



Michigan Department of Health & Human Services

RICK SNYDER, GOVERNOR | NICK LYON, DIRECTOR

Existing Agency Provider Enrollment

“Working to protect, preserve and promote the health and safety of the people of Michigan by listening, communicating and educating our providers, in order to effectively resolve issues and enable providers to find solutions within our industry. We are committed to establishing customer trust and value by providing a quality experience the first time, every time.”

-Provider Relations

Existing Agency Provider Enrollment

- For anyone who was an agency provider **before June 1, 2015**
- Register for MILogin and CHAMPS
- Verify provider information in CHAMPS

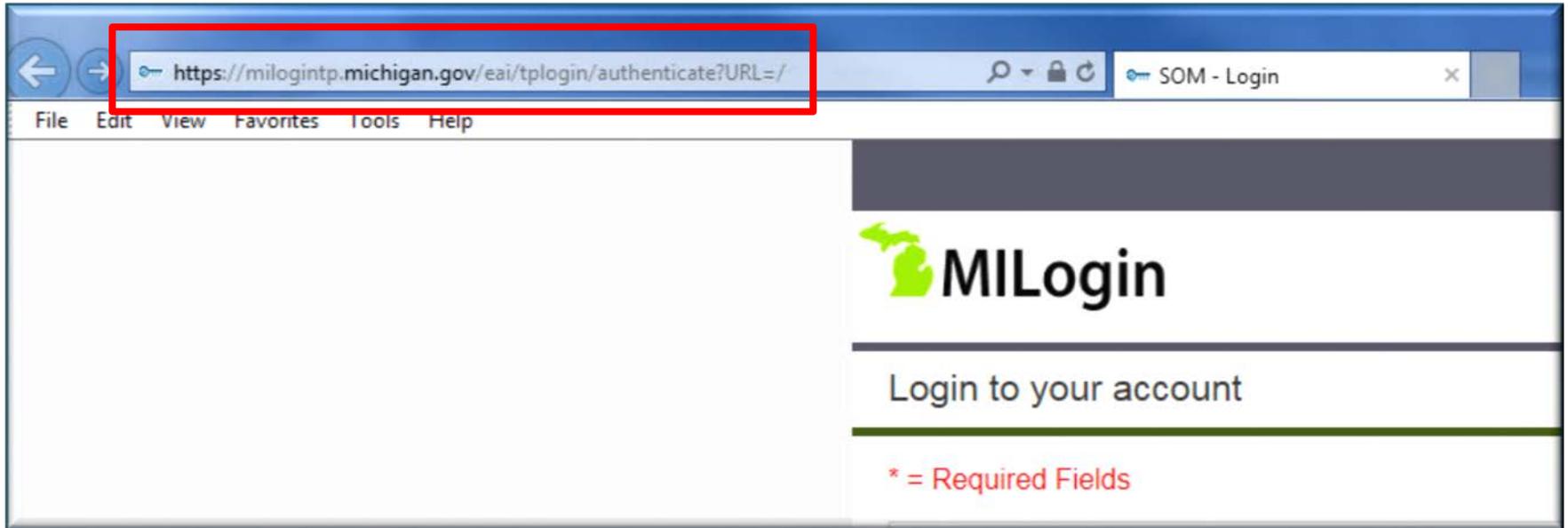
Call the Provider Support Helpline if you need assistance:
1-800-979-4662

Register for MILogin and CHAMPS

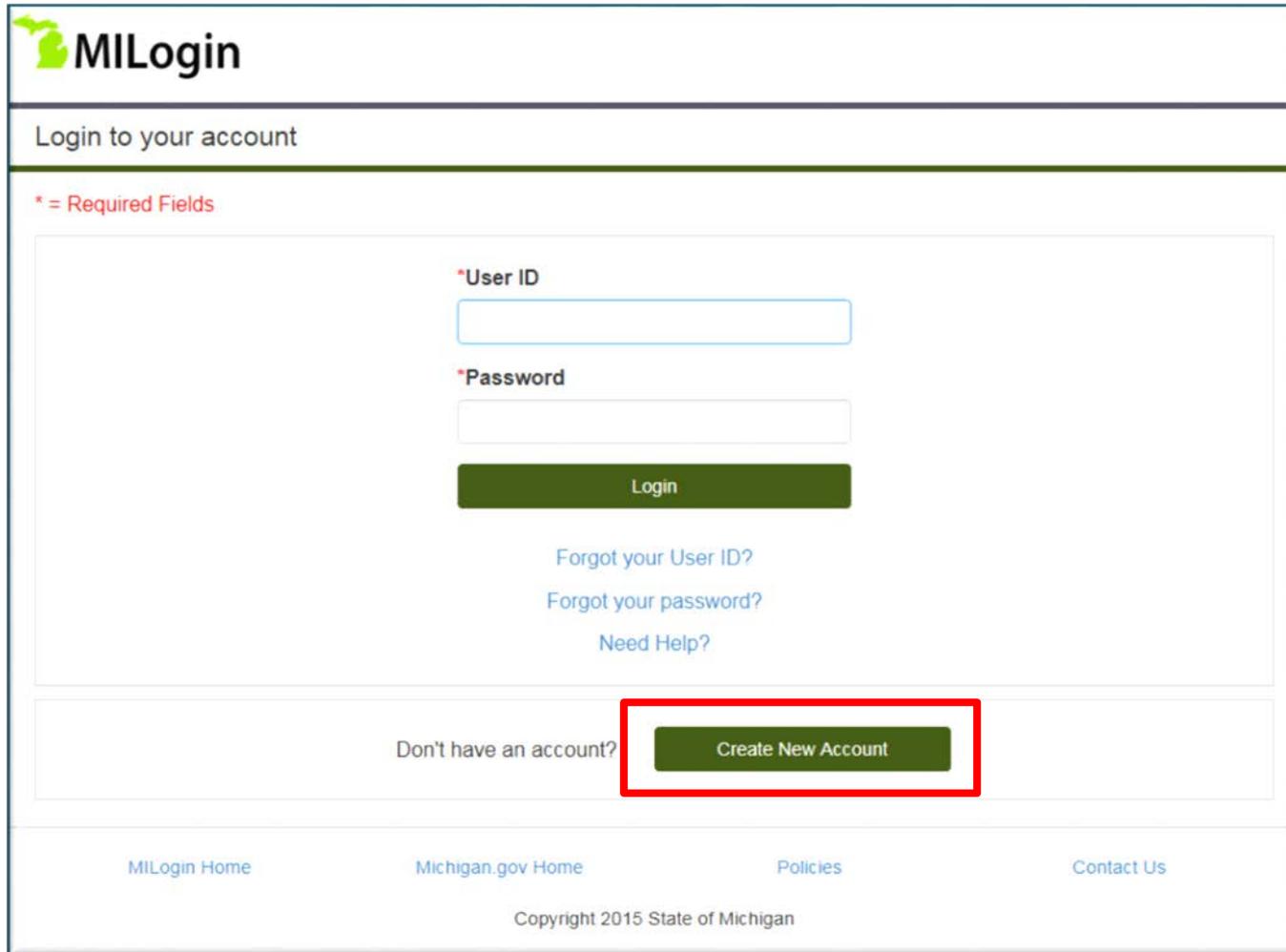
MILogin is a website that allows a user to enter one name and password in order to access multiple applications.

CHAMPS is the Community Health Automated Medicaid Processing System. Providers will enroll, update enrollment information, and report services performed in this system.

Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.) and type **https://milogintp.Michigan.gov** into the search bar.



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



The screenshot displays the MILogin interface. At the top left is the MILogin logo, which includes a green outline of the state of Michigan. Below the logo is the heading "Login to your account". A red asterisk followed by the text "= Required Fields" is positioned above the input fields. The login form contains two text input fields: the first is labeled "*User ID" and the second is labeled "*Password". Below these fields is a dark green button labeled "Login". Underneath the "Login" button are three links: "Forgot your User ID?", "Forgot your password?", and "Need Help?". At the bottom of the form area, the text "Don't have an account?" is followed by a dark green button labeled "Create New Account", which is highlighted with a red rectangular border. The footer of the page contains four links: "MILogin Home", "Michigan.gov Home", "Policies", and "Contact Us", along with 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

*Email Address ← *Confirm Email Address ←

*Work Phone Number ← Mobile Number

*Verification Question: "doctoring" has how many letters? ←

I agree to the [terms & conditions](#).

Next ← Clear

[MI Login Home](#) [Michigan.gov Home](#) [Policies](#) [Contact Us](#)

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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**
Enter security answer #1

***Secret Question #2**
--Select Question--

***Secret Answer #2**
Enter security Answer #2

***Secret Question #3**
--Select Question--

***Secret Answer #3**
Enter security Answer #3

***Secret Question #4**
--Select Question--

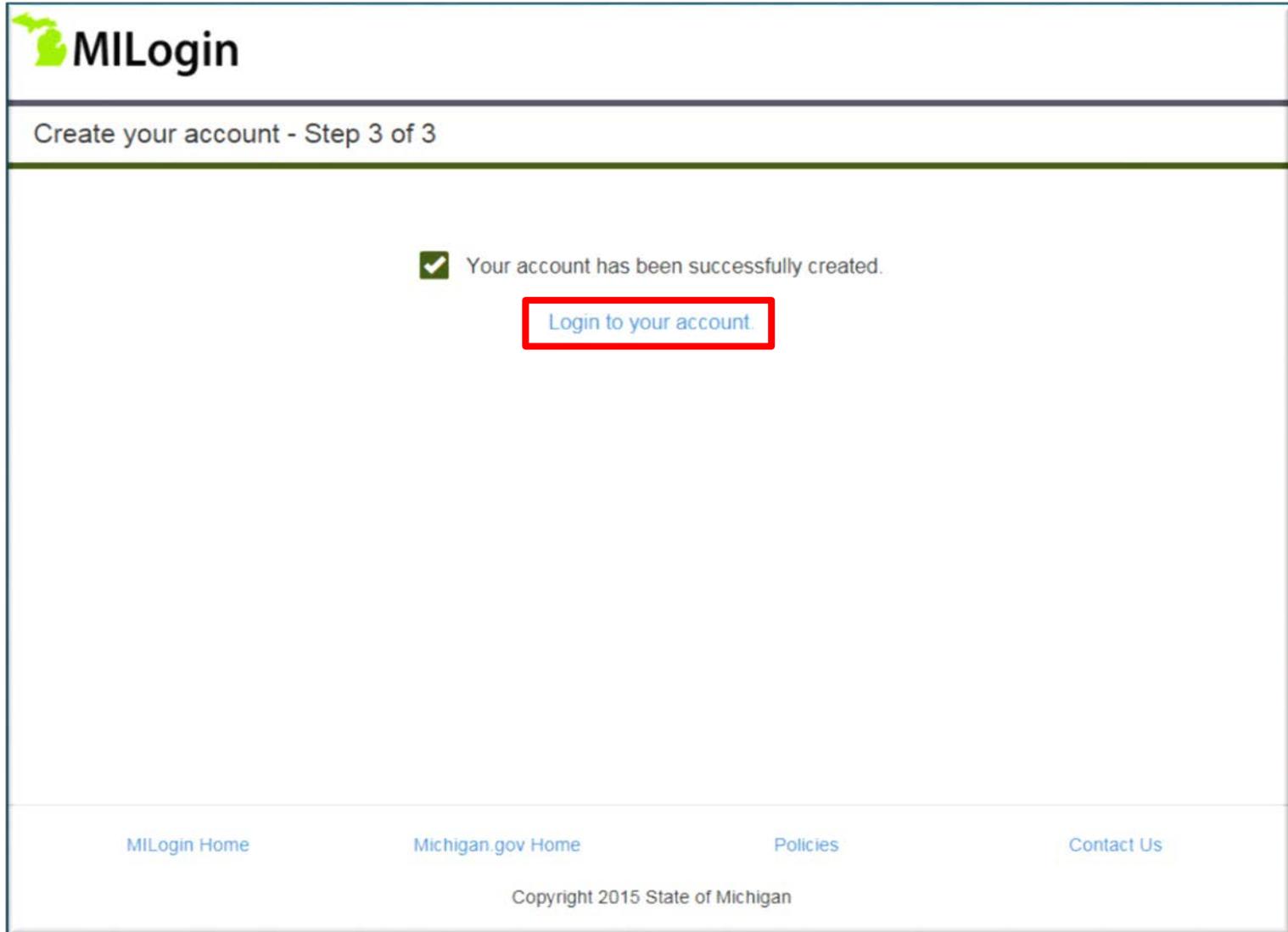
***Secret Answer #4**
Enter security Answer #4

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



The screenshot shows the MILogin website interface. At the top left is the MILogin logo, which consists of a green outline of the state of Michigan followed by the text "MILogin". Below the logo is a horizontal bar with the text "Create your account - Step 3 of 3". The main content area is white and contains a green checkmark icon followed by the text "Your account has been successfully created.". Below this message is a blue button with the text "Login to your account.", which is highlighted with a red rectangular border. At the bottom of the page, there is a footer with four links: "MILogin Home", "Michigan.gov Home", "Policies", and "Contact Us". Below these links is the text "Copyright 2015 State of Michigan".

MILogin

Create your account - Step 3 of 3

✓ Your account has been successfully created.

[Login to your account.](#)

[MILogin Home](#) [Michigan.gov Home](#) [Policies](#) [Contact Us](#)

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

MILogin

Login to your account

* = Required Fields

*User ID

*Password

Login

[Forgot your User ID?](#)

[Forgot your password?](#)

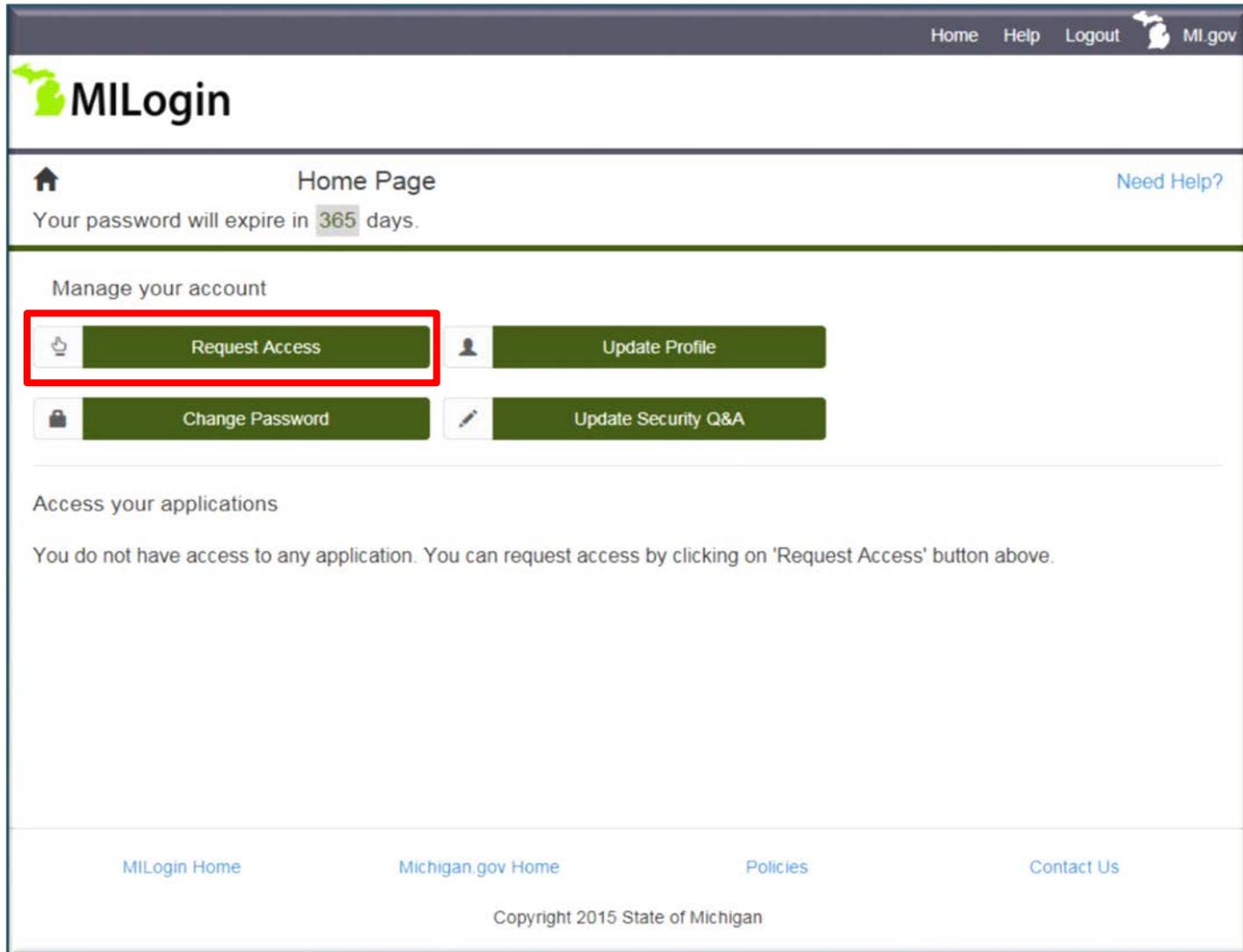
[Need Help?](#)

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

[MILogin Home](#) [Michigan.gov Home](#) [Policies](#) [Contact Us](#)

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



The screenshot displays the MILogin Home Page. At the top right, there are links for Home, Help, Logout, and the MI.gov logo. The main header features the MILogin logo. Below the header, a home icon and the text "Home Page" are visible, along with a "Need Help?" link. A notification states "Your password will expire in 365 days." The "Manage your account" section contains four buttons: "Request Access" (highlighted with a red box), "Update Profile", "Change Password", and "Update Security Q&A". The "Access your applications" section indicates that the user does not have access to any applications and provides instructions to click the "Request Access" button. The footer includes links for MILogin Home, Michigan.gov Home, Policies, and Contact Us, along with a copyright notice for 2015 State of Michigan.

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.

[MILogin Home](#) [Michigan.gov Home](#) [Policies](#) [Contact Us](#)

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Type CHAMPS in the Step 1: Search for an application box and click the search button.

MILogin

Request Access

Request access guidelines:

1. Search for an application with a keyword **or** select an agency to view its applications
2. Choose an application
3. Confirm your application and click 'Request Access' to proceed

Step 1: Search for an application

CHAMPS

OR

Step 1: Select an agency to view its applications



DTMB, Center for Shared Solutions



Michigan Department of Natural Resources



Center for Educational Performance and Information



Michigan State Police



Michigan Gaming Control Board



All Departments

Click on **CHAMPS - ?????** From the Step 2: Choose an application box.

Step 2: Choose an application - Showing search results for 'CHAMPS'

- CHAMPS - Health Beat 2.0 - UAT
- CHAMPS - Initiative 1 - System Test
- CHAMPS - Initiative 1 - UAT
- CHAMPS - Initiative 2 - B2B
- CHAMPS - Initiative 2 - System Test

A screenshot of a search results interface. The title is "Step 2: Choose an application - Showing search results for 'CHAMPS'". Below the title is a list of five search results, each in blue text. The results are: "CHAMPS - Health Beat 2.0 - UAT", "CHAMPS - Initiative 1 - System Test", "CHAMPS - Initiative 1 - UAT", "CHAMPS - Initiative 2 - B2B", and "CHAMPS - Initiative 2 - System Test". On the right side of the list, there is a vertical scrollbar with an upward-pointing arrow at the top and a downward-pointing arrow at the bottom. The entire screenshot is enclosed in a thick red rectangular border.

Confirm Step 3: Application ready to be requested says **CHAMPS - ????**.
Click Request Access.

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

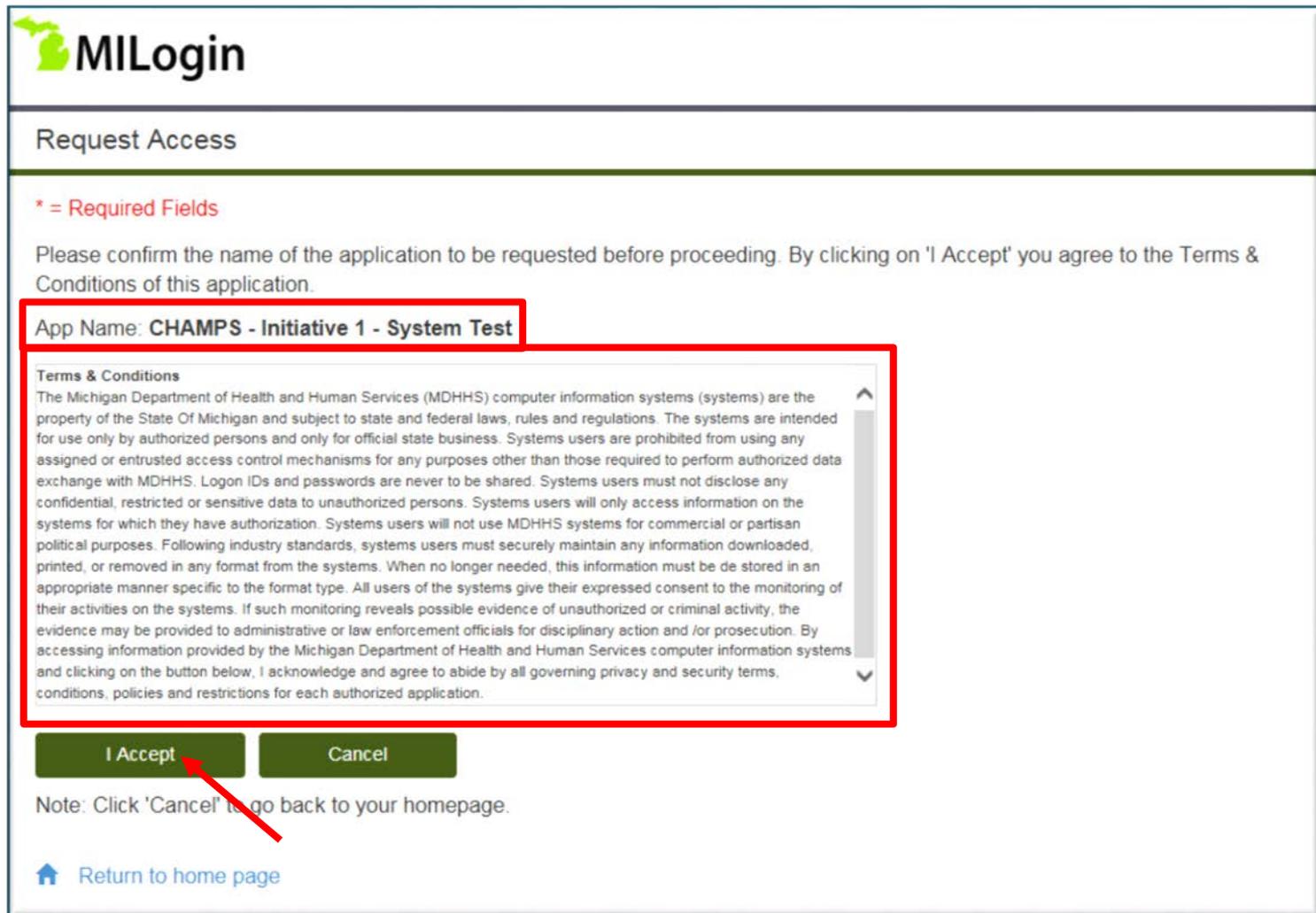
CHAMPS - Initiative 1 - System Test

Is a test instance of the Michigan Medicaid Management Information System, CHAMPS. It is used for major initiatives that require parallel testing and/or transaction business to business testing with Medicaid providers and other trading partners.

Request Access

 [Return to home page](#)

Confirm the App Name: is **CHAMPS - ?????**.
Read the Terms & Conditions.
Click I Accept.



 **MILogin**

Request Access

* = Required Fields

Please confirm the name of the application to be requested before proceeding. By clicking on 'I Accept' you agree to the Terms & Conditions of this application.

App Name: **CHAMPS - Initiative 1 - System Test**

Terms & Conditions
The Michigan Department of Health and Human Services (MDHHS) computer information systems (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDHHS. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be de stored in an appropriate manner specific to the format type. All users of the systems give their expressed consent to the monitoring of their activities on the systems. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and /or prosecution. By accessing information provided by the Michigan Department of Health and Human Services computer information systems and clicking on the button below, I acknowledge and agree to abide by all governing privacy and security terms, conditions, policies and restrictions for each authorized application.

I Accept **Cancel**

Note: Click 'Cancel' to go back to your homepage.

 [Return to home page](#)

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



Request Access

* = Required Fields

This application requires following attributes:

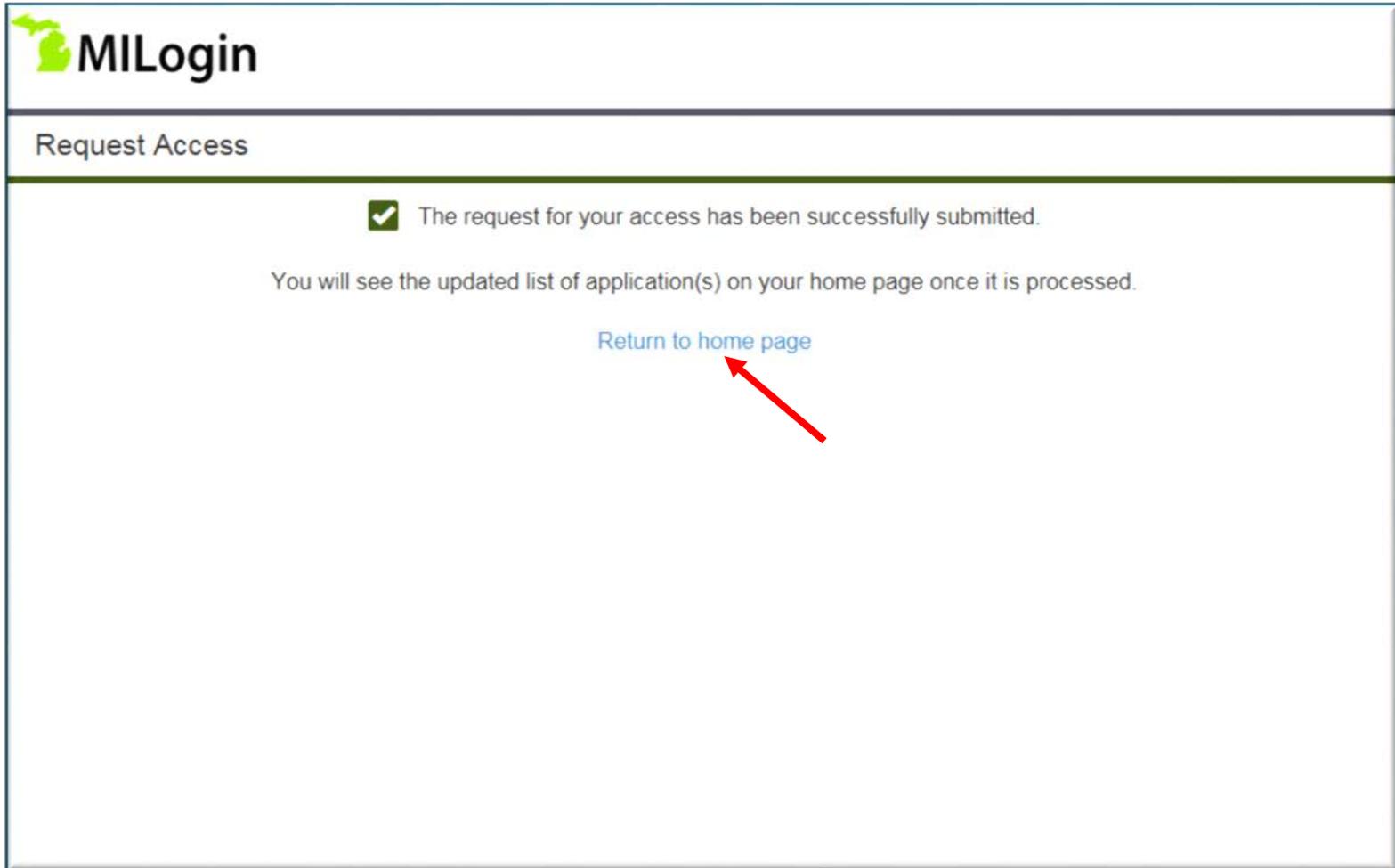
*Email Address

*Work Phone Number

*CHAMPS User Type
 State User Only Provider/Other

[Return to home page](#)

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



 MILogin

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](#)



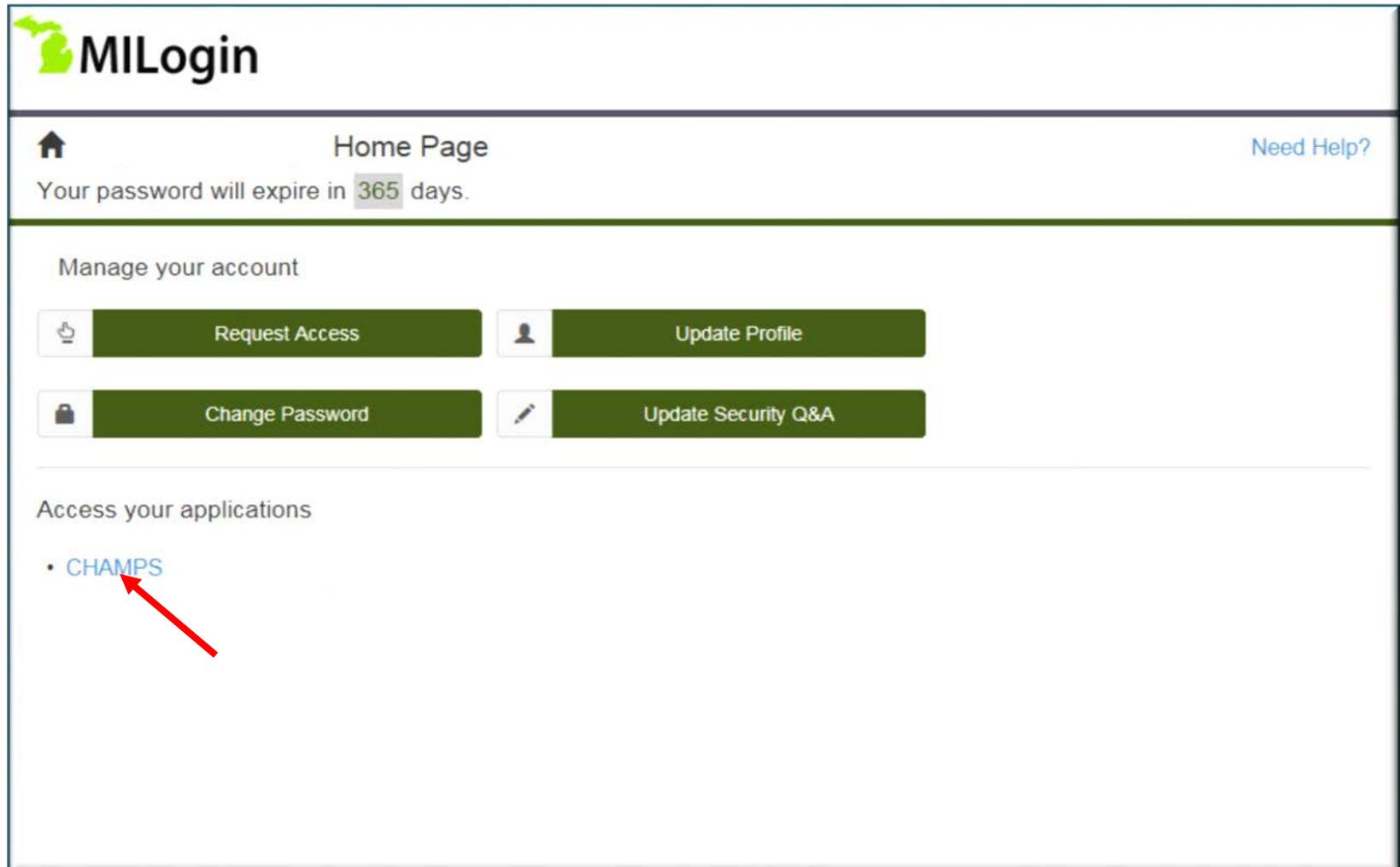
Verify Provider Information

This step completes the registration for CHAMPS.

Sign into MILogin by going to **https://milogintp.Michigan.gov** and entering your User ID and Password.
This will take you to the MILogin Application Portal.

The screenshot displays a web browser window with the address bar containing the URL <https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content shows the MILogin login interface. At the top left is the MILogin logo. Below it is the heading "Login to your account". A red asterisk indicates required fields. The form contains two input fields: "*User ID" and "*Password". Below these fields is a green "Login" button. Underneath the button are three links: "Forgot your User ID?", "Forgot your password?", and "Need Help?". At the bottom of the form is a section with the text "Don't have an account?" and a green "Create New Account" button. The footer of the page includes links for "MILogin Home", "Michigan.gov Home", "Policies", and "Contact Us", along with the copyright notice "Copyright 2015 State of Michigan".

You will be directed back to your MILogin home page.
From here, you can go into CHAMPS.



The screenshot displays the MILogin home page. At the top left is the MILogin logo, which includes a green outline of the state of Michigan. The page title is "Home Page" with a home icon to its left. In the top right corner, there is a "Need Help?" link. Below the title, a notification states "Your password will expire in 365 days." The main content area is divided into two sections. The first section, "Manage your account", contains four green buttons: "Request Access" (with a key icon), "Update Profile" (with a person icon), "Change Password" (with a lock icon), and "Update Security Q&A" (with a pencil icon). The second section, "Access your applications", contains a single blue link labeled "CHAMPS" with a red arrow pointing to it.

MILogin

Home Page [Need Help?](#)

Your password will expire in 365 days.

Manage your account

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

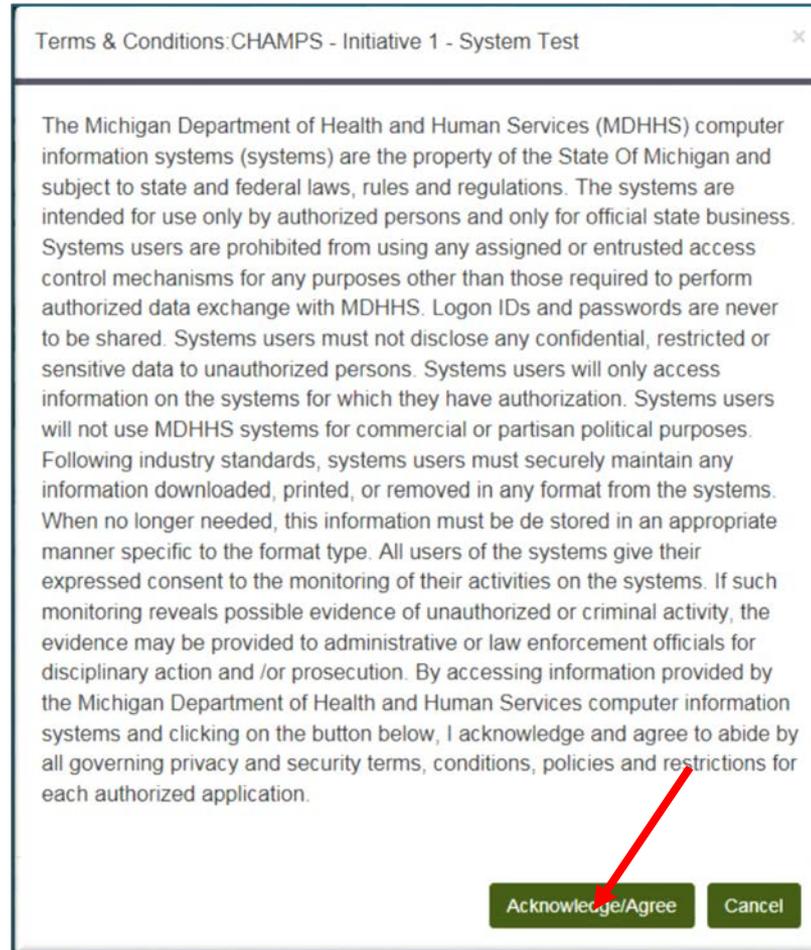
[Change Password](#) [Update Security Q&A](#)

Access your applications

- [CHAMPS](#)

You will need to click Acknowledge/Agree to accept the Terms & Conditions to get into CHAMPS.

From there, you can access the Electronic Service Verification (See *ESV Instructions* or *ESV Quick Reference Guide*).



Below is the display of the CHAMPS home page for an existing provider. Click on the **Track Application** hyperlink.

The screenshot displays the CHAMPS home page for an existing provider. The page layout includes a header with the CHAMPS logo and a 'Provider' dropdown menu. A dark blue navigation bar contains a user profile icon, 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. Below this is a 'Provider Enrollment' section with a table of options. The 'Track Application' option is highlighted with a red box.

Provider Enrollment	
New Enrollment	Enroll As A New Provider
Track Application	Track Existing Provider Application

In the **Request Domain Access** section, click on the **Home Help Providers requesting access to their information** hyperlink.

The screenshot displays the CHAMPS web application interface. At the top left, the CHAMPS logo is visible next to a 'Provider' dropdown menu. The browser's address bar shows 'Track Application'. Below the navigation bar, there are 'Close' and 'Submit' buttons. The main content area is divided into two sections. The first section, 'Track Existing Application', contains the instruction 'Please provide the Application ID to track your application.' and a text input field labeled 'Application ID:'. The second section, 'Request Domain access', is circled in red and contains the instruction 'Click the below link if you are an Existing Home Help Individual or Agency accessing CHAMPS system for the first time, provide the Application ID to track your application.' Below this instruction, a red-bordered box highlights the hyperlink 'Home Help Providers requesting access to their Information'.

Choose **Agency**.

Enter the required information indicated by the asterisk (*).

Check the box verifying that you have read and agree with the **Terms and Conditions**.

Click **Submit**.

Click **OK** on the text box that pops up.

***NOTE: The information you enter *must be exactly the same* as it was entered in the old system, Bridges. If you are unsure how your information was entered in Bridges or the message in the text box says it could not find your information, please call the Home Help Hotline for assistance: **1-800-979-4662**.

Track Application > Request Domain Access

Close Submit

Request Access to Home Help Provider Info

Please select to request CHAMPS access to home help provider info

Individual
 Agency

Agency:

EIN/TIN: *

Organization Business Name: *

Zip Code: *

Terms & Conditions

In applying for CHAMPS access as a Home Help Provider in the Medicaid Assistance Program (and programs for which the Michigan Department of Community Health (MDCH) is the fiscal intermediary), I represent and certify as follows:

1. I am the applicant and/or the employer and certify that I have the authority to execute this on behalf of myself and/or the agency.
2. All of the information provided is true and accurate.

By checking this, I certify that I have read and that I agree and accept the terms above.

Message from webpage

We found your information in our system and can give you access. To access your information please log out and log back into CHAMPS and select your name in the 'Select Domain' box at that time.

OK

Page ID: pgRequestDomainAccess(Provider) Environment: UAT (Server: wtw301.85 - Build: R8_5.3.1) Server Time: 05/28/2015 10:08:42 EDT

You are now enrolled to access Electronic Service Verification.
Click **Logout** to completely exit the system.

The screenshot shows the CHAMPS web application interface. At the top left is the CHAMPS logo and a navigation menu with a "Provider" dropdown. A dark blue header bar contains utility icons for "Note Pad", "External Links", "My Favorites", "Print", and "Help". Below the header, a "Logout" button is highlighted with a red rectangle. The main content area features two expandable sections:

- Track Existing Application**: Contains the instruction "Please provide the Application ID to track your application." and a text input field labeled "Application ID:" with a search icon.
- Request Domain access**: Contains the instruction "Click the below link if you are an Existing Home Help Individual or Agency accessing CHAMPS system for the first time. provide the Application ID to track your application." and the text "Home Help Providers requesting access to their Information".

Provider Resources

- Home Help Provider Support Hotline:
1-800-979-4662
- Home Help Provider Support Email:
ProviderSupport@Michigan.gov
- Home Help Provider FAQ document: Go to Michigan.gov/homehelp and click on the Home Help Frequently Asked Questions (FAQs) link under the Additional Home Help Resources heading