



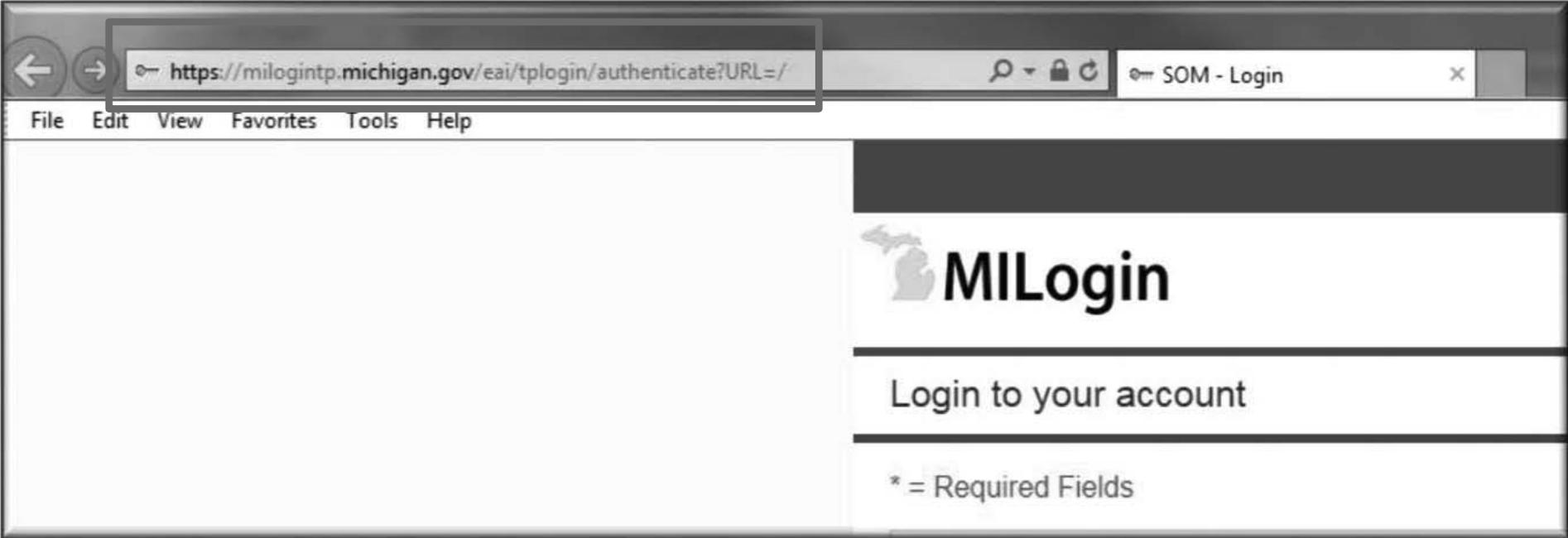
Registering for MILogin Access

MILogin is a website that allows a user to enter one name and password in order to access multiple applications

Updated July 19, 2016

Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.) and type

<https://milogintp.michigan.gov/> into the search bar.



Users must register for a MILogin User ID before gaining access to the site. Select the **Create New Account** button from the MILogin page.

The screenshot shows the MILogin page layout. At the top left is the MILogin logo. Below it is a header section with the text "Login to your account". A note below the header states "* = Required Fields". The main form area contains two input fields: "*User ID" and "*Password", each with a corresponding text box. Below these fields is a dark "Login" button. Underneath the button are three links: "Forgot your User ID?", "Forgot your password?", and "Need Help?". At the bottom of the form area, there is a section with the text "Don't have an account?" and a dark "Create New Account" button, which is highlighted with a red rectangular box. The footer of the page contains four links: "MILogin Home", "Michigan.gov Home", "Policies", and "Contact Us", followed by the copyright notice "Copyright 2015 State of Michigan".

Fill in the required information, indicated by the star (*): *First Name, Last Name, Email Address, Work Phone Number, and Answer Verification Question.*

Click **I agree to the terms & conditions** box.

Click **Next**.



MI Login

Create your account - Step 1 of 3

* = Required Fields

*First Name ←	Middle Initial	*Last Name ←	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Email Address ←	*Confirm Email Address ←		
<input type="text"/>	<input type="text"/>		
*Work Phone Number ←	Mobile Number		
<input type="text"/>	<input type="text"/>		
*Verification Question: "doctoring" has how many letters? ←			
<input type="text"/>			
<input type="checkbox"/> I agree to the terms & conditions.			
Next ←		Clear	

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Enter a User ID and Password. (make sure to follow the guidelines in the green box)
Select 4 Secret Questions and Answer them. Click Create Account.

MILogin

Create your account - Step 2 of 3

* = Required Fields

***User ID**
Enter a User ID

***Password**
Enter password

***Confirm Password**
Confirm password

User ID guideline: Enter your last name, first initial, and any 4 numbers with no space between them. For Example: John Smith and using 9999 as an example for the four digit number, you would enter smithj9999.

Password guidelines:

- Must be at least 8 characters in length
- Must include characters from 3 of the following categories:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Special characters (!\$#,%@-^&* _+=><)
- Should not be based on your User ID

Select four unique security questions. These questions will be used to restore access to your account in case you forget the password.

*Secret Question #1	--Select Question--	*Secret Answer #1
	<input type="text"/>	Enter security answer #1
*Secret Question #2	--Select Question--	*Secret Answer #2
	<input type="text"/>	Enter security Answer #2
*Secret Question #3	--Select Question--	*Secret Answer #3
	<input type="text"/>	Enter security Answer #3
*Secret Question #4	--Select Question--	*Secret Answer #4
	<input type="text"/>	Enter security Answer #4

Create Account **Back**

--Select Question--

What was your favorite place to visit as a child?
What was the last name of your third grade teacher?
What was the make of your first car?
In what city were you born in?
What was the name of the company of your first job?
In what city did you and your spouse first meet?
What was your high school mascot?
What is your mothers maiden name?
What is your favorite team?
Where was the first concert you attended?

You will receive a confirmation that your account has been successfully created.
Click Login to your account



MILogin

Create your account - Step 3 of 3

Your account has been successfully created.

[Login to your account.](#)

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Enter the User ID and Password you just created.
Click Login.

MI Login

Login to your account

* = Required Fields

*User ID

*Password

Login

[Forgot your User ID?](#)
[Forgot your password?](#)
[Need Help?](#)

[Don't have an account?](#) [Create New Account](#)

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Your Home Page will not show any applications. Click Request Access.

Home Help Logout MI.gov

MILogin

Home Page [Need Help?](#)

Your password will expire in 365 days.

Manage your account

[Request Access](#) [Update Profile](#)

[Change Password](#) [Update Security Q&A](#)

Access your applications

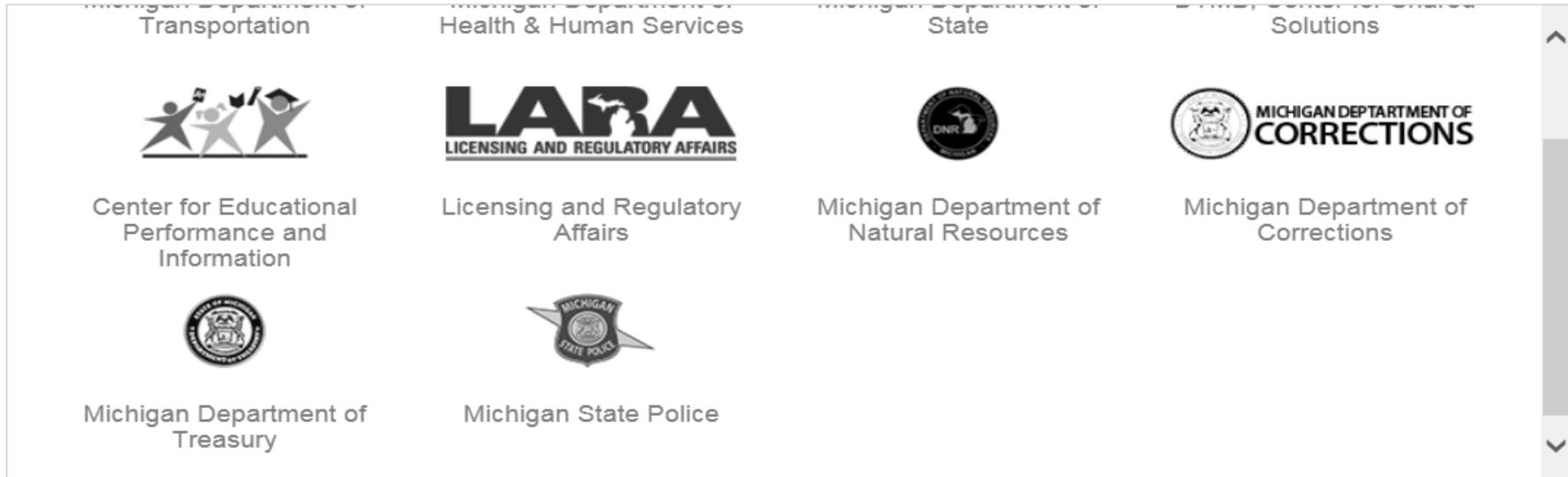
You do not have access to any application. You can request access by clicking on 'Request Access' button above.

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Click the LARA logo to get the list of applications available

Step 1: Select an agency to view its applications



A grid of agency logos and names. The agencies shown are: Center for Educational Performance and Information, Michigan Department of Treasury, Licensing and Regulatory Affairs (LARA), Michigan State Police, Michigan Department of Natural Resources, and Michigan Department of Corrections. A vertical scrollbar is on the right side of the grid.

Step 2: Applications - Showing applications for 'Licensing and Regulatory Affairs'



A list of two application items: 'Apply or Renew Adult Foster and Child Care Licenses' and 'LTCPP/Long Term Care Provider Portal'. A large blue arrow points from the right towards the first item. A vertical scrollbar is on the right side of the list.

Step 3: Application ready to be requested - Click on Request Access button to proceed

Apply or Renew Adult Foster and Child Care Licenses

The BITS Web Enhancement is used by the public to apply for and/or renew existing adult foster care and child day care licenses.

[Request Access](#)

From the Step 2 list: Choose the application you are requesting access to by clicking the application name link.

Confirm Step 3: Click the Request Access button.

Confirm the Application Name is the application you need access to

Read the Terms & Conditions.

Click I Accept

Confirm your phone number. Click the Provider/Other button. Click Submit

Request Access

* = Required Fields

This application requires following attributes:

***Email Address**

***Work Phone Number**

***CHAMPS User Type**

State User Only Provider/Other

Submit

Clear

 [Return to home page](#)

Your request has been successfully submitted. Click
Return to home page.

The logo for MI Login, featuring a small map of Michigan to the left of the text "MI Login".

Request Access

The request for your access has been successfully submitted.

You will see the updated list of application(s) on your home page once it is processed.

[Return to home page](#)

You will be directed back to your MiLogin home page. From here, you can go into your requested application. Note: Access to the LTC Provider Portal requires Bureau of Community and Health Systems review. You will receive and email to notify you if your request has been approved or denied. You can then return to MiLogin to access the LTC PP.



MiLogin

Stephen Brimley's Home Page Need Help?

Your password will expire in **365** days.

Manage your account

 Request Access	 Update Profile
 Change Password	 Update Security Q&A

Access your applications

Name of Your Application