MILogin

"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

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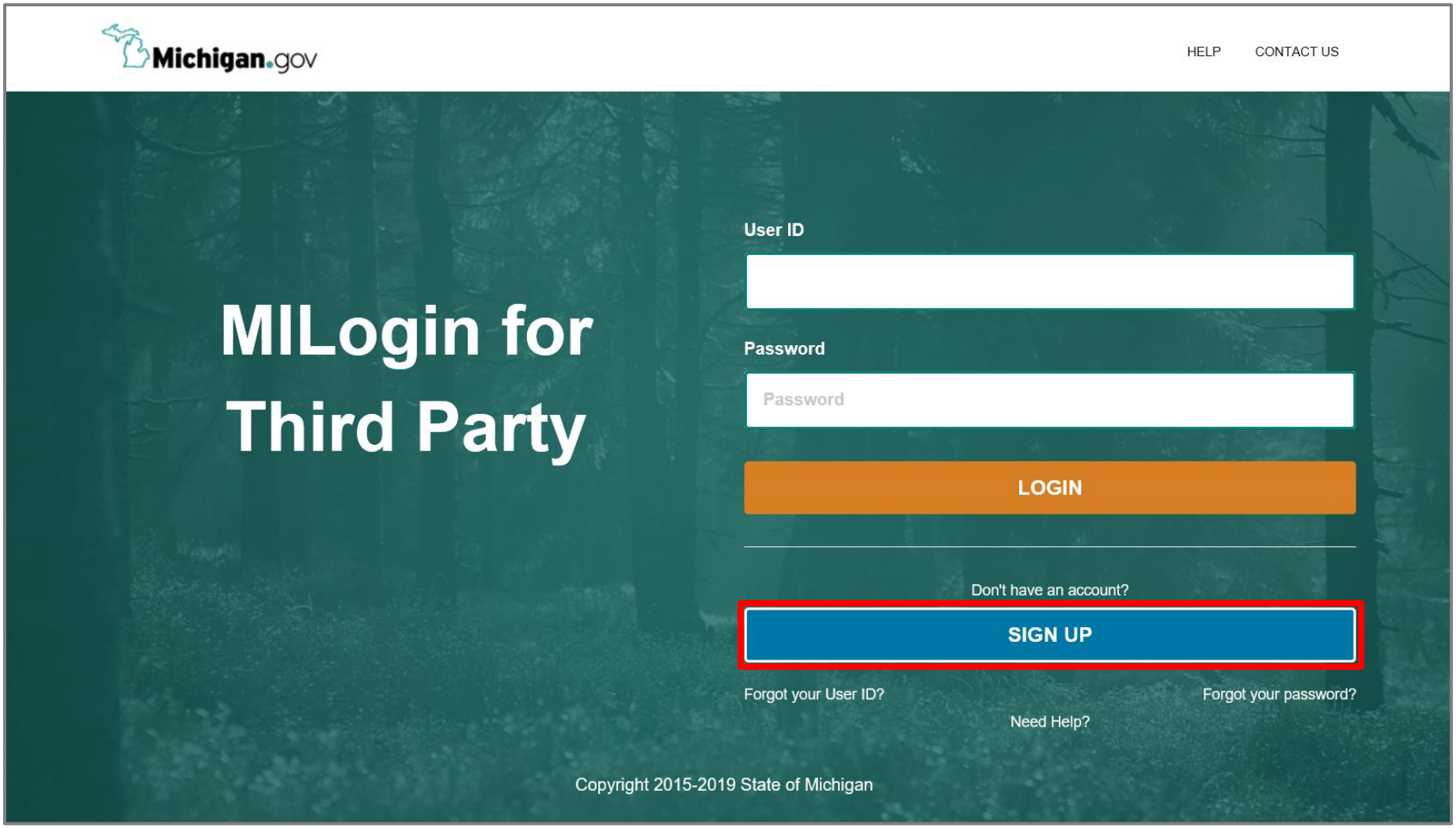
- Register for MILogin account and CHAMPS (slides 3-18)
- Update Profile (slides 19-23)
- Update Security Options (slides 24-31)
- Update Password (slides 32-36)
- Resources

MDHHS
Michigan Department of Health & Human Services

Register for MILogin and CHAMPS

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

CHAMPS (Community Health Automated Medicaid Processing System) is the program where providers enroll, update enrollment information, and report services performed.



- Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
- Enter https://milogintp.Michigan.gov into the search bar
- Click Sign Up

Michigan.gov

HELP CONTACT US

MILogin for Third Party

HOME

Create Your Account

1 Profile Information — 2 Security Setup — 3 Confirmation

Profile Information

Enter your profile information

* Required

*First Name | Middle Initial | *Last Name | Suffix

*Email Address | *Confirm Email Address

*Work Phone Number | Mobile Number

*Verification Question: Bee, chin, ankle, leg and dog: how many body parts in the list?

I agree to the terms & conditions.

NEXT RESET

- Complete all required fields
- Check the ‘I agree’ box
- Click Next

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MILogin for Third Party

HOME

Create Your Account

1 Profile Information — 2 Security Setup — 3 Confirmation

Security Setup

Provide user id and password information to complete your profile

* Required

*User ID

Enter a User ID

*Password

Enter password

*Confirm New 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 one of the last 3 used passwords
- Should not be based on your User ID

*Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

Email

Mobile (Text/SMS)

Security Questions

CREATE ACCOUNT

BACK

- Create the user ID and password following the listed guidelines
- Select the preferred password recovery method(s)
- Click Create Account

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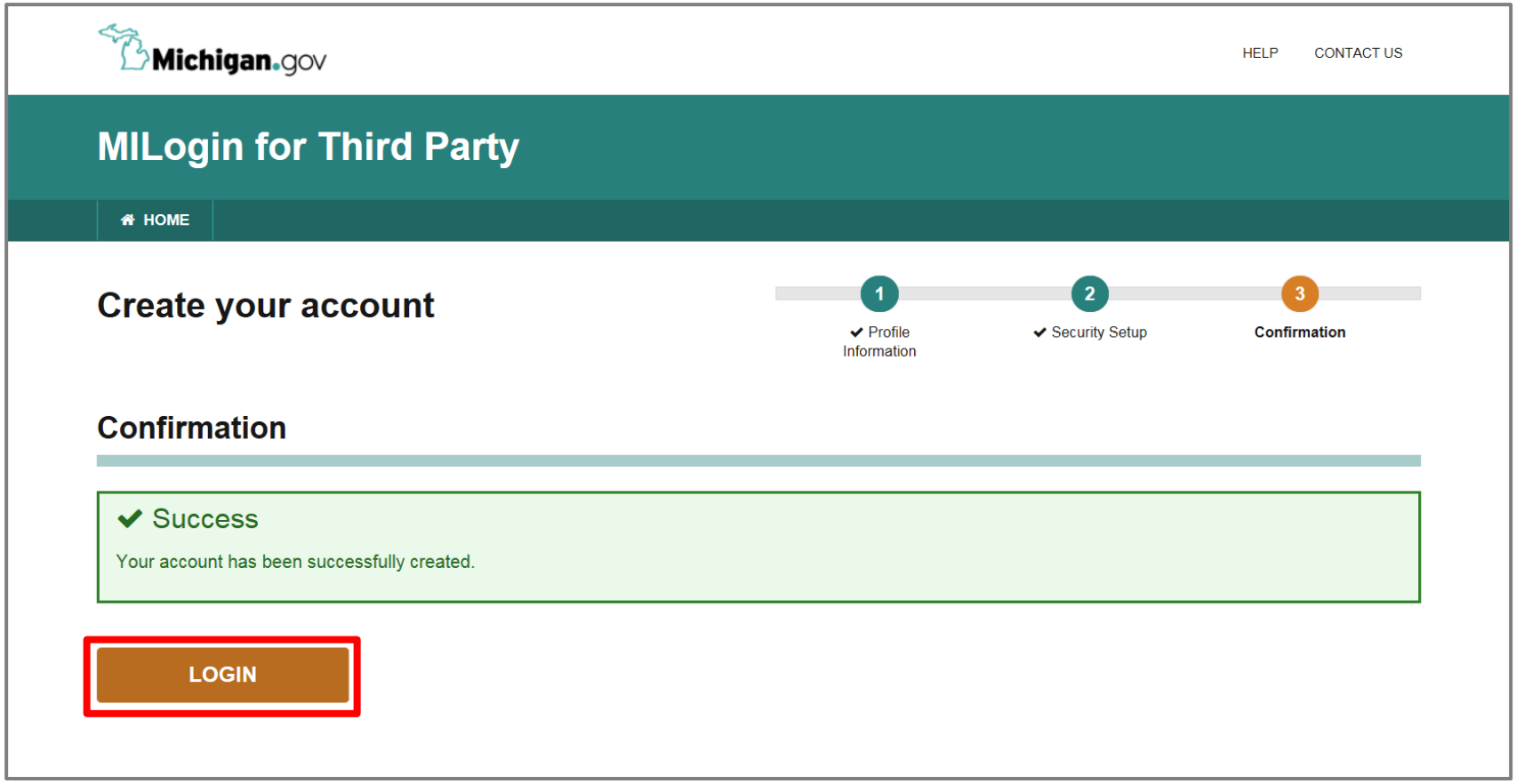

- Your MILogin account has now been created successfully
- Click the Login button to return to the login screen

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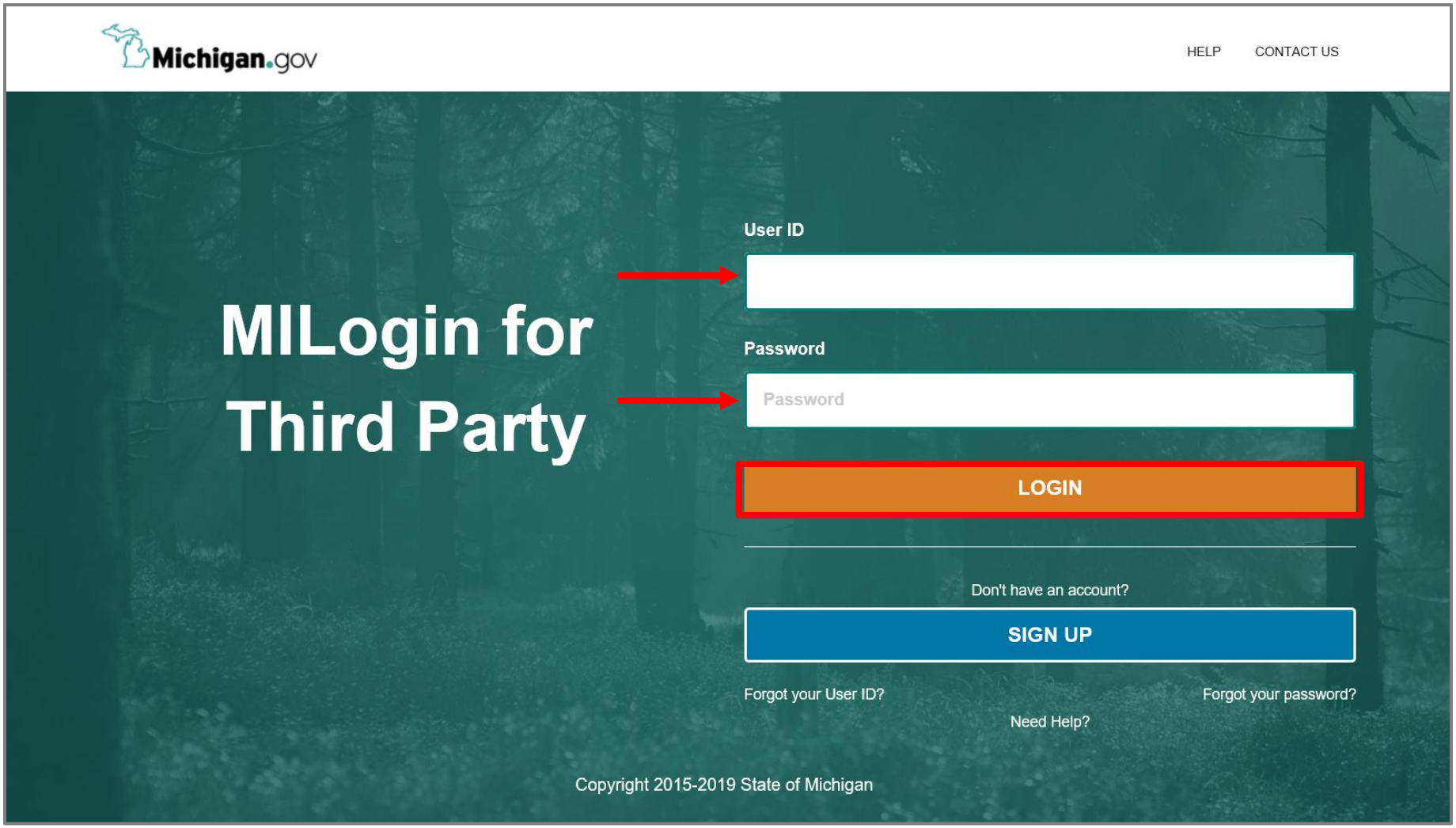
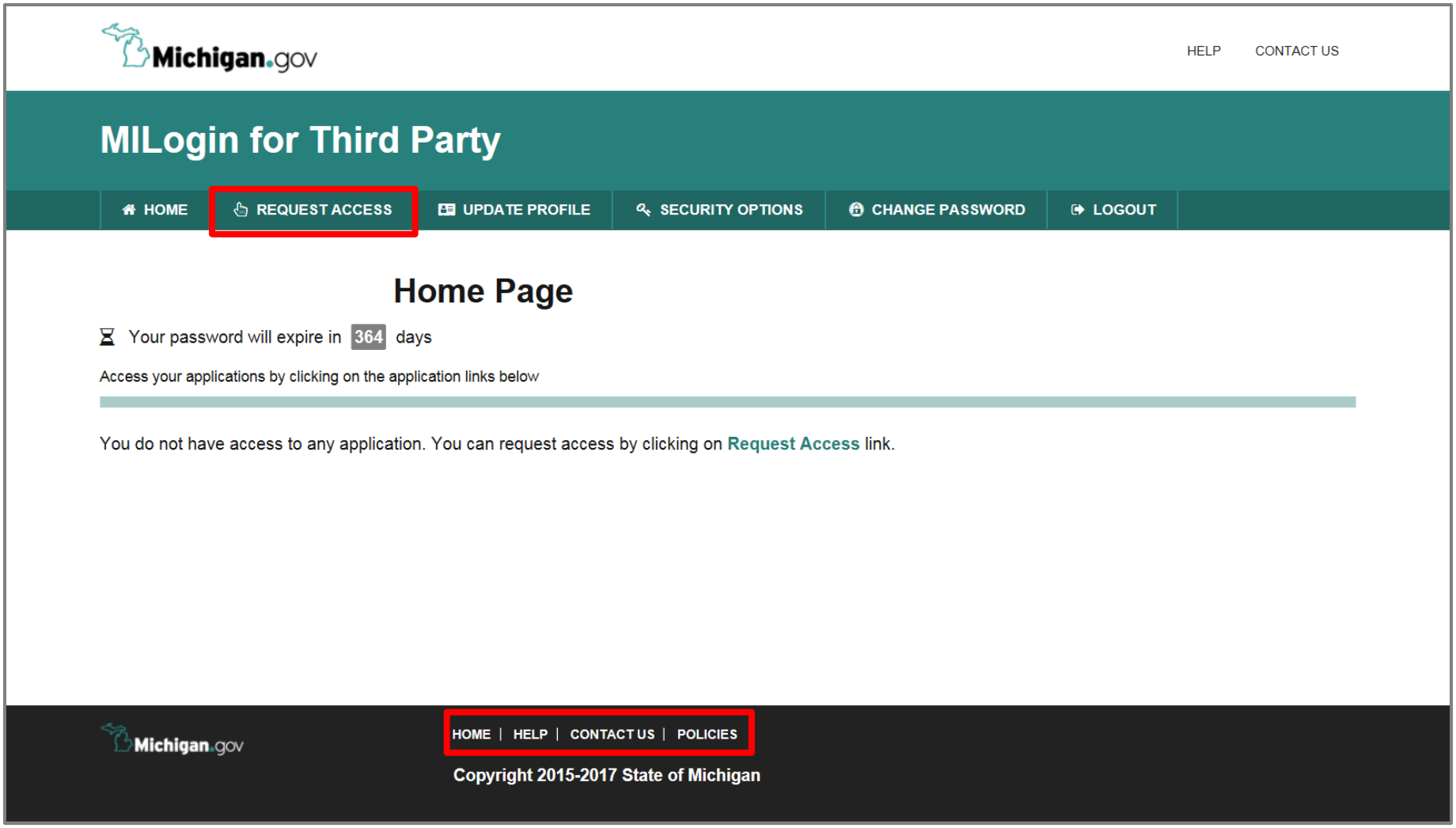
Michigan Department of Health & Human Services



- Enter your User ID and Password you just created
- Click Login



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

**MILogin resource links are listed at the bottom of the page*

Michigan.gov

HELP CONTACT US

MILogin for Third Party

HOME | REQUEST ACCESS | UPDATE PROFILE | SECURITY OPTIONS | CHANGE PASSWORD | LOGOUT

Request Access

1 Search Application
2 Additional Information
3 Confirmation

Search Application

Search for an application with a keyword or select an agency to view its applications

-- Select Agencies --

- Type CHAMPS in the search box
- Click the search/magnifying glass button

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HELP CONTACT US

MILogin for Third Party

HOME | REQUEST ACCESS | UPDATE PROFILE | SECURITY OPTIONS | CHANGE PASSWORD | LOGOUT

Request Access

1 Search Application — 2 Additional Information — 3 Confirmation

Search Application

Search for an application with a keyword or select an agency to view its applications

CHAMPS

-- Select Agencies --

MDHHS **Michigan Department of Health & Human Services (MDHHS)**

CHAMPS

- Click on CHAMPS

MDHHS Michigan Department of Health & Human Services

MILogin for Third Party

HOME

Request A

Search App

Search for an applicati

CHAMPS

Michig

CHAMPS

3

Confirmation

MDHHS

CHAMPS

(Community Health Automated Medicaid Processing System) is the Michigan Medicaid Management Information System (MMIS). It supports Medicaid provider enrollment and maintenance, beneficiary healthcare eligibility and enrollment, prior authorization, Home Help Electronic Service Verification (ESV), fee-for-service payments and managed care enrollments, payments, and encounters.

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 destroyed 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

- (●) I agree to the terms & conditions
- ( ) I do not agree

CANCEL ✖ | REQUEST ACCESS

- Select the ‘I agree to the terms & conditions’ radio button
- Click Request Access

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HELP CONTACT US

MILogin for Third Party

HOME | REQUEST ACCESS | UPDATE PROFILE | SECURITY OPTIONS | CHANGE PASSWORD | LOGOUT

Request Access

1 ✔ Search Application — 2 Additional Information — 3 Confirmation

Additional Information

Provide following information to submit your access request

* Required

*Email Address

[illegible]

*Work Phone Number

[illegible]

*CHAMPS User Type

- (●) Provider/Other
- ( ) State User Only

SUBMIT RESET

- Verify all information is correct
- Click Submit

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HELP CONTACT US

MILogin for Third Party

HOME | REQUEST ACCESS | UPDATE PROFILE | SECURITY OPTIONS | CHANGE PASSWORD | LOGOUT

Request Access

1 ✔ Search Application
2 ✔ Additional Information
3 Confirmation

Confirmation

✔ Success

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.

HOME

- You will be given confirmation that your request has been submitted successfully
- Click the Home button to return to the MILogin Home Page

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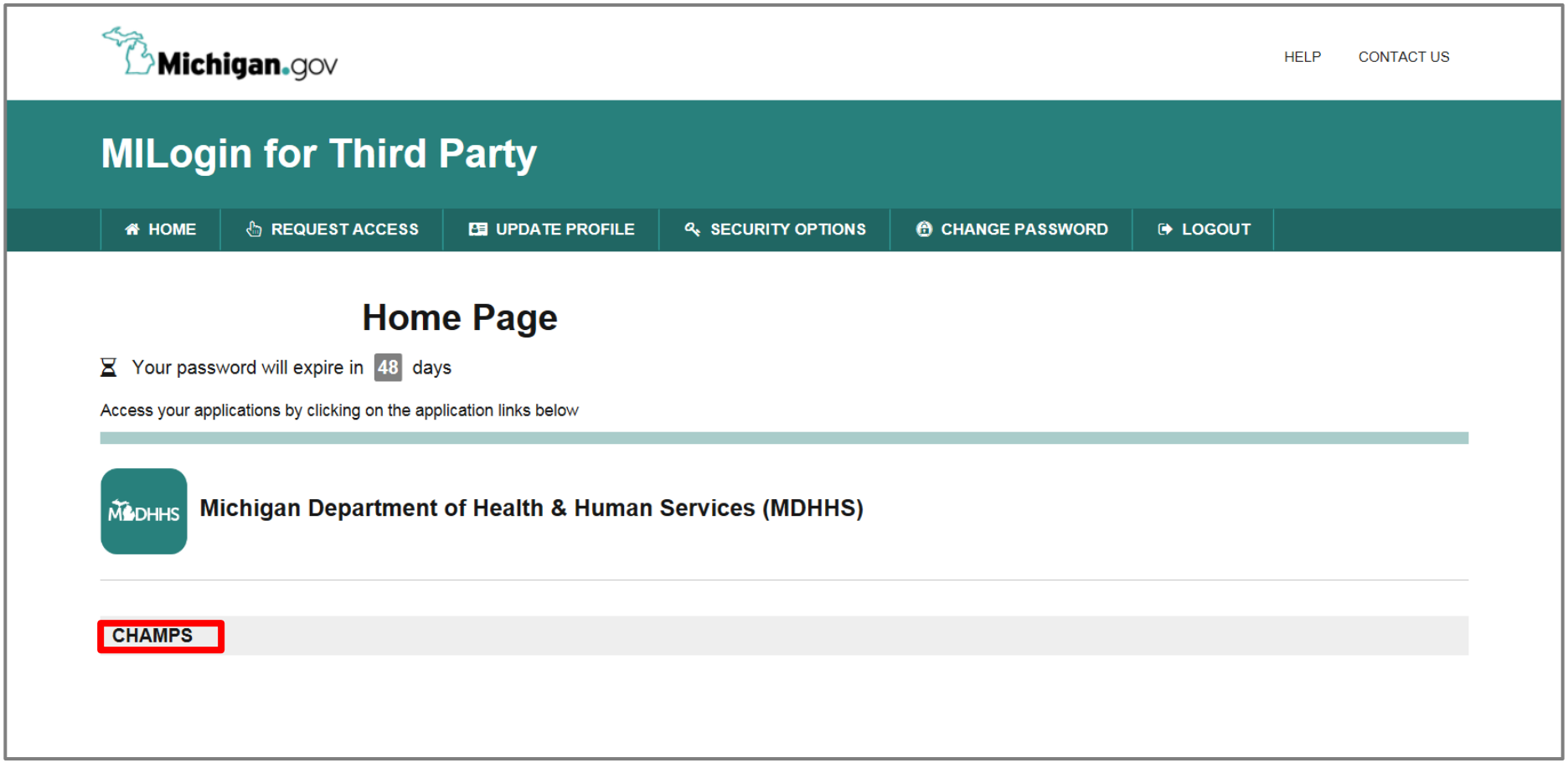

- You will be directed back to your MILogin Home Page
- Click the CHAMPS hyperlink

Michigan.gov

HELP CONTACT US

MILogin for Third

HOME REQUEST ACCESS LOGOUT

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Your password will expire in 42 d

Access your applications by clicking on the a

Michigan Departmer

CHAMPS

Terms & Conditions

CHAMPS

Terms & Conditions
The Michigan Department of Health & Human Services (MDHHS) computer information system (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 destroyed 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 & Human Services computer information systems and clicking on the button below, I acknowledge and agree to abide by all governing privacy and security terms,

CANCEL ✖ **Acknowledge/Agree**

- Click ‘Acknowledge/Agree’ button to accept the Terms & Conditions to get into CHAMPS

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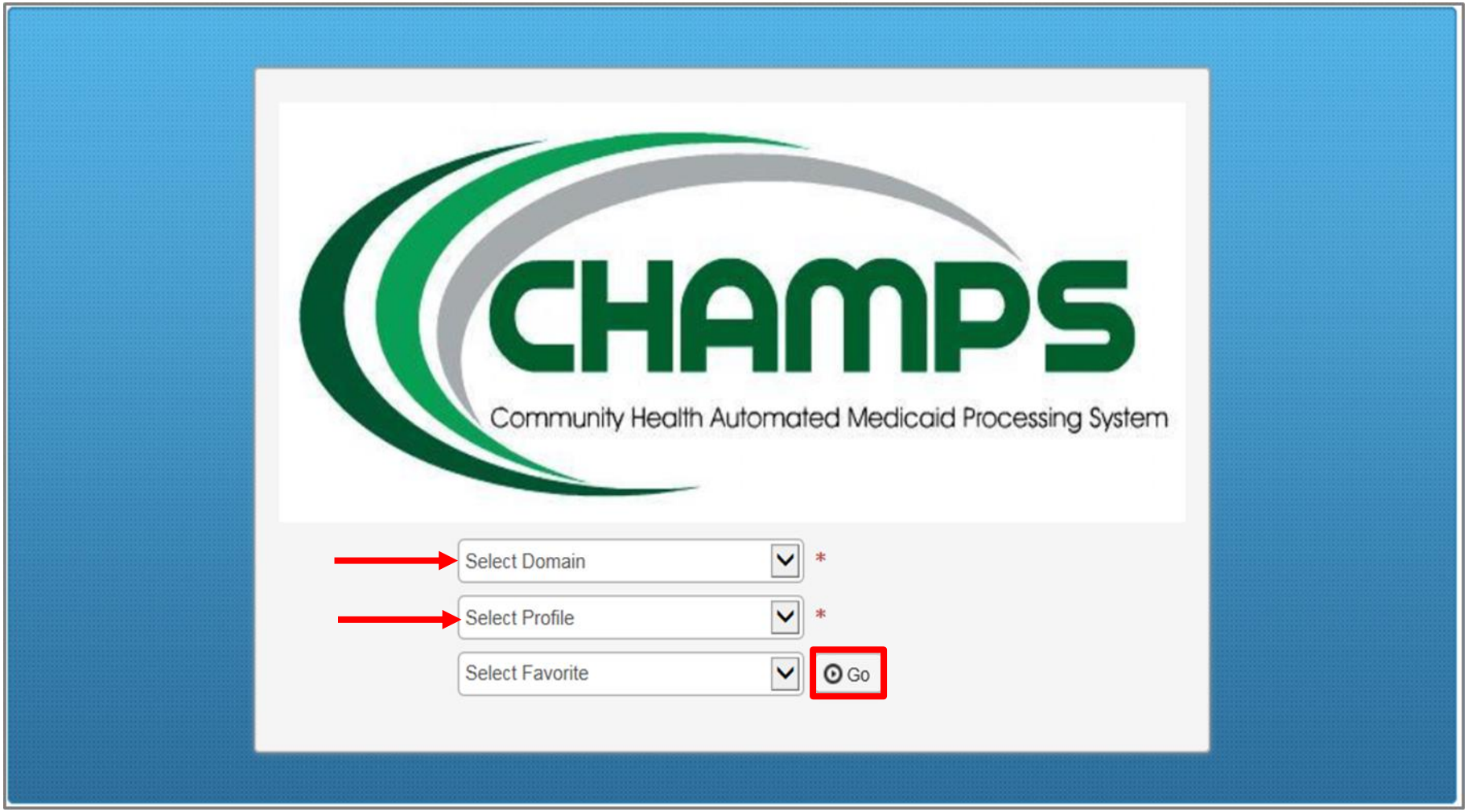
Michigan Department of Health & Human Services



- Select the Billing NPI from the Domain dropdown
- Select the appropriate profile (for example full access, limited access, etc.)
- Click Go
  - Please Note: If there are no Domain or Profile options to select from reference Domain Administrator Functions >> Adding Users/Assigning Profiles.

MDHHS
Michigan Department of Health & Human Services

CHAMPS

My Inbox | Provider | Claims | Member | PA

Note Pad | External Links | My Favorites | Print | Help

Provider Portal

NPI: Name:

Latest updates

System Notification

Attention All Providers: Due to system maintenance activities, the CHAMPS system will be down between 6:00 AM Saturday, January 10th through 9:00 PM Sunday, January 11th, 2015 with the exception of Health Care Eligibility Benefit Inquiry and Response (Core 270/271) Real-time transactions which will be down between 6:00am and 10:00am on Saturday January 10th. This outage will affect the CHAMPS system access for all functionality.

Calendar

11:48 AM 12 January 2015 Monday

2015 January

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Today

My Reminders

Filter By | Go | Save Filters | My Filters

Alert Type	Alert Message	Alert Date	Due Date	Read

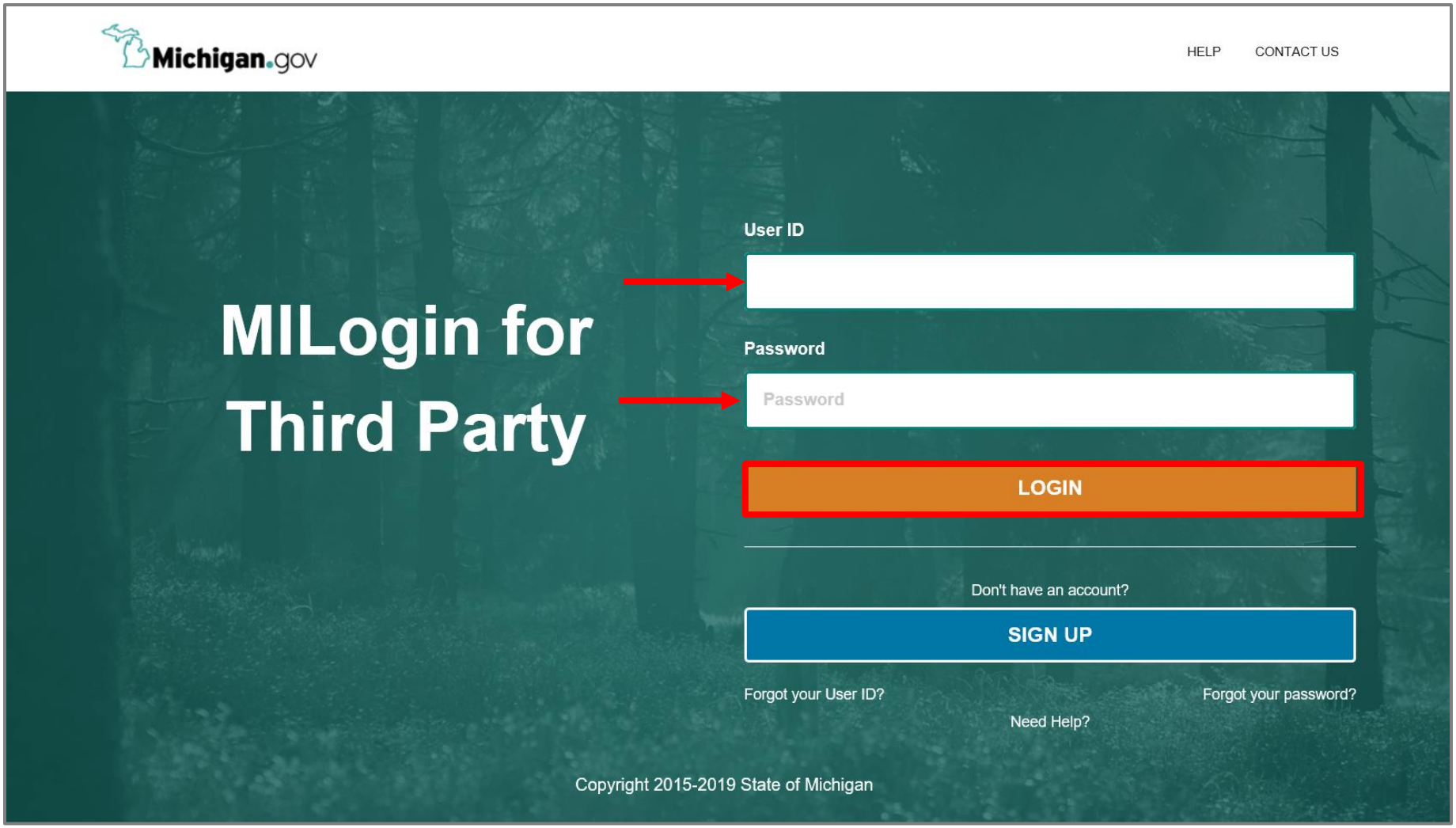
No Records Found !

- Once logged in you will be directed to the Provider Portal page

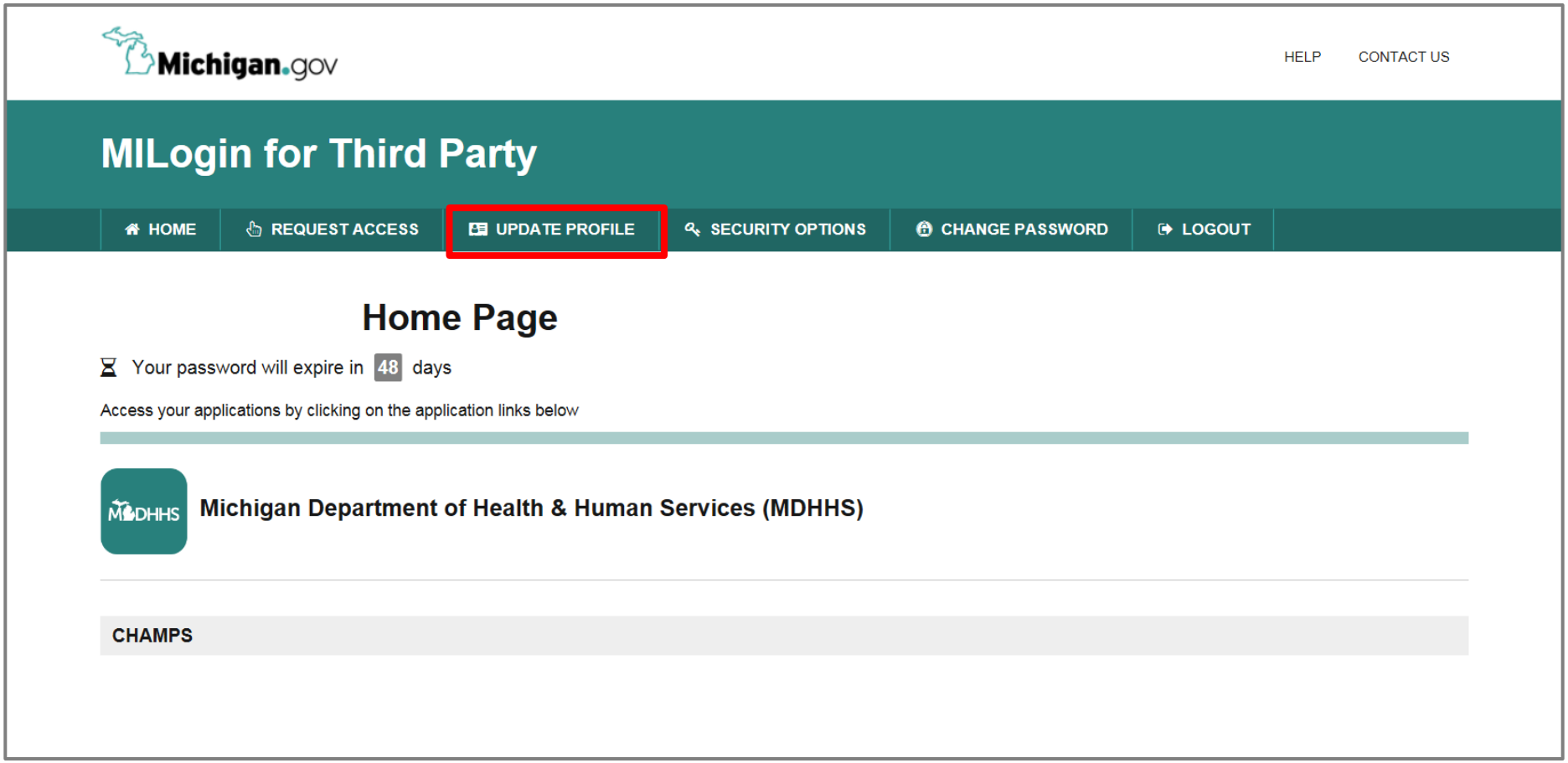
MDHHS Michigan Department of Health & Human Services

Update Profile

Steps on updating MILogin personal information



- Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
- Enter https://milogintp.Michigan.gov into the search bar
- Enter your User ID and Password
- Click Login



- You will be directed to your MILogin Home Page
- Click Update Profile

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HELP CONTACT US

MILogin for Third Party

HOME | REQUEST ACCESS | UPDATE PROFILE | SECURITY OPTIONS | CHANGE PASSWORD | LOGOUT

Update Profile

1 Profile Information — 2 Confirmation

Profile Information

Update your profile information

* Required

*First Name

Middle Initial

*Last Name

Suffix

*Email Address

*Confirm Email Address

*Work Phone Number

Mobile Number

SUBMIT

RESET

- Update any information
- All information asterisked is required (email, work phone #, and mobile # are used for password recovery)
- Click Submit

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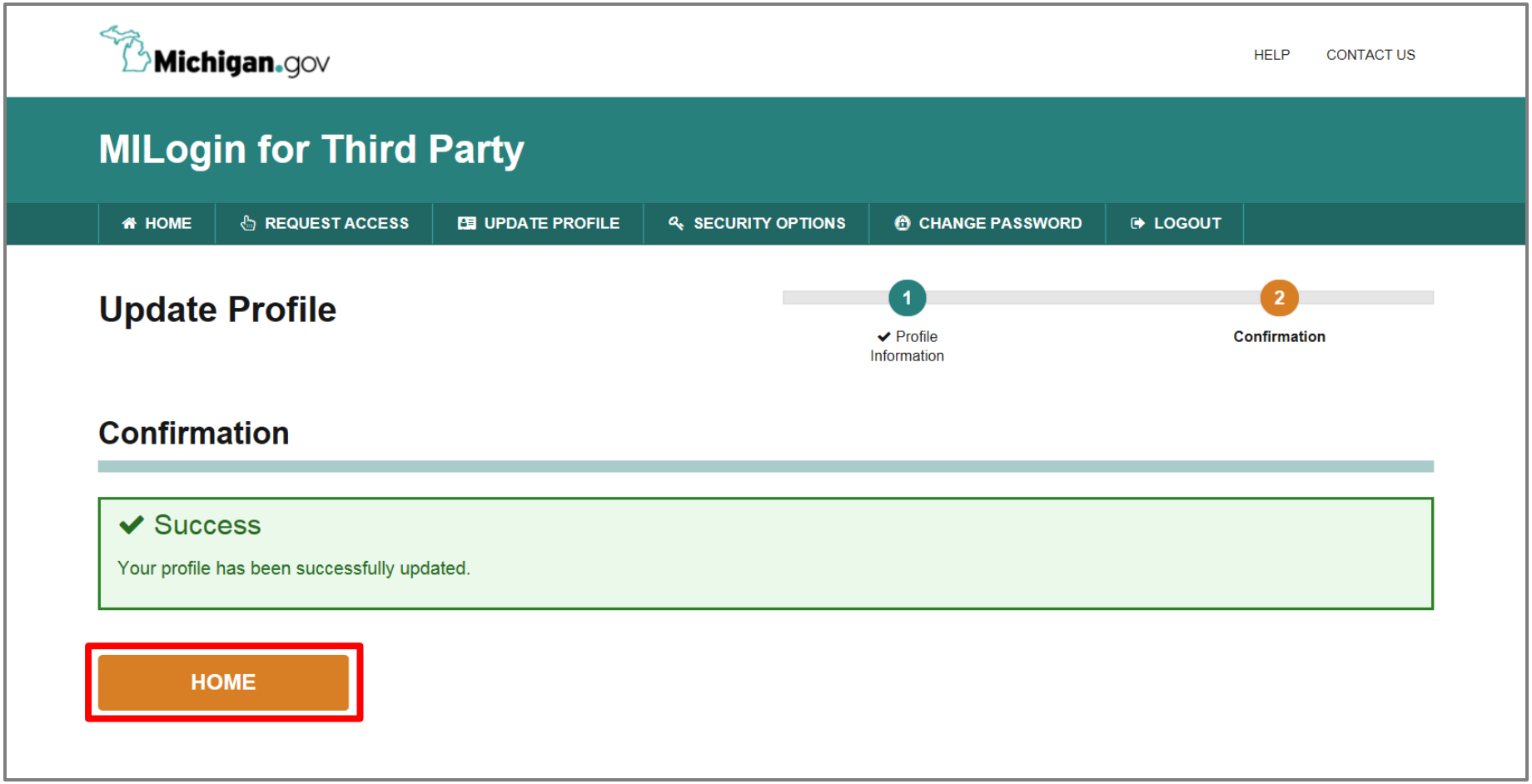
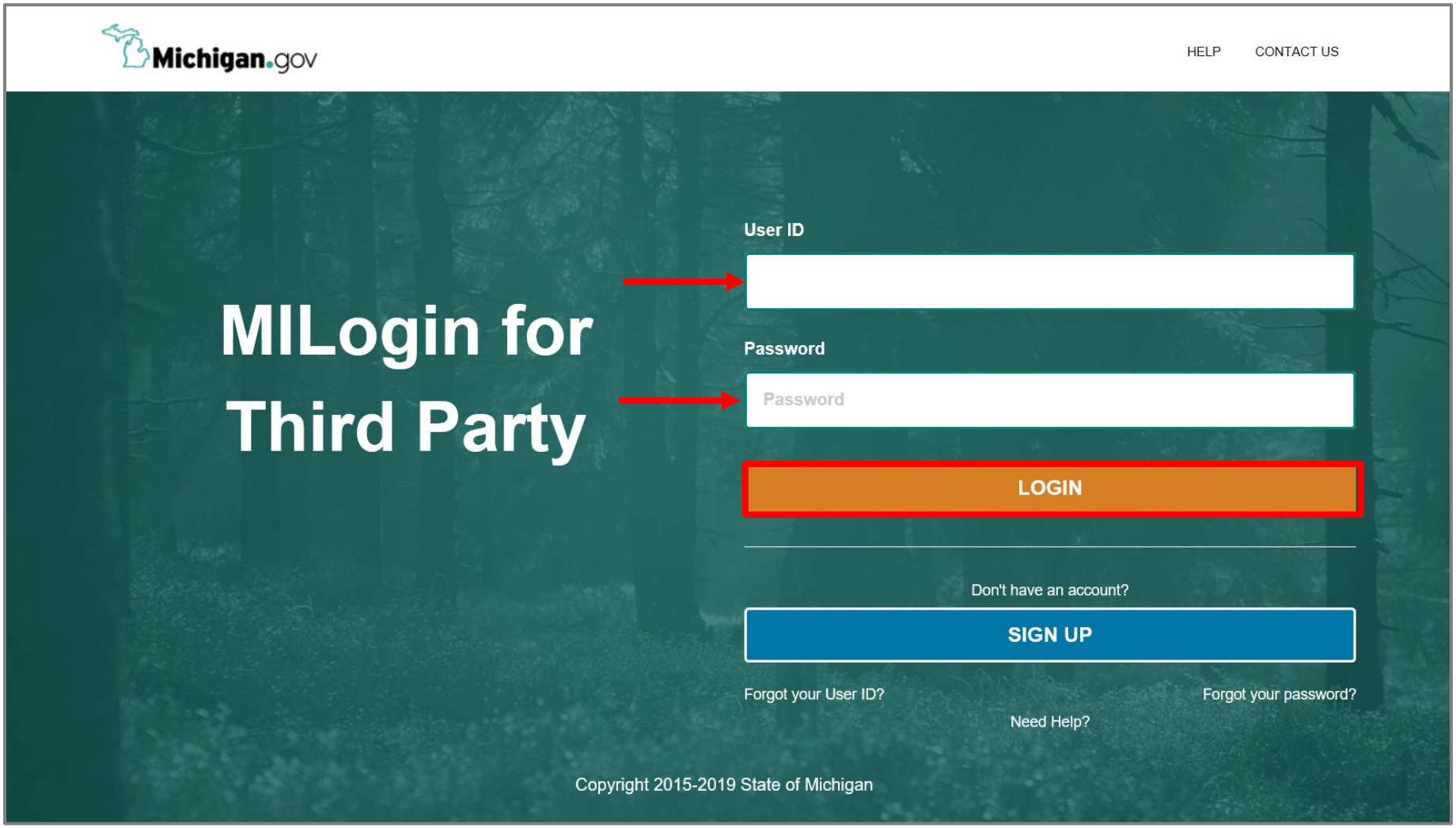


- You will be given confirmation that your profile has been updated successfully
- Click the Home button to return to your MILogin Home Page

Update Security Options

Instructions on how to change current MILogin password recovery options



- Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
- Enter https://milogintp.Michigan.gov into the search bar
- Enter your User ID and Password
- Click Login

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HELP CONTACT US

MILogin for Third Party

HOME | REQUEST ACCESS | UPDATE PROFILE | SECURITY OPTIONS | CHANGE PASSWORD | LOGOUT

Home Page

Your password will expire in 48 days

Access your applications by clicking on the application links below

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CHAMPS

- You will be directed to your MILogin Home Page
- Click ‘Security Options’ to change your security questions and password recovery options

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HELP CONTACT US

MILogin for Third Party

HOME | REQUEST ACCESS | UPDATE PROFILE | SECURITY OPTIONS | CHANGE PASSWORD | LOGOUT

Update Security Options

1 Security Options — 2 Confirmation

Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

* Required

Email | Mobile (Text/SMS) | Security Questions

Any updates made to "Email Address" and/or "Mobile Number" will be reflected in your profile information (Update Profile).

*Email

This email address will be used to receive a PIN for resetting forgotten password/additional authentication.

- Current password recovery options are displayed and are indicated with a check mark

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HELP CONTACT US

MILogin for Third Party

HOME | REQUEST ACCESS | UPDATE PROFILE | SECURITY OPTIONS | CHANGE PASSWORD | LOGOUT

Update Security Options

1 Security Options — 2 Confirmation

Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

* Required

Email | Mobile (Text/SMS) | Security Questions

Any updates made to "Email Address" and/or "Mobile Number" will be reflected in your profile information (Update Profile).

*Email

This email address will be used to receive a PIN for resetting forgotten password/additional authentication.

- To receive an email as a password recovery method click the Email option
- Enter or update a valid email address which will be used to send a temporary password for forgotten password

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HELP CONTACT US

MILogin for Third Party

HOME | REQUEST ACCESS | UPDATE PROFILE | SECURITY OPTIONS | CHANGE PASSWORD | LOGOUT

Update Security Options

1 Security Options — 2 Confirmation

Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

* Required

Email | Mobile (Text/SMS) | Security Questions

Any updates made to "Email Address" and/or "Mobile Number" will be reflected in your profile information (Update Profile).

*Email

This email address will be used to receive a PIN for resetting forgotten password/additional authentication.

*Mobile (Text/SMS)

Enter your Mobile Number

This mobile number will be used to receive a PIN for resetting forgotten password/additional authentication.

- By selecting "Mobile" option, you agree to receive text messages on your mobile number.
- Standard message & data rates may apply.

- To receive a mobile PIN as a password recovery option select the Mobile option
- Enter a mobile phone number

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HELP CONTACT US

MILogin for Third Party

HOME | REQUEST ACCESS | UPDATE PROFILE | SECURITY OPTIONS | CHANGE PASSWORD | LOGOUT

Update Security Options

1 Security Options — 2 Confirmation

Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

* Required

Email | Mobile (Text/SMS) | Security Questions

Any updates made to "Email Address" and/or "Mobile Number" will be reflected in your profile information (Update Profile).

*Email

This email address will be used to receive a PIN for resetting forgotten password/additional authentication.

*Security Questions

- To update the answer(s) for one or more of your security questions, enter a new answer for the corresponding questions.
- To update the security question(s), select a different question(s) from the drop-down menu and enter a new answer for the corresponding question(s).
- To retain your old answer, leave the answer field blank.

What was your favorite place to visit as a child?	Enter Security Answer #1
What was the name of the company of your first job?	Enter Security Answer #2
In what city were you born in?	Enter Security Answer #3
What is your mothers maiden name?	Enter Security Answer #4

SUBMIT | RESET

--Select Security Question #1--
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?

- To answer security questions as a password recovery method select the Security Questions option
- Select a question and input an answer
- Click Submit

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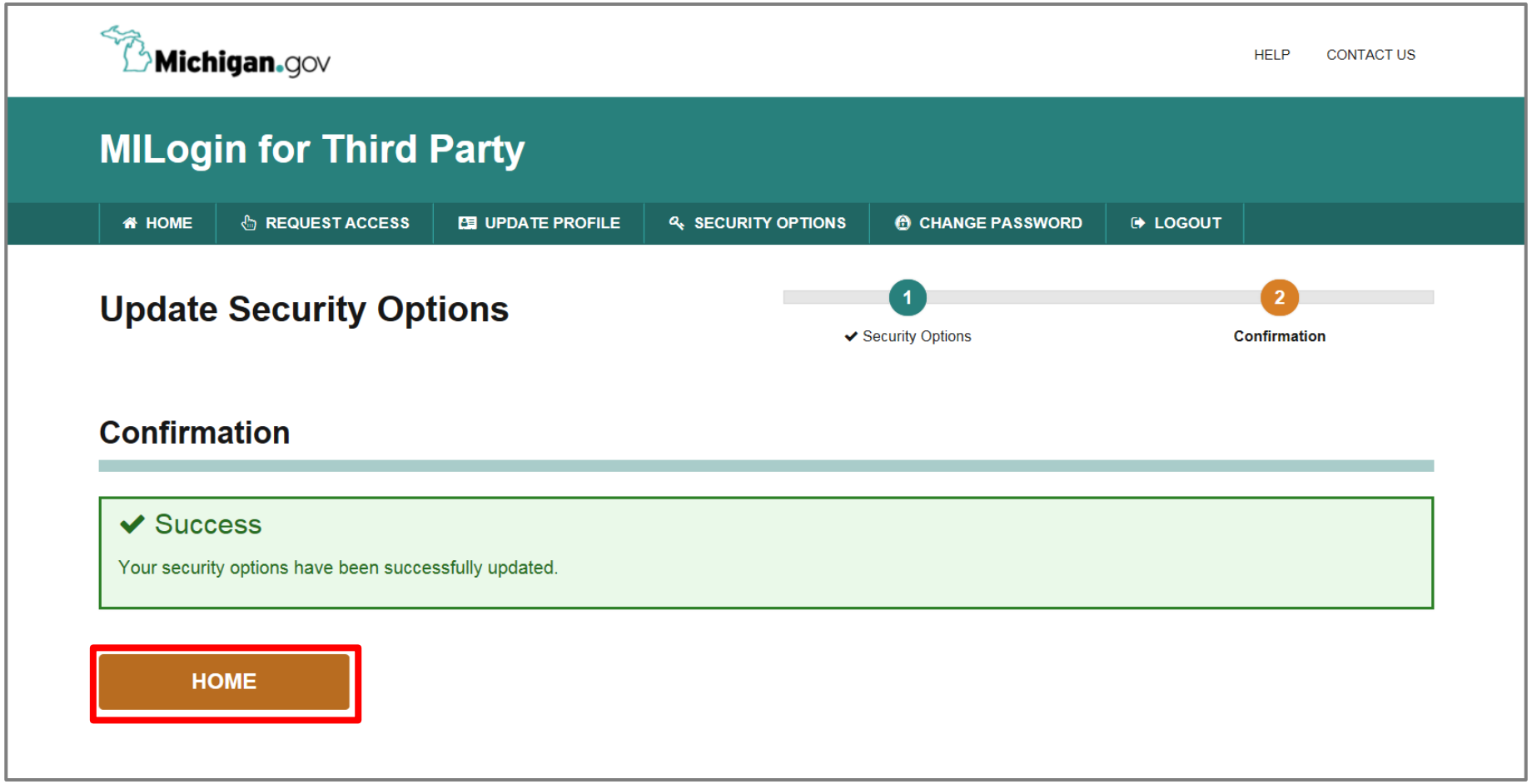
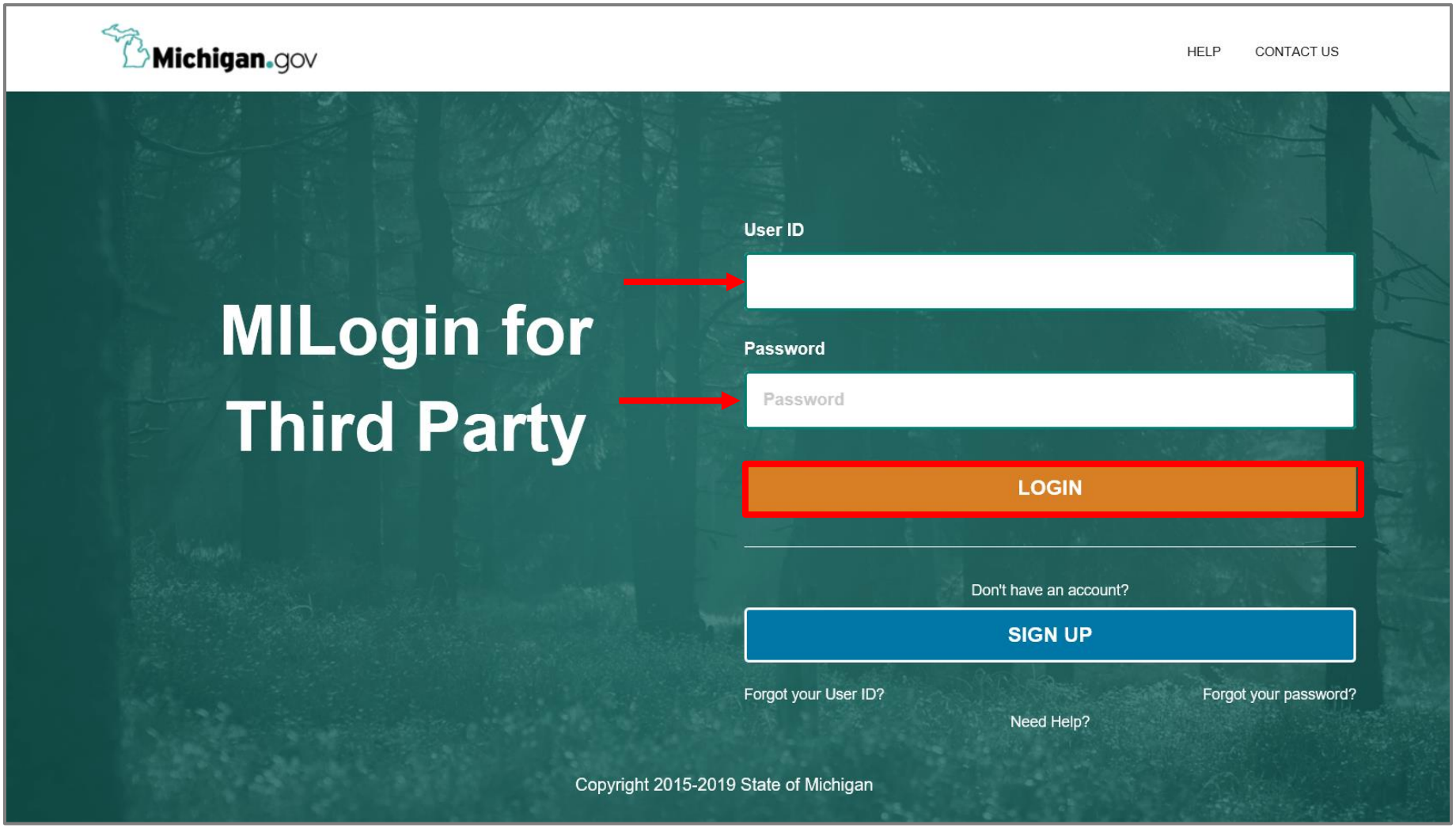


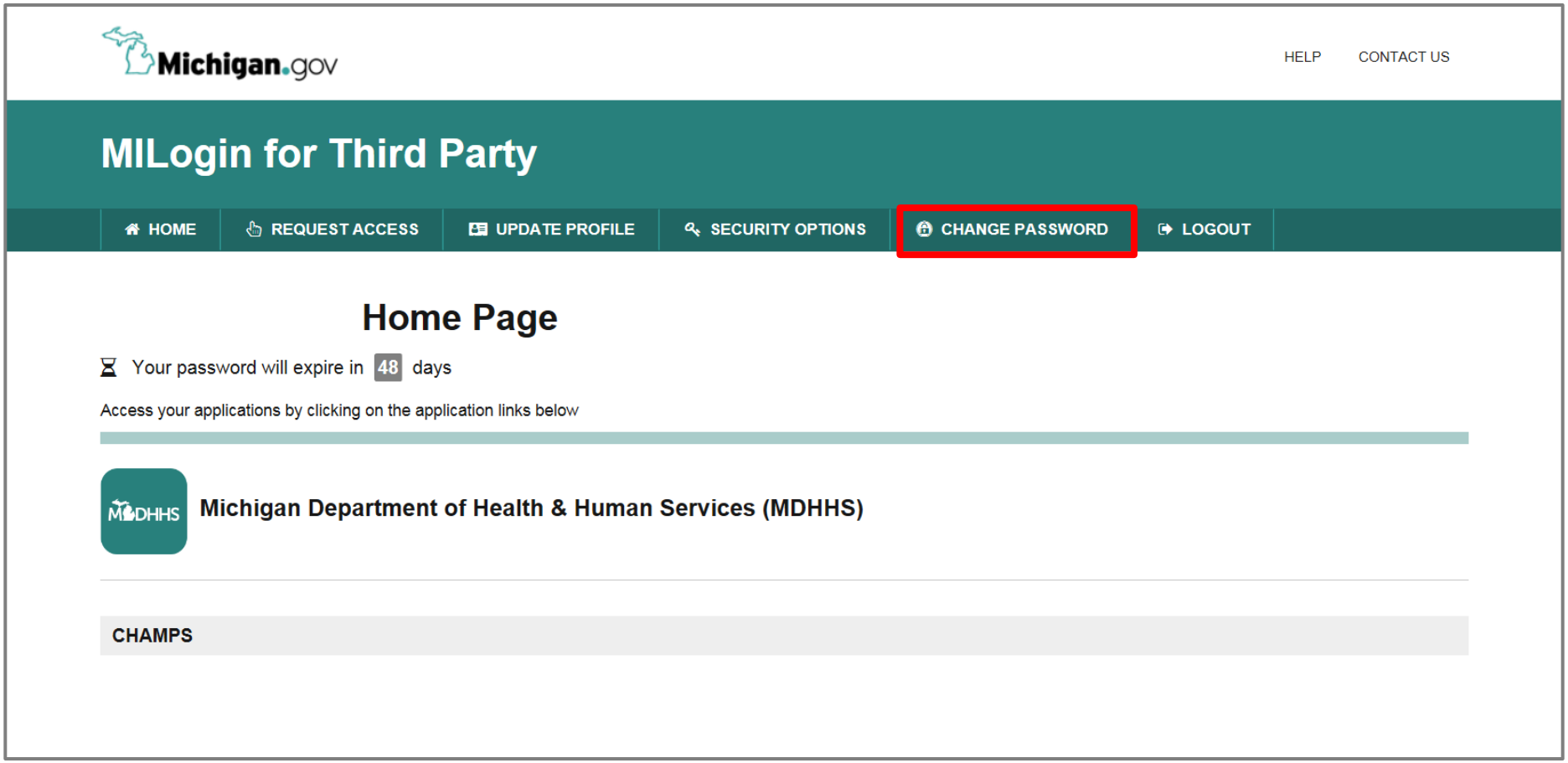
- You will be given confirmation that your Security Options have been updated successfully
- Click the Home button to return to the MILogin Home Page

Update Password

Instructions on how to change current MILogin password



- Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
- Enter https://milogintp.Michigan.gov into the search bar
- Enter your User ID and Password
- Click Login



- You will be directed to your MILogin Home Page
- Click Change Password

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HELP CONTACT US

MILogin for Third Party

HOME | REQUEST ACCESS | UPDATE PROFILE | SECURITY OPTIONS | CHANGE PASSWORD | LOGOUT

Change Password

1 Enter Password — 2 Confirmation

Enter Password

Please enter new password to reset your expired password.

* Required

*Enter Current Password

Enter Current Password

*Enter New Password

New Password

*Confirm New Password

Confirm New Password

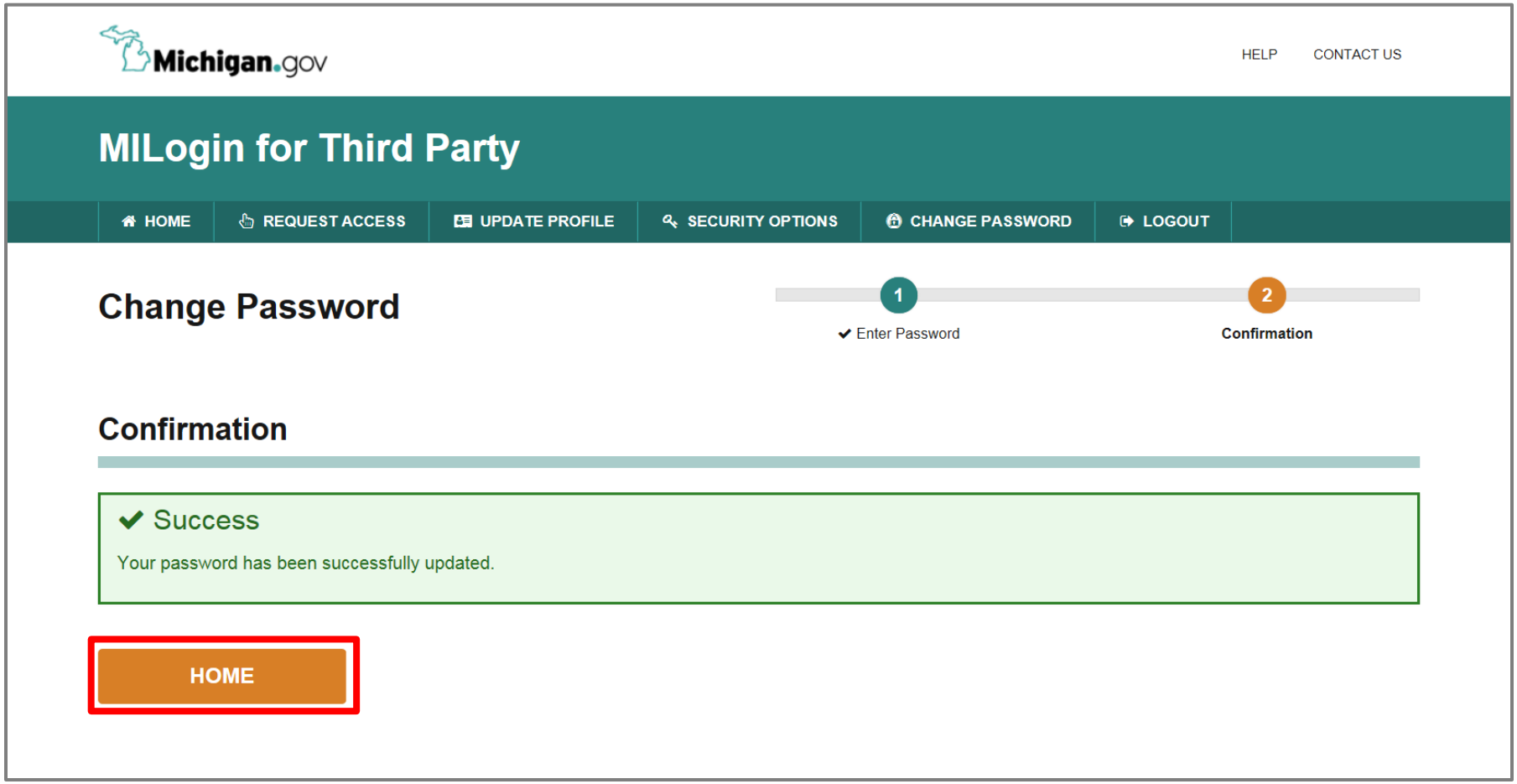
Password Guidelines:

- 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 one of the last 3 used passwords
- Should not be based on your User ID

SUBMIT RESET

- Enter your current password
- Enter a new password following the password guidelines
  - This will also be the screen that appears once your password has expired
- Click Submit

MDHHS Michigan Department of Health & Human Services



- Confirmation will be displayed that the password has been updated
- Click the Home button to return to the MILogin Home Page

Provider Resources

- **MDHHS website:** www.michigan.gov/medicaidproviders

- **We continue to update our Provider Resources, just click on the links below:**
  - Listserv Instructions
  - Medicaid Provider Alerts and Resources
  - CHAMPS Website
  - Update Other Insurance NOW!
  - Medicaid Provider Training Sessions
  - Provider Enrollment Website

- **Provider Support:**
  - ProviderSupport@Michigan.gov or 1-800-292-2550

Thank you for participating in the Michigan Medicaid Program

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