

## EXISTING AGENCY OWNER QUICK REFERENCE GUIDE

\*\*\*These instructions are for anyone working for an agency *before June 1, 2015*\*\*\*

### REGISTER FOR SINGLE SIGN-ON AND CHAMPS

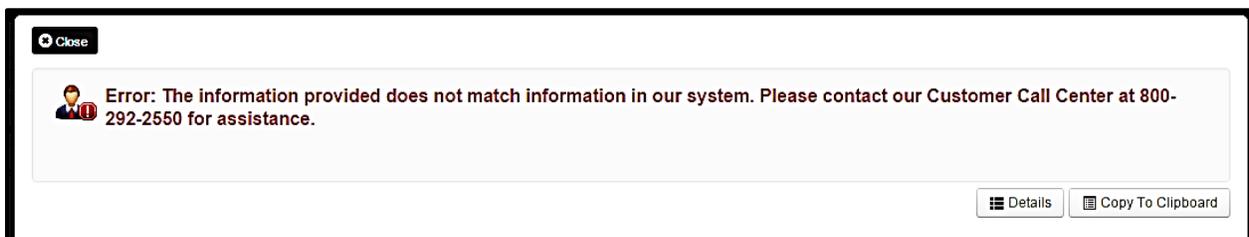
1. Open your internet browser (Internet Explorer , Google Chrome , or Mozilla Firefox  )
2. Type <https://milogintp.Michigan.gov> into the search bar at the top of the internet browser.
3. Click on the **Create New Account** button.
4. Enter your: *First Name, Last Name, Email Address, Work Phone Number, and Answer the Verification Question.*
  - a. An email address must be entered in order to continue registering. If you do not have an email address, you can use someone else's or create your own for free from a number of service providers.
  - b. Click **Next**.
5.
  - a. In the User ID box enter your last name, first initial of your first name, and 4 numbers all with no spaces in between.
  - b. In the Password box, type in a password that follows the password guidelines in the green box.
  - c. In the Confirm Password box, type the password you just created exactly as you typed it in the Password box.
  - d. Select Secret Questions #1 - #4 from the drop down lists and answer them in the Secret Answer #1 - #4 boxes on the right.
  - e. Click **Create Account**.
6. When you receive confirmation on the screen that your account has been successfully created click **Login to your account**.
7. Enter User ID and Password you just created.
  - a. Click **Login**.
8. Click **Request Access**.
9.
  - a. Step 1: Type CHAMPS in the Search for application box and click the search button.
  - b. Step 2: Click on CHAMPS from the Choose an application box.
  - c. Step 3: Confirm that the Application ready to be requested is CHAMPS and click **Request Access**.
10. Read the Terms & Conditions and click **I Accept**.

## Provider Relations

11.
  - a. Confirm your phone number is correct in the Work Phone Number box.
  - b. Click the **Provider/Other** button for CHAMPS user type.
  - c. Click **Submit**.
  
12. Once the request for your access has been successfully submitted, click **Return to home page**.

### **Verify Provider Information in CHAMPS**

13. Click on the blue words **CHAMPS** in the middle of the page.
  - a. Click **Acknowledge/Agree**.
  
14. Click on the blue words **Track Application**.
  
15. Click on the blue sentence **Home Help Providers request access to their information**. It is the last sentence on the page.
  
16. Click the button next to the word **Agency**.
  - a. Enter the required information: *EIN/TIN, Organization Business Name, Zip Code*.
  - b. Read the *Terms and Conditions* and click on the box next to the words “By checking this, I certify that I have read and that I agree and accept the terms above.”
  - c. Click the **Submit** button on the top left.
  - d. A box will pop up saying, “We found your information in our system and can give you access...”
    - i. NOTE: If the following message pops up instead, please contact your Adult Services Worker or the Home Help Hotline (800-979-4662) to make sure the information in the system matches what you have entered.



17. Click the red “X” in the very top right side of the page to exit CHAMPS and return to the Application Portal.