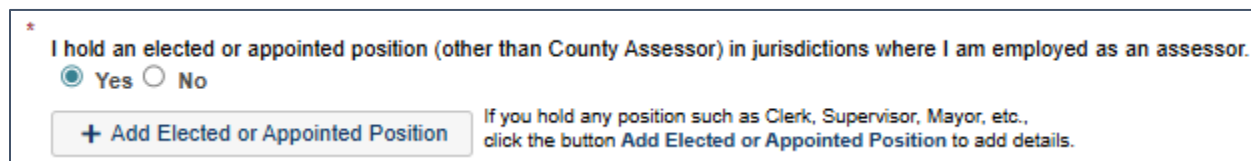


This screenshot shows a form section with the question 'Have you ever been convicted of a felony?' and radio buttons for 'Yes' and 'No'. Below the question is a 'Felony Details' box with a text input field.

- **I hold an elected or appointed position (other than County Assessor) in jurisdictions where I am employed as an assessor.**



This screenshot shows the full 'Application Form' on the Minnesota State Board of Assessors website. It includes fields for Fiscal Year, License Level, Fee, and Felony status. There are checkboxes for 'Have you ever been convicted of a felony?' and 'I hold an elected or appointed position (other than County Assessor) in jurisdictions where I am employed as an assessor'. Below these are sections for 'Outside Activities' and 'Review My Profile', 'Review Employment', and 'Review Education'. At the bottom, there are checkboxes for certifying the information, agreeing to the Code of Conduct, and filing taxes, along with 'Save As Draft', 'Delete Draft', and 'Submit Application to the Board' buttons.



This screenshot shows a form section with the question 'I hold an elected or appointed position (other than County Assessor) in jurisdictions where I am employed as an assessor.' and radio buttons for 'Yes' and 'No'. Below the question is a '+ Add Elected or Appointed Position' button. To the right of the button, text reads: 'If you hold any position such as Clerk, Supervisor, Mayor, etc., click the button Add Elected or Appointed Position to add details.'

- If yes, select the **Yes** button, then Select **+ Add Elected or Appointed Position**. See the [Outside Activities and Elected/Appointed Positions](#) section for further instructions.
- If no, select the **No** button.

Assessor Licensing System Guide

- Do you perform outside activities such as fee appraising, real estate sales, property management, etc.?

* Do you perform outside activities such as fee appraising, real estate sales, property management, etc.

☒ Yes ☐ No

If yes, add your outside activity details here.

[+ Add Outside Activity](#)

- If yes, select the **Yes** button, then Select **+ Add Outside Activity**. See the [Outside Activities and Elected/Appointed Positions](#) section for further instructions.
- If no, select the **No** button.
- Select **Review My Profile** to verify your home and work details and contact information. See the [My Profile](#) section for more information about this tab.
- Select **Review Employment** to verify your current employment information. See the [Employment](#) section for more information about this tab.
- Select **Review Education** to verify that you have completed any necessary requirements for the license you are applying for. See the [Education Records](#) section for more information about this tab.
- Select the **Application** tab to navigate back to the **Application Form** page.

[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 CMA licenses only; I have attached the Trainee 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.

- Review the **HOW WE USE INFORMATION** section, then read the three statements at the bottom of the page. Agree to these statements by checking each box.
- Select the **Submit Application to the Board** button to proceed to payment.

Payments

There are 3 types of payments:

1. **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.
2. **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.
3. **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.

Payments

License Level: Trainee

Fiscal Year: 2026

Application Date: 05/06/2026

Fee: \$50.00

[Credit Card](#) Credit card payments are processed by US Bank. A fee 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.

[Bank Account](#) Pay from your checking or savings account electronically. Have your bank routing number and account number ready. No fee.

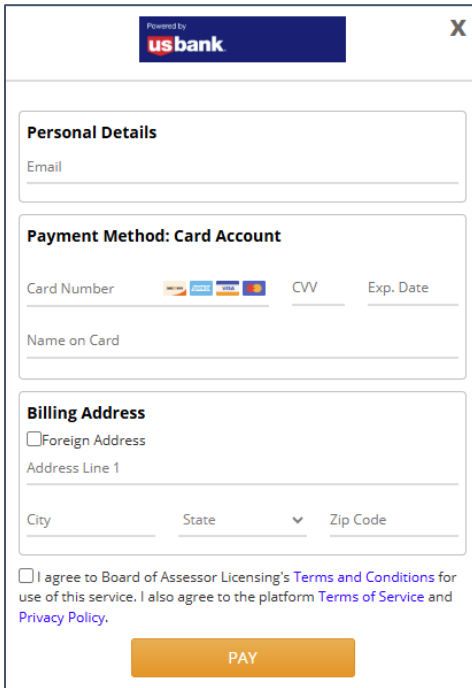
[Pay Through Employer](#) Print a voucher for county and city employers to submit a single payment for multiple applications. No Fee.

Assessor Licensing System Guide

Credit Card Payment

1. Select **Credit Card**.

Note: The convenience fee charged by US Bank is 1.25% for debit cards and 2.15% for credit cards. The Credit Card payment system only accepts MasterCard, VISA, Discover, and American Express.



Powered by **usbank**

Personal Details

Email

Payment Method: Card Account

Card Number     CVV Exp. Date

Name on Card

Billing Address

☐ Foreign Address

Address Line 1

City State Zip Code

☐ I agree to Board of Assessor Licensing's [Terms and Conditions](#) for use of this service. I also agree to the platform [Terms of Service](#) and [Privacy Policy](#).

PAY

2. Enter your email address.

Note: Your recent will be sent to this email address.

3. Enter the 16-digit **Card Number**.

4. Enter the **CVV** number.

5. Enter **Exp. Date** (expiration date on card) in MM/YY format.

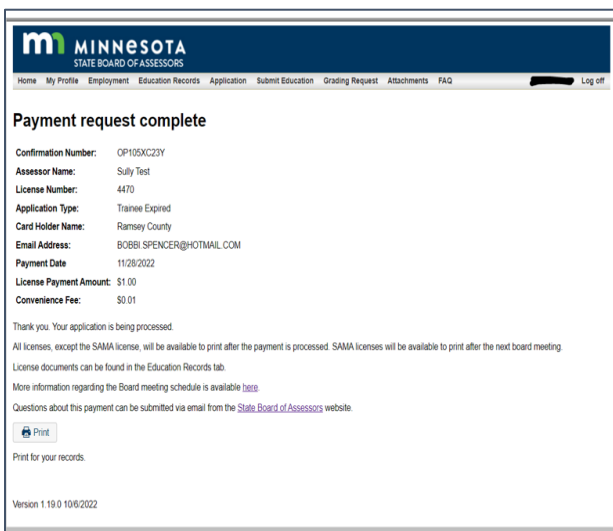
6. Enter **Name on Credit Card**.

7. Enter cardholder's **Billing Address** Information.

8. Select the check box to agree to terms and conditions.

9. Select **Pay** button to submit your payment.

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



m MINNESOTA
STATE BOARD OF ASSESSORS

Home My Profile Employment Education Records Application Submit Education Grading Request Attachments FAQ Log off

Payment request complete

Confirmation Number: OP105XC23Y

Assessor Name: Sully Test

License Number: 4470

Application Type: Trainee Expired

Card Holder Name: Ramsey County

Email Address: BOBBI.SPENCER@HOTMAIL.COM

Payment Date: 11/28/2022

License Payment Amount: \$1.00

Convenience Fee: \$0.01

Thank you. Your application is being processed.

All licenses, except the SAMIA license, will be available to print after the payment is processed. SAMIA licenses will be available to print after the next board meeting.

License documents can be found in the Education Records tab.

More information regarding the Board meeting schedule is available [here](#).

Questions about this payment can be submitted via email from the [State Board of Assessors](#) website.

 **Print**

Print for your records.

Version 1.19.0 10/6/2022

Assessor Licensing System Guide

Bank Account Payment

1. Select **Bank Account**.

Note: There is no fee for bank account payments.

Payment from Bank Account

Name on Bank Account *
Payment Amount **\$50.00**
Debit From * ☐ Checking ☐ Savings
Routing Number *
Account Number *
Confirm Account Number *
Payment Date
Will funding for this transaction be transmitted to or received from a financial agency located outside the territorial jurisdiction of the United States? * ☐ Yes ☐ No

Previous Cancel Next

2. Enter **Name on Bank Account**.

3. Select **Checking** or **Savings** to indicate the type of bank account.

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

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

6. Read the bottom question carefully and select **Yes** or **No**.

7. Select the **Next** button.

Note: You will only be able to select the **Next** button after all required fields have been completed.

8. Review payment information for accuracy.

Review and Submit

Review the information below. If correct, click **Submit** to complete. If incorrect, click **Previous** to correct your payment information.

Applicant Information
Applicant Name: Board Assessors
License Number: 5001

Payment Information
Application Type: New License
Payment Amount: \$50.00
Payment Date: 05/06/2026

Banking Information
Name on Bank Account: Testing
Account Type: Checking
Routing Number: 091000022
Account Number: *****1111
US BANK NA

Previous Cancel Submit

9. Select the **Submit** button to complete the payment.

Confirmation

A summary of your payment has been emailed to your designated email address.

Confirmation Summary
Confirmation Number: 119624478
Applicant Name: Board Assessors
License Number: 5001
Application Type: New License

Payment Summary
Name on Bank Account: Testing
Account Type: Checking
Payment Amount: \$50.00
Bank Name: US BANK NA
Bank Account Number: *****1111
Payment Date: 05/06/2026

Thank you. Your application is being processed.
All licenses, except for the SAMA license, will be available to print after the payment is processed. SAMA licenses will be available to print after the next board meeting.
License documents can be found in the Education Records tab.
More information regarding the Board meeting schedule is available at [State Board of Assessors](#) website.
Questions about this payment can be submitted via email from the [State Board of Assessors](#) website.

Print Close

10. Review the **Confirmation** page; select **Print** to save the confirmation information.

Note: Select the **Close** button to be directed back to the **Home** page.

Pay Through Employer

County and city employers can submit a single check payment for multiple applications.

- 1. Select the **Pay Through Employer** button.
- 2. Print this page.

 MINNESOTA
STATE BOARD OF ASSESSORS

Home My Profile Employment Education Records Application Submit Education Grading Request Attachments FAQ

Mail this page and the check to:

Minnesota State Board of Assessors
Mail Station 3340
St. Paul, MN 55146-3340
Phone (651) 556-6086
Fax: (651) 556-5128

Assessor Name:	Test 1 Account
License Number:	4235
Application Type:	New License
License Level:	Trainee
Payment Amount:	\$50.00

Thank you. Your application is being processed.

Renewal Licenses will be available to print once payment is processed.

All other licenses will be available to print after the next board meeting.

More information regarding the Board meeting schedule is available [here](#).

Questions about this payment can be submitted via email from the [State Board of Assessors](#) website.

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

Submit Education

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

Submit Education

Submit Proof of Education

Request Approval for a New Course/Seminar

View Courses or Seminars pending approval by clicking the buttons above. Approved courses show in the Records page.

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.

1. Select **Submit Proof of Education**.

Submit Proof of Education

Submit documentation about the course you have taken.

Your submission is subject to review by the board. Courses pending approval appear below. Approved courses will appear on the [Education Records](#) page.

Sponsoring Organization *

[sponsoring organization] ▼

Course Title *

[course title] ▼

Classroom/Online *

☐ Classroom ☐ Online

Course Date *



Course Hours *

Exam Hours

Course Results

[course result] ▼

Attachments *

 Attach Proof

Save As Draft

Submit Course

2. Select the **Sponsoring Organization** of the course.
3. Select the **Course Title**.
4. Select **Classroom** or **Online**, depending on the delivery method of the course.
5. Enter the **Course Date**.
6. Enter the **Course Hours**.
7. Enter the **Exam Hours**, if applicable.
8. Select **Course Results** from the dropdown options (Pass, Fail, or CEH only).
9. Select **Attach Proof** to upload course completion documents.

Edit

File Name

Attachment Type

Browse

No files currently selected for upload

Cancel

Upload

10. Select **Browse** to find the completion certificate on your computer.
11. Select the **Attachment Type**.
12. Select **Upload**.
13. Finish by selecting **Submit Course**.

Assessor Licensing System Guide

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

1. Select **Request Approval for a New Course/Seminar**.

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

Request Approval for a New Course/Seminar

Submit the outline and description for the requested course. Your submission is subject to review by the board. Courses pending approval by the board appear below. Approved courses will appear in the course list on the Submit Proof of Education Page.

Course Type *

[course type] ▼

Sponsoring Org *

[sponsoring organization] ▼

Course Title *

Classroom/Online *

☐ Classroom
 ☐ Online

Course Date *

Course Hours

Attachments *

[Attach Proof](#)

Save As Draft

Submit Course

Courses submitted, pending approval by the board

Sponsoring Org	Course	Status
All Accredited Colleges or University's	C200 - Managing Organizations and Leading People	Pending
Appraisal Institute	General Appraiser Site Valuation & Cost Approach	Denied
Ehlers	Ehlers Annual Public Finance Seminars	Denied
IAAO	The Power of Insights: Using Data for Fair & Equitable Assessment	Denied
IAAO	Writing a Successful Demonstration Report	Denied

2. Select **Course Type**.

3. Select **Sponsoring Organization**.

4. Enter **Course Title**.

5. Select **Classroom** or **Online** depending on the course's delivery method.

6. Enter the **Course Hours**.

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

Grading Request

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

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

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

3. Grading Fee will automatically populate.

4. Select **Attach Document**.



[Home](#)
[My Profile](#)
[Employment](#)
[Education Records](#)
[Application](#)
[Submit Education](#)
[Grading Request](#)
[Attachments](#)
[FAQ](#)

Grading Request

Type *

Form Report ▼

Fiscal Year *

2020 ▼

Grading Fee

\$80.00

Attachments *

[Attach Document](#)

Save As Draft

Delete Draft

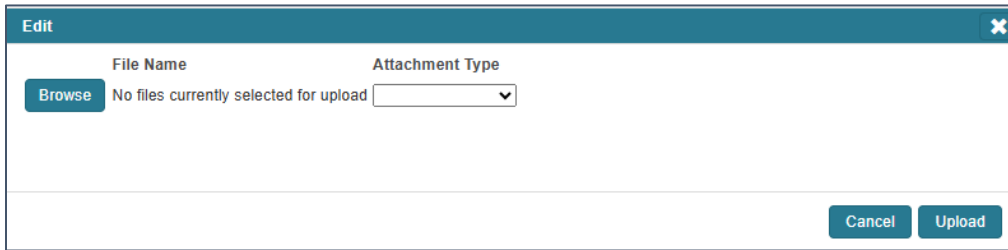
Submit Grading Request

Report Status

Document Type	Date Submitted	Status	Result Date	Result
Form Report				

Assessor Licensing System Guide

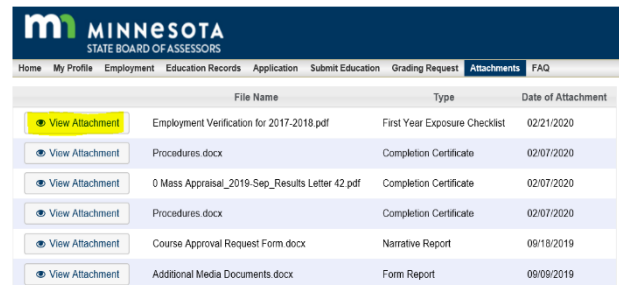
5. Select the **Browse** button.



6. Choose the file you want to upload from your computer, then select the **Open** button.
7. Choose the **Attachment Type** from the drop-down menu.
8. Select **Upload**.
9. Select **Submit Grading Request**.
10. See the [payments](#) section for payment instructions.

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.



	File Name	Type	Date of Attachment
View Attachment	Employment Verification for 2017-2018.pdf	First Year Exposure Checklist	02/21/2020
View Attachment	Procedures.docx	Completion Certificate	02/07/2020
View Attachment	0 Mass Appraisal_2019-Sep_Results Letter 42.pdf	Completion Certificate	02/07/2020
View Attachment	Procedures.docx	Completion Certificate	02/07/2020
View Attachment	Course Approval Request Form.docx	Narrative Report	09/18/2019
View Attachment	Additional Media Documents.docx	Form Report	09/09/2019

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.

Board of Assessors - FAQs

Where can I find board approved courses for continuing education?	[+]
Where can I find board approved courses for licensure education?	[+]
Where can I find the courses required for an assessor's license?	[+]
Is there a list of licensed assessors in the Minnesota?	[+]