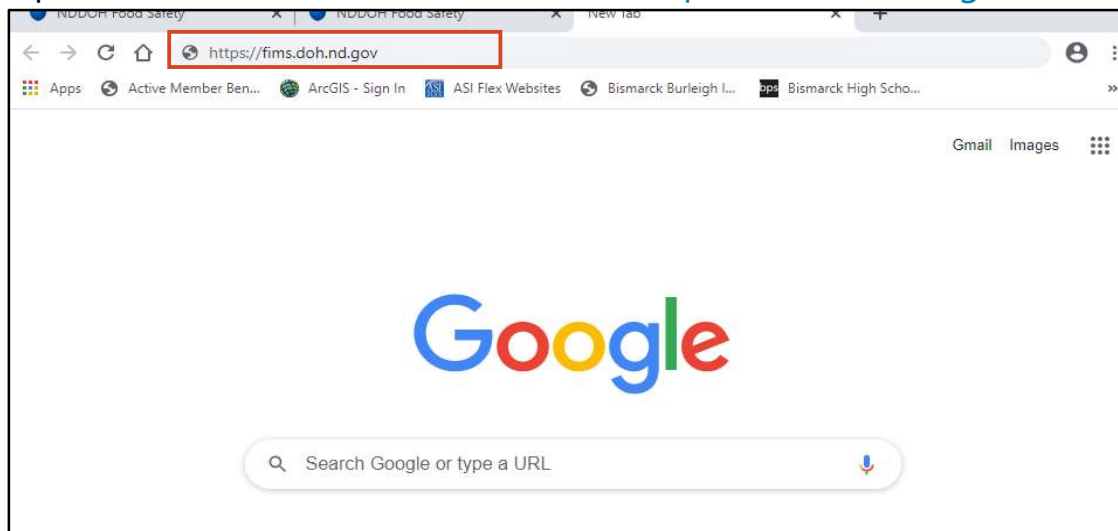


Electronic License Renewal

Instructions For Renewing Your License Online

1. Open this website for license renewal: <https://fims.doh.nd.gov>.



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2. Log in to your account.

➤ Renewed online before?

- ❖ **NO** - Select the "Create New Account" button located next to the "Log In" button and see [Step 3](#).
- ❖ **YES** - Enter your username and password and select "Log In". See [Step 4](#).
- ❖ **FORGOT USERNAME OR PASSWORD?** - Select the "Forgot Username" or "Reset Password" button and refer to the section below.

The screenshot shows the North Dakota Health & Human Services Food Safety login page. At the top, it says "NORTH Dakota Be Legendary." Below this is a red and yellow horizontal bar. The main heading is "Welcome To ND Health & Human Services Food Safety". There is a "Log In" button and a "Create new account" link. Below the login fields, there are buttons for "Forgot Username", "Reset Password", and "WiFi Hotspot(s)".

Forgot Username:

- Enter the email address associated with your account and click **Submit**.

The screenshot shows the North Dakota Health & Human Services Food Safety forgot username page. At the top, it says "NORTH Dakota Be Legendary." Below this is a red and yellow horizontal bar. The main heading is "Forgotten Username". Below the heading, there is a text input field labeled "Enter Your Email Address:". Below the input field, there are "Submit" and "Cancel" buttons.

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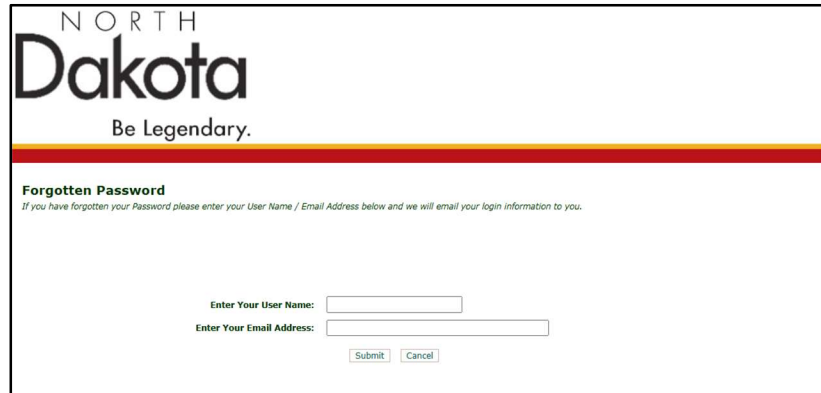
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- You will receive an email providing your username. Follow the link in the email and enter the user name and password followed by the **Log In** button.

Reset Password:

- Enter the user name and email address used to create the account and click **Submit**.



The screenshot shows the 'NORTH Dakota' logo with the tagline 'Be Legendary.' Below this is a red horizontal bar. Underneath the bar, the text 'Forgotten Password' is displayed, followed by a smaller instruction: 'If you have forgotten your Password please enter your User Name / Email Address below and we will email your login information to you.' There are two input fields: 'Enter Your User Name:' and 'Enter Your Email Address:'. Below these fields are 'Submit' and 'Cancel' buttons.

- You will receive a temporary password email message from donotreplyinspect@nd.gov. Follow the link in the email and enter the user name and temporary password followed by the **Log In** button. A window will display requiring you to re-enter the temporary password and create a new password. Re-enter the temporary password and create a new password of your choice. See [Step 4](#).



The screenshot shows the 'NORTH Dakota | Health' logo with the tagline 'Be Legendary.™'. Below this is a red horizontal bar. Underneath the bar, the text 'Change Password' is displayed, followed by a smaller instruction: 'If this page appeared after you have logged-in, this means that you have previously requested for a generated password or have been newly added to the I E Compliance Report system. Please update your password of your choice.' There are three input fields: 'Old Password:*', 'New Password:*', and 'Confirm Password:*'. Below these fields is a 'Submit' button.

3. Create an account.

- Enter the requested information on the New User Account page. All items with an asterisk (*) are required. Organization should be **ND Health & Human Services**. Keep a

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record of the user name and password that you choose for future uses. Upon completion, select the **Save** button.

The screenshot shows the 'New User Account' registration page for North Dakota. At the top is the North Dakota logo with the tagline 'Be Legendary.' Below this is a red and yellow horizontal bar. The page title is 'New User Account'. The form is divided into two main sections: 'User Information' and 'Account Information'. The 'User Information' section includes fields for 'User Name *', 'Password *', 'Verify Password *', and a dropdown menu for 'Organization *' which is currently set to 'ND Health & Human Services'. The 'Account Information' section includes fields for 'First Name *', 'Middle *' (with a checkbox for 'None Available'), 'Last Name *', 'Suffix', 'Account ID' (displayed as 'Not yet assigned'), 'Email *', 'Phone/Ext *' (with a checkbox for 'Emergency'), 'Cell Phone' (with a checkbox for 'Emergency'), and 'Fax'. At the bottom of the form are 'Save' and 'Back' buttons.

- Upon saving, you will be returned to the main log in page where you can use your new user name and password to log in.

4. Add your business(es) to your account.

- Once logged in, add your business code(s) from page 1 of your renewal letter (example displayed below). Enter the business code(s) received into the **Enter Business Code** field and click on **Link Existing Business** button. Repeat as needed to include all business codes. If you do not have your renewal letter, contact Food and Lodging at 701-328-1291 or foodandlodging@nd.gov for assistance.

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Page 1 of the renewal letter:

EXAMPLE FACILITY
Example Owner
123 Main Street NE
Example City, ND 58000

License Number: 9312 Business Code: 3P6H-DTK7

To the Owner/Operator:

Our records indicate your Restaurant License will expire on December 31, 2025. To continue operation of this licensed establishment please choose a renewal option. The Division of Food and Lodging license renewals can be completed online using a debit or credit card or by returning a check/money order through the mail. All types of operations, both year-round and seasonal, must renew the license by the expiration date to avoid a late fee.

To renew online visit <https://www.hhs.nd.gov/health/renew-your-license-online>. If online renewal has been used before, use the same username and password to renew again. If online renewal has not been completed in previous years, a "New Account" will need to be created using the instructions. The step-by-step instructions can be found in the [Instructions for Renewing Your License Online](#) document available on the website listed above. Please keep the business code provided above for your files, as this is necessary for online license renewal. If you have multiple licenses to renew, add each business code to the account and make one payment for all licenses. Upon payment completion, the license(s) will be emailed to the email address on file.

To renew your license by check or money order, see the next page which has the paper renewal form to fill out, sign, and return with your payment.

Review the information included on the following page and correct any contact or facility information that may need to be updated. Updates can be made online during the renewal process, on the renewal page that is mailed back with payment, or by contacting the Division of Food and Lodging at foodandlodging@nd.gov or 701-328-1291.

- License renewals must be received or postmarked by **December 31st to avoid a LATE FEE.**
- Licenses not renewed within **60 days after the expiration date may NOT operate and can no longer be renewed.** A new license application is required, and the applicant must meet all requirements for licensure.
- Operating without a license may result in disciplinary action.

- Once added, the business name(s) will be displayed.
- Business information can be edited by clicking on the pencil icon to the right of the business name which states "Edit Business Information".

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- Phone number, email address, and mailing address can be updated as well as adding new contact persons. **Please review the information to ensure it is updated and correct.** The physical address and business name can only be changed by contacting Food and Lodging at 701-328-1291 or foodandlodging@nd.gov.

EDIT: EXAMPLE FACILITY

Phone*: 701-111-1111
Cell:
Email*: example@email.com
☐ No Phone Available
☐ No Email Available

Mailing Address
☐ International Address

Number*: 123
Street Name*: Main
Secondary Unit Type: ST
Secondary Unit Number:
Zip*: 58000
State*:
County*: Burleigh
City*: Example City

Physical Address
☐ International Address

Number*: 600
Street Name*: Boulevard
Secondary Unit Type: AVE
Secondary Unit Number: 301
Zip*: 58505
State*: North Dakota
County*: Burleigh
City*: Bismarck

Facility Data

Contacts

Contact's Name	Address	Relationship	Cell Phone
Add New Contact			

Attachments

File Name	Description	Delete
Add New Attachment		

5. Add the license(s) to the cart to renew.

- Click on the **arrow** located on the right side of the business name to view the list of licenses.

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Facility Portal

EXAMPLE FACILITY [Advanced Search](#) | Filters: [Show All](#) [Show Active](#)

Have an existing business? Enter Business Code

Find your business code on your renewal letter to auto-connect your business

EXAMPLE FACILITY - 8197 - (2) - [Edit Business Information](#)
➤

- Locate the appropriate license(s) to add to the cart and click the **Renew** button(s).

Home Portal Tools Logout 🛒 0

Facility Portal

EXAMPLE FACILITY [Advanced Search](#) | Filters: [Show All](#) [Show Active](#)

Have an existing business? Enter Business Code

Find your business code on your renewal letter to auto-connect your business

EXAMPLE FACILITY - 8197 - (2) - [Edit Business Information](#)

Add To Cart	License Number	License Type	Expire Date	Status	Mark Inactive
Renew	9843	Mobile Food Unit	12/31/2025 (65 days)	Approved	✕
Renew	9312	Restaurant	12/31/2025 (65 days)	Approved	✕
	9873	Beverage	12/31/2019 (Expired)	Closed/Inactive	✕
	9156	Vending	6/30/2018 (Expired)	Closed/Inactive	✕
	9315	Retail Food	12/31/2019 (Expired)	Closed/Inactive	✕
	9311	Assisted Living Establishment	12/31/2019 (Expired)	Closed/Inactive	✕
	9313	Mobile Home Park	12/31/2019 (Expired)	Closed/Inactive	✕
	9314	Lodging	12/31/2019 (Expired)	Closed/Inactive	✕
	11319	Salvage Food	12/31/2020 (Expired)	Closed/Inactive	✕

- Review the statement that you have verified all facility and contact information and click **OK**. If you have not reviewed the business information, click **Cancel** and refer to [Step 4](#) above.

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fims.doh.nd.gov says

Prior to renewing, all facility and contact information must be verified and/or corrected. Click the EDIT BUSINESS INFORMATION icon to verify or make any necessary changes. If you are unable to make corrections, contact the Food and Lodging Unit for assistance (foodandlodging@nd.gov or 701-328-1291).

By clicking OK, you are agreeing to the following:

- I have verified and/or updated all facility, owner, and contact information and hereby attest that the information is true.

OK Cancel

- Once you have confirmed the business information is correct, review all applicable license data for corrections (lot numbers, sleeping accommodations, seating capacity, and/or square footage). Contact Food and Lodging if changes are needed or click **Next**. If your license type does not have applicable data, the screen will automatically go to the Submit Renewal step below.

To complete your renewal verify that all the data below is accurate:

Licensed Seating Capacity

Seating Capacity*

110

*Contact 701-328-1291 or foodandlodging@nd.gov if changes are needed.

Next

- Click **Submit Renewal** to add the license renewal to your cart.

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Renew License for Mobile Food Unit

EXAMPLE FACILITY

600 Boulevard AVE DEPT 301 Bismarck, NORTH DAKOTA 58505

Renewal Submission Notice

Important Payment Instructions

1. Click "Submit Renewal" below to add this renewal to your cart
2. Go to your cart (upper-right hand corner of screen) and select "Checkout" to complete payment

After payment, you'll receive:

- A receipt by email
- A separate email with your new license

If you don't receive the emails, be sure to check your junk and spam folders. If no email is on file with your license a paper copy will be mailed to the address on file.

Submit Renewal

- Repeat [Step 5](#) for each license to be added to the cart.

6. Checkout.

- Once you have verified that all applicable licenses are in the cart (you may need to scroll down to view all), select **Checkout**.

2

CART

Renewal - 9843 - Mobile Food/Temporary Food-\$110

Base Cost: \$110.00

X

Renewal - 9312 - Restaurant-\$110

Base Cost: \$110.00

X

Total

\$220.00

Checkout

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- This will bring you to PayPal which is how all online payments must be processed at this time.

PayPal

Pay with PayPal

With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more.

Email or mobile number

Password

☐ Stay logged in for faster purchases ?

Log In

Having trouble logging in?

or

Pay with Debit or Credit Card

Cancel and return to North Dakota Department of Health

English | Français | Español | 中文

If you have a PayPal account and would like to use it to pay for the license renewal, then log in with your email and password to process the transaction.

If you would prefer to pay by debit or credit card without having to set up or use a PayPal account, select **Pay with Debit or Credit Card**.

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123 Main St NE Apt., ste., bldg. City Bismarck State North Dakota ZIP code 58505 ☒ Ship to my billing address Phone type Work Phone number +1 (701) 111-1111 Email example@email.com The security you want. The protection you deserve. Creating a PayPal account is optional but you'll get PayPal Purchase Protection on all eligible purchases, plus faster checkout every time you shop. See terms Create a PayPal account? (It only takes a moment.) ☐ Yes, I'd like a PayPal account. ☒ No, I don't want an account now. You'll return to the merchant to complete your purchase. Continue	Enter all required payment information. If you are not interested in setting up a PayPal account, select No, I don't want an account now. Upon completion of all information, select Continue which will return you to the Facility Portal page.
--	---

- Verify the payment has been processed by making sure the **Expire Date** now reflects another year. In the example below, the date was 12/31/2025 prior to payment processing and now reflects 12/31/2026.

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EXAMPLE FACILITY - 8197 - (2) - Edit Business Information 600 BOULEVARD AVE DEPT 301, BISMARCK, ND 58505					
Add To Cart	License Number	License Type	Expire Date	Status	Mark Inactive
	9843	Mobile Food Unit	12/31/2026 (437 days)	Approved	☒
	9312	Restaurant	12/31/2026 (437 days)	Approved	☒
	0872	Beverage	12/31/2019 (Expired)	Closed/Inactive	☒

7. Receive PayPal payment confirmation email and license for operation.

- You should receive a confirmation email from PayPal regarding your payment being processed.
- If an email address is listed in your business information, the license will be automatically sent to the email address associated to the account with Food & Lodging. If no email address is on file, you should receive your paper license within a few weeks by U.S.P.S. mail.
- If you do not receive a confirmation email and/or a license by mail, please verify with your credit card or bank account that your payment was processed. If you encounter any problems or do not receive your license after having confirmed the payment was processed, please contact Food and Lodging at 701-328-1291 or foodandlodging@nd.gov.

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