



## Request a MAPS Report Practitioner/Pharmacist Instructions

Logon to the MILogin website at <https://milogintp.michigan.gov>. Enter in your User ID and Password to access MAPS. Select *Login*.

A screenshot of the MILogin website's login page. The page has a dark header with "Home Help MI.gov" and a logo for "MILogin for Third Party". Below the header, it says "Login to your account". A red asterisk indicates required fields. The login form contains two input fields: "\*User ID" and "\*Password", both of which are circled in red. Below the fields is a green "Login" button. There are also links for "Forgot your User ID?", "Forgot your password?", and "Need Help?".

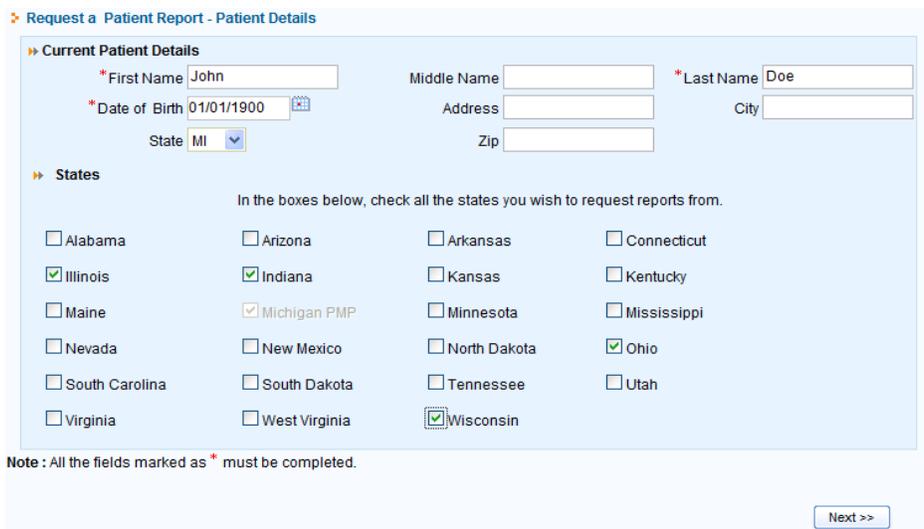
Select the *Michigan Automated Prescription System* link.

A screenshot of the MILogin website's home page. The header includes "Home Help Logout MI.gov" and the "MILogin" logo. Below the header, it says "Home Page" and "Need Help?". A notification states "Your password will expire in 365 days." Under the heading "Manage your account", there are four buttons: "Request Access", "Update Profile", "Change Password", and "Update Security Q&A". Under the heading "Access your applications", there is a single link: "Michigan Automated Prescription System", which is circled in red.

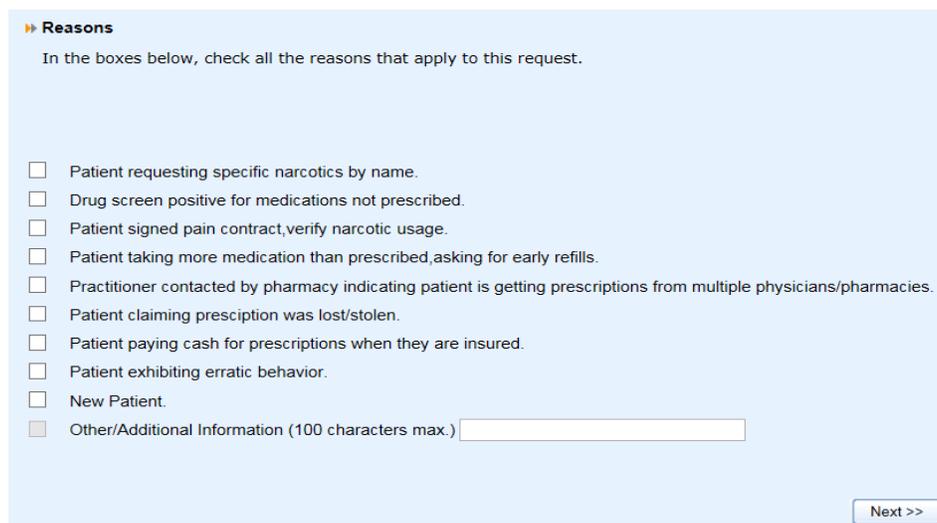
Select *Request A Report* located in the upper right-hand corner.



Enter the patient's first name, last name and date of birth only. Select the states in which you wish to obtain controlled substance prescription history information. Select *Next*.



Provide reason for requesting report, select *Next*.



Review the certification section and select your response.

➤ Certification

I certify that this information shall be used for the purpose of providing medical or pharmaceutical treatment to a bona fide patient. I shall not provide this information to any other person or entity except by order of a court or competent jurisdiction.

After confirmation that your request has been received, select *Submit Another Request* or *Close*.

➤ Confirmation

Your request has been received.

Please do NOT submit duplicate requests as this slows down the processing time.

The status of your requested report will be listed in the *Request Report* section of the MAPS home page. The status will state (a) *Processing* during the search of your report. The status will change to (b) *View Report* when the report is ready to view. Reports will be available for review for 10 days.

(a)

Request Report				<a href="#">Request A Report »</a>
Delete	Date Requested	Patient Name	STATUS	
	01/28/2014	John Doe	PROCESSING	

(b)

Request Report				<a href="#">Request A Report »</a>
Delete	Date Requested	Patient Name	STATUS	
	01/28/2014	John Doe	<a href="#">VIEW REPORT</a>	

Contact the MAPS staff with any questions at 517-373-1737 or email at [BPL-MAPS@michigan.gov](mailto:BPL-MAPS@michigan.gov).