

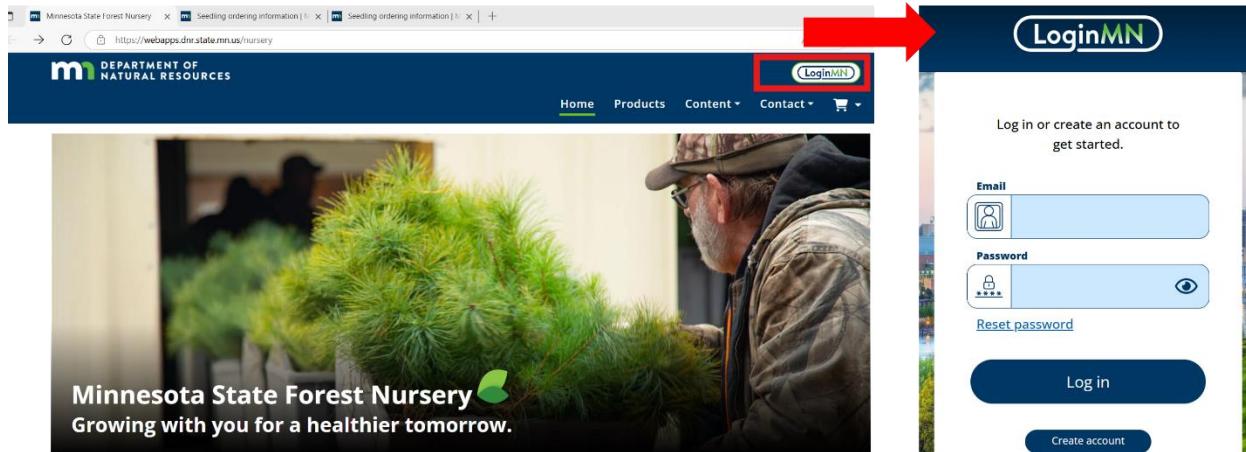
How to order seedlings from the State Forest Nursery

Seedlings are now ordered using a LoginMN account. Below is a quick guide on how to create a LoginMN account to order seedlings from the State Forest Nursery. If you prefer, you can check out as a guest. Just add seedlings to your cart and proceed to checkout. However, we recommend creating an account so you can view your order history and save your information for future purchases. If you have questions, call us at 218-364-8010 or [email](#) us.

1. To begin, navigate to our LoginMN landing page.

- Clicking on the Seedling Ordering Page link on our main page, mndnr.gov/nursery.
- Or directly go to the Minnesota State Forestry Nursery ordering website at <https://webapps.dnr.state.mn.us/nursery>.
- Create or sign in to your LoginMN account.
- Select LoginMN in the top right corner.
- **Existing Users:** If you have a LoginMN account enter your email and password to log in.
- **New Users:** If you are a new user, select Create Account and follow the prompts.

- **Note:** LoginMN accounts are used by other state services. You may have an existing account.



- New users will need to verify their email.
- Enter your email and click continue.
- Check your email inbox for a verification code. Enter the code on the LoginMN website and select Confirm Code.

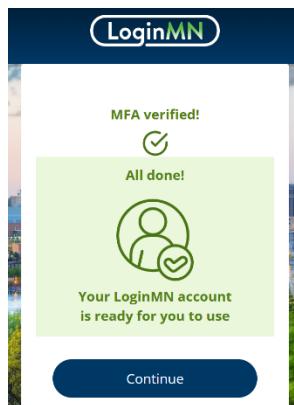
2. Next, create an account and enter your personal information.

- Enter your first and last name and select Save & Continue.

- Create a password – keep your password safe and do not share it with others.
 - **Note:** If you need to reset your password, click on Reset Password and follow the prompts. Nursery staff cannot access or reset your password. You'll need to use the LoginMN site if you forget it.

3. Set up multi-factor authentication (MFA).

- There are three MFA options. Using a mobile device is the easiest option and doesn't require an additional app to download. To use your mobile device for MFA, follow these steps.
 - Enter your phone number and choose either Text Me or Call Me. Select Send Verification Code.
 - Copy the verification code and enter the code into the field.
 - Select Verify Code.

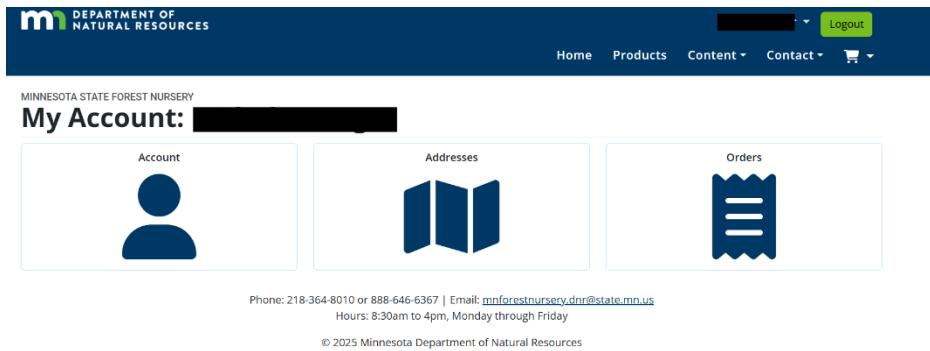


- Select continue once MFA verified. You will now be redirected back to the nursery site.

4. Complete your nursery account setup.

- Enter your phone number and preferred contact method.
- Select your account type: Cost Share, Private, or Nonprofit

- Cost share: If ordering through a forester and using cost share, select Cost Share and enter your forester's name. You will also need to select who you are getting cost share from.
- Once you enter your information, select Update. Your account will fail to update until you fill in all your information.
- Tax-exempt organizations: If you are a tax-exempt organization contact the nursery directly.
- This will bring you to your main account page. You can now update your address and view orders from this page.



5. You can now order seedlings when sales open using your account.

- To order seedlings and view inventory, click on the Products tab.
- If inventory isn't available yet, you'll see a message saying, "No products to display." Please check back when inventory is updated and sales open. Sign up for our [newsletter](#) to get updates sent directly to you.
- Note: Seedling sales typically open in early October. You will not be able to order seedlings until sales open.