



**ICHAT**

Internet Criminal History Access Tool  
Michigan State Police

**Michigan.gov**



The Official State  
of Michigan Website

# Welcome to the **ICHAT**

The Michigan State Police Internet  
Criminal History Access Tool



# ICHAT

Internet Criminal History Access Tool  
Michigan State Police

Michigan.gov



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# ICHAT

is the only public resource  
for non-fingerprint-based  
Michigan criminal history  
background checks.



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This tutorial is designed for government agencies, schools, churches, and charities. There are other tutorials specially designed for both the general public and for PS&I (private security guard and burglar alarm) companies.



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ICHAT reports **DO NOT** display  
warrant information, suppressed  
records, or criminal history  
information from other state or  
federal government agencies.



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To register in ICHAT with a non-profit charitable agency code to waive the ICHAT fees please submit a request on official letterhead with: the name, address, and phone number of the organization; the name and e-mail address of a contact person; the number of additional users; the estimated number of searches per year; the organization's federal ID number; and a copy of the 501c3 letter from the Internal Revenue Service stating that you are a federally recognized church/non-profit charitable organization and are entitled to waive the fees for government services.

You may send the request by mail, fax, or email to

ICHAT Help Desk

Michigan State Police

Criminal Justice Information Center

P. O. Box 30634

Lansing, Michigan 48909

Tel. 517-241-0606

Fax 517-241-0866

email: [MSP-CRD-ICHATHELP@michigan.gov](mailto:MSP-CRD-ICHATHELP@michigan.gov)

**No exceptions will be made; our policy  
was made in consultation with the IRS.**



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### ICHAT - Home



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click for tutorials

The Internet Criminal History Access Tool (ICHAT) allows the search of public records contained in the Michigan Criminal History Record maintained by the Michigan State Police, Criminal Justice Information Center. All felonies and serious misdemeanors that are punishable by over 93 days are required to be reported to the state repository by law enforcement agencies, prosecutors, and courts in all 83 Michigan counties.

Suppressed records and warrant information are not available through ICHAT. Also not included are federal records, tribal records, and criminal history from other states. A search for a record that may be in another state requires that that you correspond with that state directly.

Anyone can perform a search through ICHAT. At a minimum, the full name of the person and his/her date of birth is required. A fee of \$10 is charged for each search.

If this is your first time using the Internet Criminal History Access Tool (ICHAT), please select "Register"; otherwise select "Login" to proceed with a record search.

ICHAT accepts MasterCard, Visa, and Discover cards:



To access the Michigan Public Sex Offender Registry, click the following link: <http://www.mipsor.state.mi.us>

To begin, you must click **Register**.  
But remember, you **cannot** register  
until you receive an e-mail from the  
Michigan State Police with your agency code.



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Registration

An \* indicates required fields.

Helpful information about a particular field can be viewed by moving the mouse over the ? image next to the field.

\* Logon ID (E-Mail Address)

\* Password

\* Confirm Password

\* Security Question

\* Security Answer

\* First Name

Middle Name

\* Last Name

\* Address Line 1

Address Line 2

\* City

\* State

\* Zip

\* Country

Daytime Phone

Only government, non-profit charitable agencies and PS&I firms must complete the Agency Code Details of this Registration page. Letters in the Agency Code must be uppercase. If you do not have an Agency Code, contact MSP at [cjicacchelp@michigan.gov](mailto:cjicacchelp@michigan.gov)

\* Do you represent a government or non-profit agency or a PS&I firm?

☒ No ☐ Yes

Agency Code

Save

Cancel

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Complete all  
the fields  
marked with  
an asterisk.



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Registration

A

A

If you are not sure what information to enter for a field, click on the question mark next to the line you are completing.

An \* indicates required fields.

Helpful information about a particular field can be viewed by moving the mouse over the  image next to the field.

\* Logon ID (E-Mail Address)




\* Password



\* Confirm Password

\* Security Question

What city were you born in? 

\* Security Answer

\* First Name

Middle Name

\* Last Name

\* Address Line 1

Address Line 2

\* City


\* State

Michigan 

\* Zip



\* Country

United States 

Daytime Phone



Only government, non-profit charitable agencies and PS&I firms must complete the Agency Code Details of this Registration page. Letters in the Agency Code must be uppercase. If you do not have an Agency Code, contact MSP at [cjicaccth@help@michigan.gov](mailto:cjicaccth@help@michigan.gov)

\* Do you represent a government or non-profit agency or a PS&I firm?

☒ No ☐ Yes

Agency Code



Save

Cancel

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Passwords must be six to twelve characters long and contain at least one letter, one number, and one special character (~`!@#\$%^&\*()\_\-+=<>,.?/).

**Example:** abc@123  
#1pass



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Government agencies, schools, churches,  
and charities **must** enter their ICHAT  
Agency Identification Number / Agency  
Code in the agency code field.



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Registration

An \* indicates required fields.

Helpful information about a particular field can be viewed by moving the mouse over the  image next to the field.

\* Logon ID (E-Mail Address)

JOHNSMITH@EMAIL.COM 


\* Password

..... 

\* Confirm Password

.....

\* Security Question

What city were you born in? 

\* Security Answer

LANSING

\* First Name

JOHN

Middle Name

\* Last Name

SMITH

\* Address Line 1

333 S GRAND AVE

Address Line 2

\* City

LANSING


\* State

Michigan 

\* Zip

48909 

\* Country

United States 

Daytime Phone




Only government, non-profit charitable agencies and PS&I firms must complete the Agency Code Details of this Registration page. Letters in the Agency Code must be uppercase. If you do not have an Agency Code, contact MSP at [icaccth@help@michigan.gov](mailto:icaccth@help@michigan.gov)

\* Do you represent a government or non-profit agency or PS&I firm?

☐ No ☒ Yes

Agency Code

PSI1234 

**Save**

Cancel

When you have completed entering the necessary information, click **Save**.



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ICHAT - Home



 **Page contains messages:**

**An activation link has been sent to your e-mail. Please be sure to check your junk mail folder as some e-mail programs recognize this e-mail as such. After you have activated your account, you will be fully registered to use ICHAT. Thank you for registering.**

The Internet Criminal History Access Tool (ICHAT) allows the search of public records contained in the Michigan Criminal History Record maintained by the Michigan State Police, Criminal Justice Information Center. All felonies and serious misdemeanors that are punishable by over 93 days are required to be reported to the state repository by law enforcement agencies, prosecutors, and courts in all 83 Michigan counties.

Suppressed records and warrant information are not available through ICHAT. Also not included are federal records, tribal records, and criminal history from other states. A search for a record that may be in another state requires that that you correspond with that state directly.

Anyone can perform a search through ICHAT. At a minimum, the full name of the person and his/her date of birth is required. A fee of \$10 is charged for each search.

If this is your first time using the Internet Criminal History Access Tool (ICHAT), please select "Register"; otherwise select "Login" to proceed with a record search.

ICHAT accepts MasterCard, Visa, and Discover cards:



An activation link will be sent to your email five minutes after completing the registration process. You must activate your account to access ICHAT.



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Activate Account



**Page contains messages:**

User Account is not activated. You must activate the account to continue. If you did not receive the activation e-mail, send an e-mail from the address you used as your logon ID to MSP-CRD-ICHATHELP@michigan.gov with the subject "ICHAT Activation".

An \* indicates required fields.

\* Logon ID:

JOHNSMITH@EMAIL.COM



\* Activation Code:



Activate Account

Cancel

If you attempt to login without activating your account, you will receive an error message.



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After your organization's ICHAT contact person has registered in the ICHAT system with your government/charitable Agency Code, send an e-mail to [MSP-CRD-ICHATHELP@michigan.gov](mailto:MSP-CRD-ICHATHELP@michigan.gov) so they can be upgraded to "Agency Administrator".



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ICHAT accepts MasterCard, Visa, and Discover cards:




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Once you are  
registered, you will just  
need to click **Login** to  
enter ICHAT.



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Login

To access this page you are required to sign in to the ICHAT:

Sign In to ICHAT

E-mail address:

Password:

[Forgot your password?](#)

Sign In

Don't have an ICHAT Account?

Register to create an ICHAT Account.

Register

Login in with your e-mail address and password created when you registered. Although ICHAT displays what you will type in **ALL CAPS**, **do not** use the “Shift” or “Caps Lock” buttons except to enter special characters.

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### Things to Remember about ICHAT:

- ICHAT search results are available to view and print online immediately once payment is approved. The results are available that day and for the next seven days; after the seventh day they will be deleted. The results are NOT mailed.
- **Just because the search is completed does not mean a criminal record was or was not located.**
- **ICHAT reports may not be accepted by all organizations. Check with the agency requiring the background check before paying for an ICHAT search.**
- **Social security numbers and driver's license numbers are not used. Many users were confused by how those items affected the search process.**
- **Users will now have to verify their data is correct before submitting it. If a user submits inaccurate data (such as a duplicate search, a misspelled name or wrong gender) they should correct it before checking out of the shopping cart.**
- If you are not sure how the ICHAT searches work, please check the explanations below.

The criminal history record contains public Michigan arrest, charge, conviction, and sentence information. The ICHAT system ONLY provides criminal history records that are available to the general public due to State of Michigan privacy policy. For information on what criminal records will and will not be released through ICHAT, please click on the **Information Reliability** feature below.

[Information Reliability](#)[Name Matching Issues](#)[Record Challenge](#)[How to Perform a Search](#)[Exiting](#)[Perform Health Check](#)

For general ICHAT information click on the links that are on the middle of the home page.





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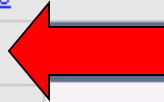
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The criminal history record contains public Michigan arrest, charge, conviction, and sentence information.

[Information Reliability](#)

[Name Matching Issues](#)

[Record Challenge](#)

[How to Perform a Search](#)

[Exiting](#)

To begin a criminal history search, click on **Background Search**.

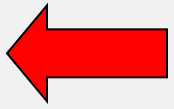
If there is an error in the information that you have entered, you will be presented with an error message telling you what the error is or that the transmission was successful. You must click "ok" and you are returned to the previously entered data. To correct the error, re-key the data field and click "submit".

**THIS SEARCH IS FOR STATE OF MICHIGAN RECORDS ONLY**

An \* indicates required fields.

<b>* Last Name:</b> <input type="text"/>	<b>* First Name:</b> <input type="text"/>	<b>Middle Initial:</b> <input type="text"/>
<b>* Race:</b> <div>White</div>	<b>* Sex:</b> <div>Male</div>	
<b>* Month of Birth:</b> <div>January</div>	<b>* Day of Birth:</b> <div>01</div>	<b>* Year of Birth:</b> <input type="text"/>
<b>Other Last name:</b> <input type="text"/>	<b>Other First name:</b> <input type="text"/>	<b>Other Middle Initial:</b> <input type="text"/>
<b>Other Last name:</b> <input type="text"/>	<b>Other First name:</b> <input type="text"/>	<b>Other Middle Initial:</b> <input type="text"/>
<b>Other Last name:</b> <input type="text"/>	<b>Other First name:</b> <input type="text"/>	<b>Other Middle Initial:</b> <input type="text"/>

**SID:**



**\* Usage Agreement:**  
☐ I accept and understand that when submitting unpaid search requests on this site I am volunteering for a non-profit organization or for a government agency or per MSP agreement to audit by MSP staff. For audit purposes our agency/organization must maintain such information in strict confidence and result in termination of our account.

Complete all the field marked with an asterisk (\*). The SID field is for criminal record numbers only and is not required.

If there is an error in the information that you have entered, you will be presented with an error message telling you what the error is or that the transmission was successful. You must click "ok" and you are returned to the previously entered data. To correct the error, re-key the data field and click "submit".

**THIS SEARCH IS FOR STATE OF MICHIGAN**

An \* indicates required fields.

\* Last Name:

\* Race:  

White

\* Month of Birth:  

January

Other Last name:

Other Last name:

Other Last name:

Other First name:

Other First name:

Other Middle Initial:

Other Middle Initial:

SID:

\* Usage Agreement:

☐ I accept and understand that when submitting unpaid search requests on this system it is for the purpose of screening potential employees and/or volunteers for a non-profit organization or for a government agency or per MSP agreement. By accepting this agreement, our agency/organization is subject to audit by MSP staff. For audit purposes our agency/organization must maintain supporting documentation for 6 months after inquiry. Misuse of ICHAT could result in termination of our account.

ICHAT ▶

Background Search - Search

If there is an error in the information that you have entered, you will be notified. If the search was successful, you must click "ok" and you are returned to the previous screen.

**THIS SEARCH IS FOR STATE OF MICHIGAN RECORDS ONLY**

An \* indicates required fields.

\* Last Name:

\* Race:

White

\* Month of Birth:

January

Other Last name:

Other Last name:

Other Last name:

SID:

\* User Agreement:

☐ I agree and understand that when submitting unpaid search requests on this system it is for the purpose of screening potential employees and/or volunteers for a non-profit organization or for a government agency or per MSP agreement. By accepting this agreement, our agency/organization is subject to audit by MSP staff. For audit purposes our agency/organization must maintain supporting documentation for 6 months after inquiry. Misuse of ICHAT could result in termination of our account.

\* Sex:

Male

\* Day of Birth:

01

Other First name:

\* Year of Birth:

Other Middle Initial:

After you are finished entering the data on the person whom you are searching, click **Submit**.

If you hit the **Enter** key on your keyboard, the information you enter will be automatically submitted, even if you are not finished entering the data.

Submit

Clear Fields

Search Results



ICHAT

Background Search - Search

A

A

If there is an error in the information that you have entered, you will be presented with an error message telling you what the error is or that the transmission was successful. You must click "ok" and you are returned to the previously entered data. To correct the error, re-key the data field and click "submit".

**THIS SEARCH IS FOR STATE OF MICHIGAN RECORDS ONLY**

After your search has been completed, an order box will appear. "Items: 1" refers to the number of searches ordered. It does not mean that there is or is not a criminal count located.

Last Name:

Middle Initial:

Sex:

Year of Birth:

First name:

First name:

First name:

\* Year of Birth:

Other Middle Initial:

Other Middle Initial:

Other Middle Initial:

Your Order

**JOHN DOE**

Race: White

Sex: Male

DOB: 1/1/1930

Item(s): 1

Total: \$0.00

Checkout

**\* Usage Agreement:**

☐ I accept and understand that when submitting unpaid search requests on this system it is for the purpose of screening potential employees and/or volunteers for a non-profit organization or for a government agency or per MSP agreement. By accepting this agreement, our agency/organization is subject to audit by MSP staff. For audit purposes our agency/organization must maintain supporting documentation for 6 months after inquiry. Misuse of ICHAT could result in termination of our account.

Submit

Clear Fields

Search Results



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Background Search - Search

A

A

If there is an error in the information that you have entered, you will be presented with an error message telling you what the error is or that the transmission was successful. You must click "ok" and you are returned to the previously entered data. To correct the error, re-key the data field and click "submit".

**THIS SEARCH IS FOR STATE OF MICHIGAN RECORDS ONLY**

An \* indicates required fields.

\* Last Name:

\* First Name:

Middle Initial:

\* Sex:

\* Day of Birth:

\* Year of Birth:

Other First name:

Other First name:

Other First name:

Other Middle Initial:

Other Middle Initial:

Other Middle Initial:

Your Order

**JANE DOE**

Race: White

Sex: Female

DOB: 3/24/1941

**JOHN DOE**

Race: White

Sex: Male

DOB: 1/1/1930

Item(s): 2

Total: \$0.00

**Checkout**

When you are  
ready to view the  
responses, click  
**Checkout.**

Other Last name:

SID:



\* Usage Agreement:



☐

I accept and understand that when submitting unpaid search requests on this system it is for the purpose of screening potential employees and/or volunteers for a non-profit organization or for a government agency or per MSP agreement. By accepting this agreement, our agency/organization is subject to audit by MSP staff. For audit purposes our agency/organization must maintain supporting documentation for 6 months after inquiry. Misuse of ICHAT could result in termination of our account.

**Submit**

**Clear Fields**

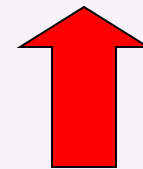
**Search Results**

<a href="#">Background Search</a>	<b>Shopping Cart</b>  			
<a href="#">Search Results</a>	The following is the list of items in your shopping cart:			
<a href="#">View Fee Charges</a>				
<a href="#">My Account</a>				
	<input type="checkbox"/>	<b>Description</b>	<b>Created Date</b>	<b>Price Commands</b>
	<input type="checkbox"/>	<b>JANE DOE (FREE SEARCH)</b> Race: White Sex: Female DOB: 3/24/1941	11/5/2007 9:26:46 AM	\$0.00 X
	<input type="checkbox"/>	<b>JOHN DOE (FREE SEARCH)</b>	11/5/2007 9:21:21 AM	\$0.00 X
				Total: \$0.00

Delete any searches you do not wish to view, then click **View Responses** when you are ready to view the remaining searches.

Before you view your searches you will be directed to the shopping cart page, even though you will not be charged.

[View Responses](#)







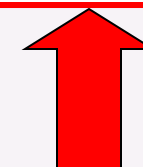
The following searches will be stored for 7 days from the initial search date. After the 7 day period, you will need to conduct another search in order to obtain the search results again. Please print the search results at your earliest convenience.

<u>Date of Search</u>	<u>Last Name</u>	<u>First Name</u>	<u>Order Num</u>	<u>DOB</u>	<u>Race</u>	<u>Sex</u>	<u>Commands</u>
10/26/2007 3:28:03 PM	DOE	JANE	266829	02/29/1936	White	Female	<a href="#">View Results</a>
10/26/2007 3:23:47 PM	DOE	JOHN	266829	01/01/1930	White	Male	<a href="#">View Results</a>

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[View All](#)

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The **Search Results** page lists all searches you have ordered that day and the previous six days.

To view the results for an individual search, click **View Results**.



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Search Results - Detail



Data Searched on:

Last Name	First Name
DOE	JANE

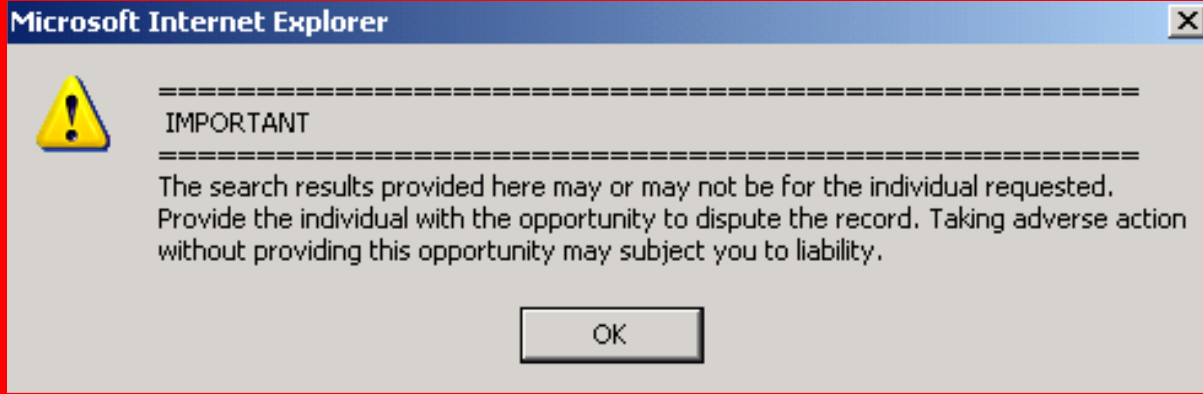
Based on the information provided

A search of Michigan's Criminal  
convictions or criminal records

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Search Criteria

Since arrests,



When you click **View Results**, you will receive a pop-up with a disclaimer about the information. After you have finished reading it, click **OK**.



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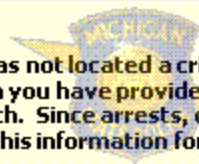
Search Results - Detail



Data Searched on:

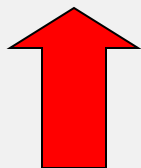
Last Name	First Name	Middle Initial	DOB	Race	Sex	More Criteria
DOE	JANE		5/1/1931	White	Female	

Based on the information provided, the following is a certified result of the search as of 5/24/2010 1:11 PM




A search of Michigan's Criminal History File has not located a criminal record meeting dissemination criteria that exactly matches the information you have provided. No record has been found that matches on first name, last name, sex, and year of birth. Since arrests, convictions or criminal record deletions may occur at any time, do not use this information for future clearances.

[Back to Search Results](#)



If a search of Michigan's Criminal History file does not locate a record that is either an exact or close match for the person in question, this page will display.

To view the other searches in your summary, click **Back to Search Results.**



# ICHAT

Internet Criminal History Access Tool  
Michigan State Police

## Michigan.gov

The Official State of Michigan Website

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ICHAT ▶ Search Results - Detail 

A A

Data Searched on:

Last Name	First Name	Middle Initial	DOB	Race	Sex	More Criteria
DOE	JOHN		1/1/1930	White	Male	

Based on the information provided, the following is a certified result of the search as of 5/24/2010 1:10 PM




A search of Michigan's Criminal History File has not located a criminal record that exactly matches the information you have provided.

However a record has been found that exactly matches on last name, sex, and year of birth and is an exact or similar match on first name and is provided below.

If a search of Michigan's Criminal History File cannot locate a record that exactly matches but is able to find a close match for the person in question, this page will display.

THE RESULTS ARE LIMITED BY THE INFORMATION PROVIDED. IF AN INDIVIDUAL IS DISPUTING THE RECORD, PLEASE PROVIDE THAT INDIVIDUAL WITH A COPY OF THIS REPORT AND OFFER THAT INDIVIDUAL THE OPPORTUNITY TO PERFORM A RECORD CHALLENGE BY SUBMITTING FINGERPRINTS. THIS IS EXPLAINED AT THE BOTTOM OF THIS PAGE. SINCE ARRESTS, CONVICTIONS, OR CRIMINAL RECORD DELETIONS MAY OCCUR AT ANY TIME, DO NOT USE THIS INFORMATION FOR FUTURE CLEARANCES.



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ICHAT ▶

Search Results - Detail

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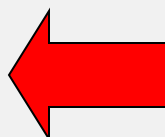
A

Data Searched on:

Last Name	First Name	Middle Initial	DOB	Race	Sex	More Criteria
DOE	HERMAN		7/4/1930	White	Male	

Based on the information provided, the following is a certified result of the search as of 5/24/2010 1:18 PM

[Click Here to open the Printer Friendly Version page!](#)



Important: Information Contained in this Record

If a search does locate a criminal history that exactly matches, this page will be presented.

Please take the time to read the disclaimers.

If you would like to print this page off the screen, please click **Click Here to open the Printer Friendly Version page!**

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NOTE: The fields that are highlighted do not match exactly what was entered by the user.

MICHIGAN CRIMINAL HISTORY RECORD INFORMATION MEETING DISSEMINATION CRITERIA  
FOR SID: 0000497J AS OF 05/24/2010

NAM: DOE, HERMAN DAVID

SID: 0000497J

RAC: W

SEX: M

DOB: 07/04/1930

FBI:

HGT: 509

WGT: 150

HAI: BRO

III: UNKNOWN

EYE: BLU

POB: MI

DLN:

MNU:

PRN: 9988

CIZ:

AFIS PRINTS AVAILABLE: NO

PALM PRINTS AVAILABLE: NO

PHOTO AVAILABLE: NO

SCAR/MARK/TATTOO:

CRIP R FT

SC L ANKL

SC FACE

SC LF ARM

TAT R ARM

It is important to always double check the information of the person on the criminal record to verify whether or not it is in fact your person.

If there is any information in the identifiers that does not match what was entered, it will be highlighted on the criminal history record.



INCIDENT DATE: 11/06/2008

TCN/OCA: A008252511E/TESTJORI

NAME USED: TEST, JUVENILE ORI

© Michigan State Police

<http://www.michigan.gov/crim>

ARREST SEGMENT	CHARGE SEGMENT	JUDICIAL SEGMENT
DATE: 11/2008	NO DATA RECEIVED	DATE: 11/2008
MI43143		MI4300
LAKE COUNTY SHERIFF DEPT		XX PROBATION COURT
OCA: TEST JORI		CFN: TEST JORI
1 CNT OF 2300		
MISDEMEANOR		CNT-1 MCL 750.356D4
LARCENY		MISDEMEANOR
DISP: PETITION REQUIRED		RETAIL FRAUD - THIRD

Criminal history information will be broken down into three segments:

The **arrest segment** will contain information about the arrest provided by the arresting agency.

The **charge segment** will contain information about the criminal charges provided by the prosecutor for that case.

The **judicial segment** will contain information about the conviction and sentence and is provided by the court.

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## Procedures for Correcting a Record

The steps for correcting a mistaken or inaccurate record are as follows:

### 1. Records That Do not Belong to the Individual Whose Name has Been Searched

- If the individual believes that the record does not belong to him or her, the individual should go to the nearest law enforcement agency and request to be fingerprinted on a state applicant fingerprint card for the purposes of "Record Challenge"; call ahead to verify fees and/or service hours. There is no charge for such fingerprinting if it is done at a Michigan State Police post.
- This card should be mailed to the Criminal Records Division with a copy of this record and a letter requesting the Criminal Records Division to verify that the enclosed criminal record does not belong to him/her. There is no fee. The address is:

**Michigan State Police -- CRD  
Attn: Record Challenge  
P. O. Box 30634  
Lansing, MI 48913**

### 2. Inaccurate Records

- Sometimes records inadvertently contain errors. For example, the nature or date of the conviction might be wrong, or the record might contain a conviction that should have been removed from the record.
- In such cases the individual should obtain certified copies of the court judgment or other documents which show that the information contained on the criminal record is incorrect. If the proof provided is satisfactory, the Michigan State Police will modify the record accordingly. You may send the documents to:

**Michigan State Police -- CRD  
Attn: Record Correction  
P. O. Box 30634  
Lansing, MI 48913**

At the bottom of every criminal history provided by ICHAT are Procedures for Correcting a Record.

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ICHAT

View Fee Charges - List

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Your Fee Charges:

Date of Search	Last Name, First Name, DOB	Order Num	Order Status	Confirmation Num	Search Type	Total Price
7/16/2007 3:57:09 PM	DOE, JOHN, 01/01/1930 DOE, JANE, 02/29/1936	266829	Closed		Free Search	\$0.00
2/1/2007 8:57:13 AM	MCGAB, BAGBAG, 02/20/1930	20136	Closed		Free Search	\$0.00
1/4/2007 3:48:17 PM	SMITH, BUDDY, 01/01/1950 BRAUN, CHARLOTTE, 01/01/1950	124	Closed		Free Search	\$0.00

View All

Another feature of ICHAT is the **View Fee Charges** page, which lists all ICHAT searches (but not results) since January 2007.



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**My Account**

My Account



**Background Search**

Manage Profile:

**Manage Profile**

**Search Results**

Store and edit your frequently used addresses:

**Manage Addresses**

**View Fee Charges**

**Shopping Cart**

**How to Use  
ICHAT**

click for tutorials

Yet another ICHAT  
feature is the My  
Account page.

On this page you  
can choose to  
change your account  
profile or add /  
delete your mailing  
addresses.

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**My Account**

My Account



[Background Search](#)

[View 7 day summary](#)

[View Fee Charges](#)

[Shopping Cart](#)

How to Use  
**ICHAT**

click for tutorials

Manage Profile:

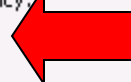
[Manage Profile](#)

Store and edit your frequently used addresses:

[Manage Addresses](#)

Manage the authorized users of your agency:

[Manage Agency Users](#)



In order for the Agency Administrator to add and delete users from your organization's ICHAT account, they can click on **My Account**, then **Manage Agency Users**.



# ICHAT

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If you have questions or need additional assistance, you may contact the ICHAT Coordinator  
at 517-241-0713 or  
[MSP-CRD-ICHATHELP@michigan.gov](mailto:MSP-CRD-ICHATHELP@michigan.gov).