How to add an E-Order Contact

Contact your Local Health Department, Regional MCIR Office or refer to the Site Administrator Training page for additional assistance.

COVID-19

Are you a MCIR Site Administrator?

Click image that applies to you.

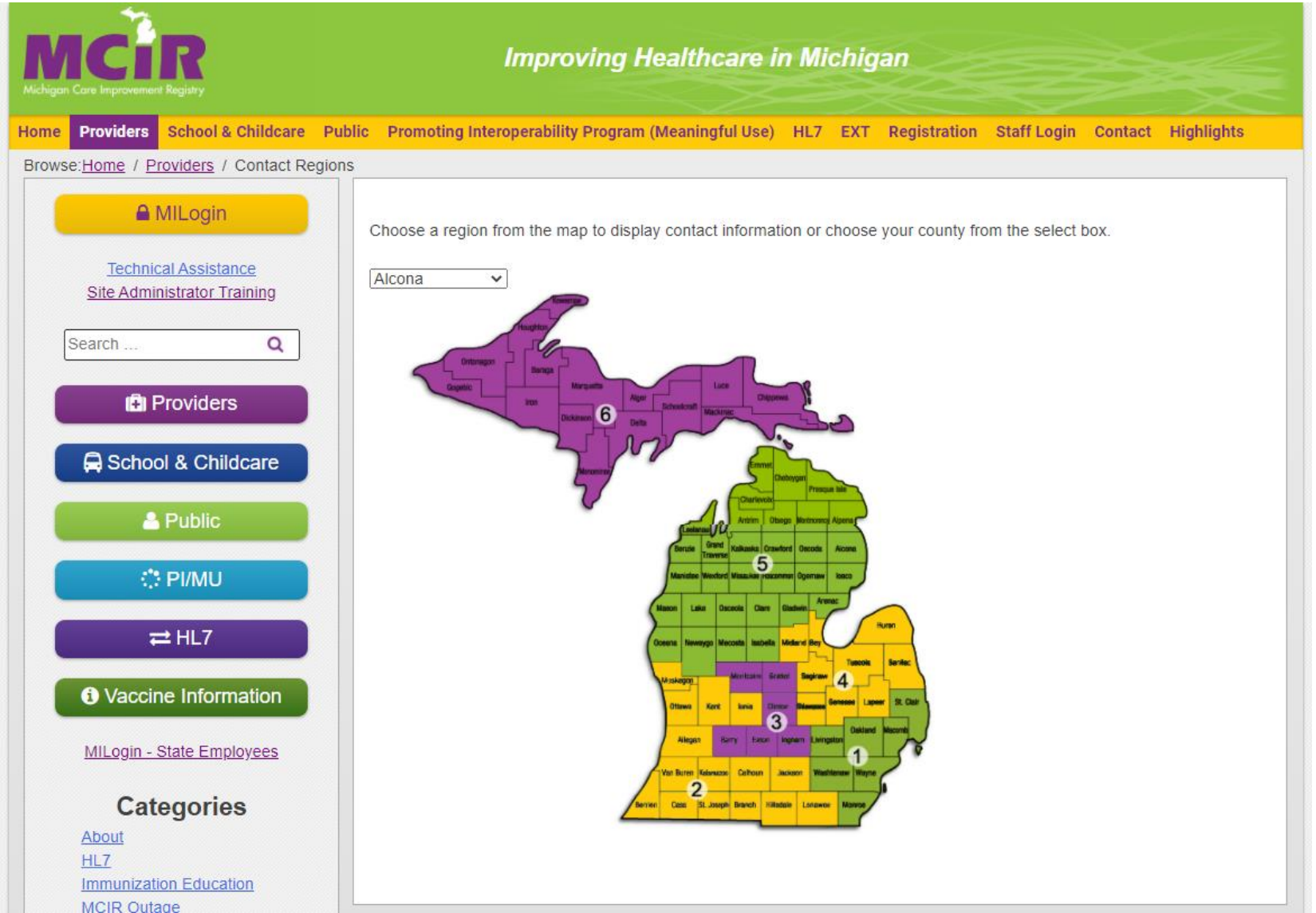
Only MCIR Site Administrators can add, edit or delete E-Order contacts.

Contact your MCIR Regional Office to be associated as a Site Administrator.

Contact your Regional MCIR Office

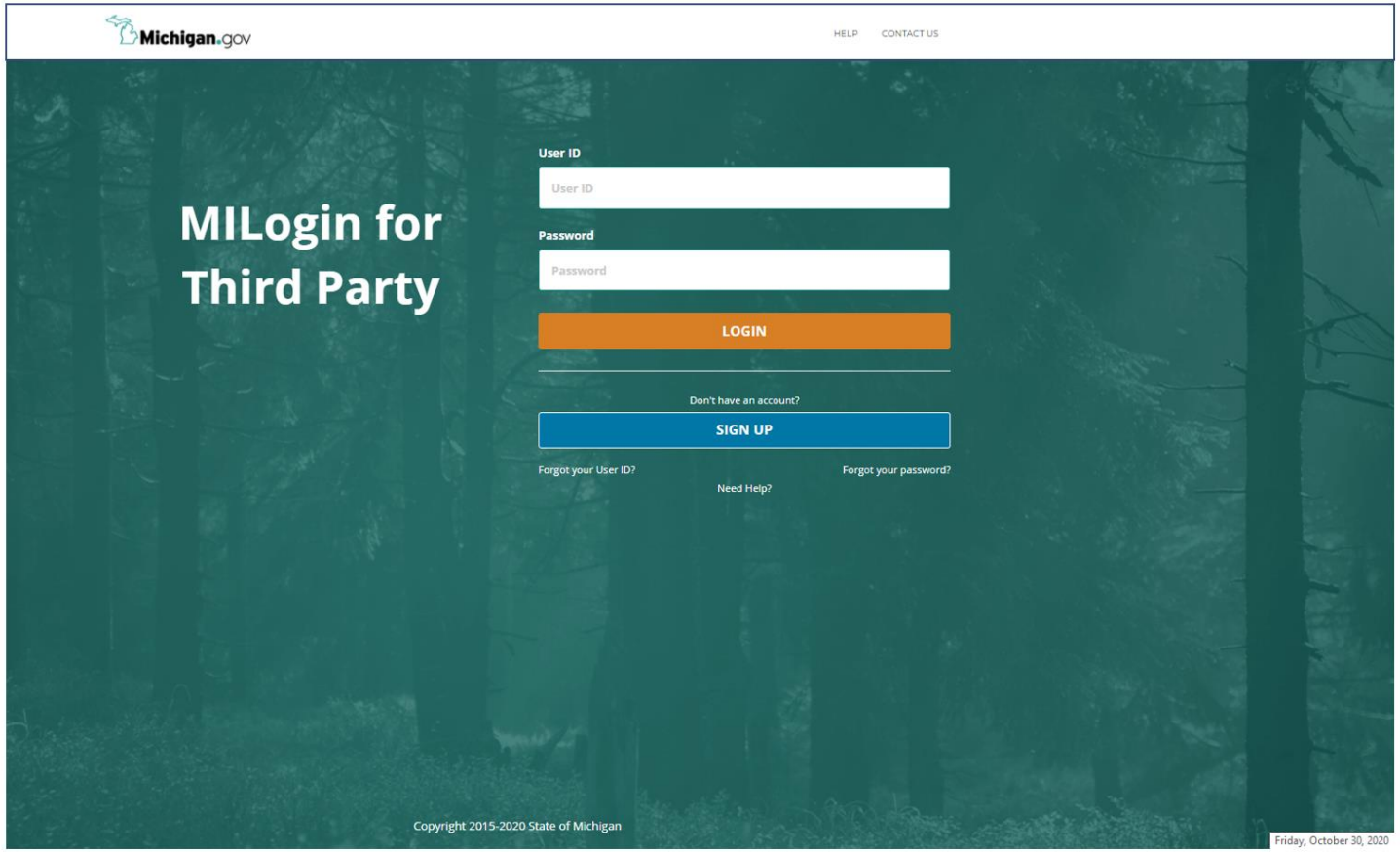
to request Site Administrator role access.
Click Region for contact information.

[Region 1](#)
[Region 2](#)
[Region 3](#)
[Region 4](#)
[Region 5](#)
[Region 6](#)



Are you Logged into the MCIR?

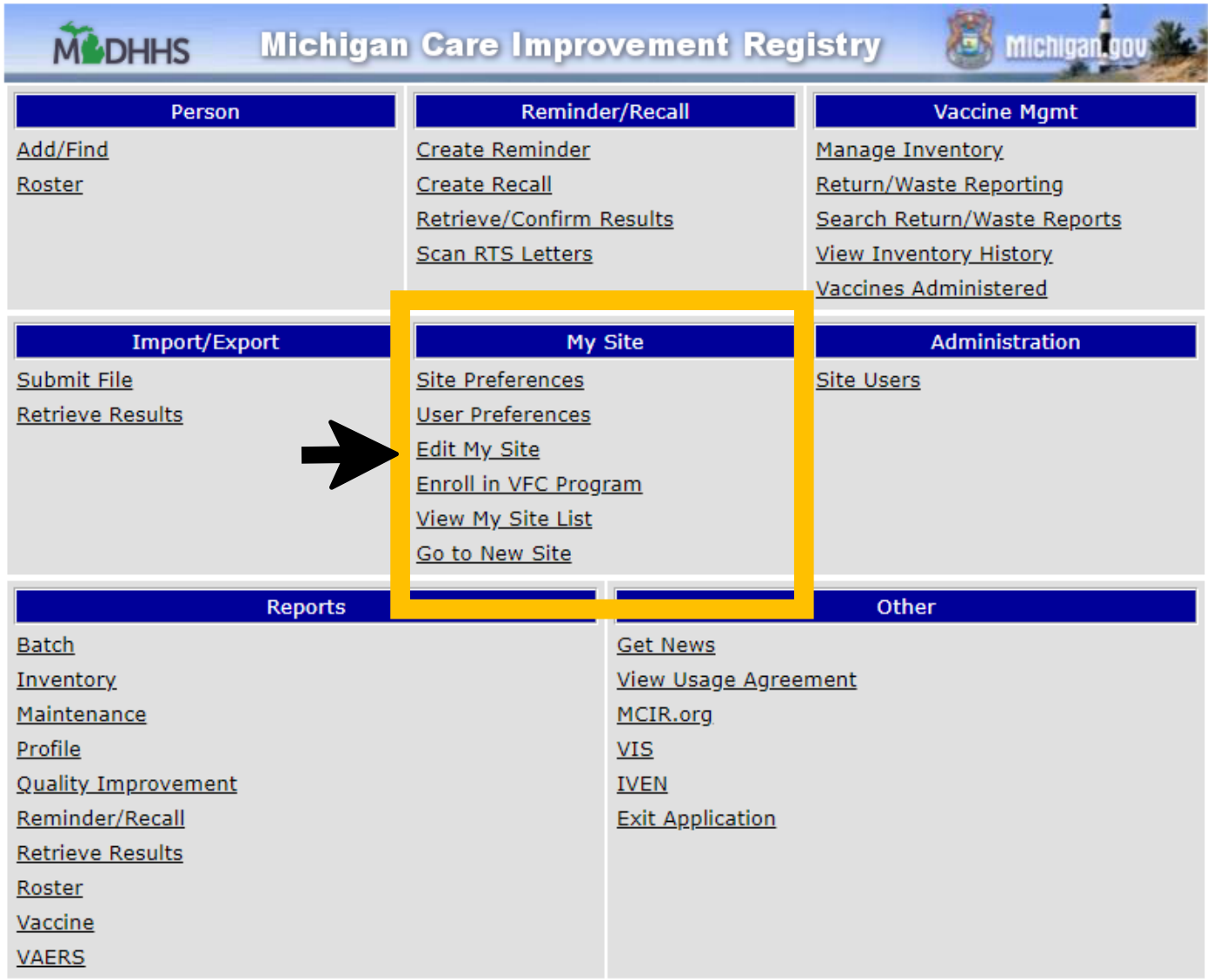
1. Log in to the Michigan Care Improvement Registry, MCIR via MILogin.



MCIR Home Screen

2. Start on your MCIR Home Screen.

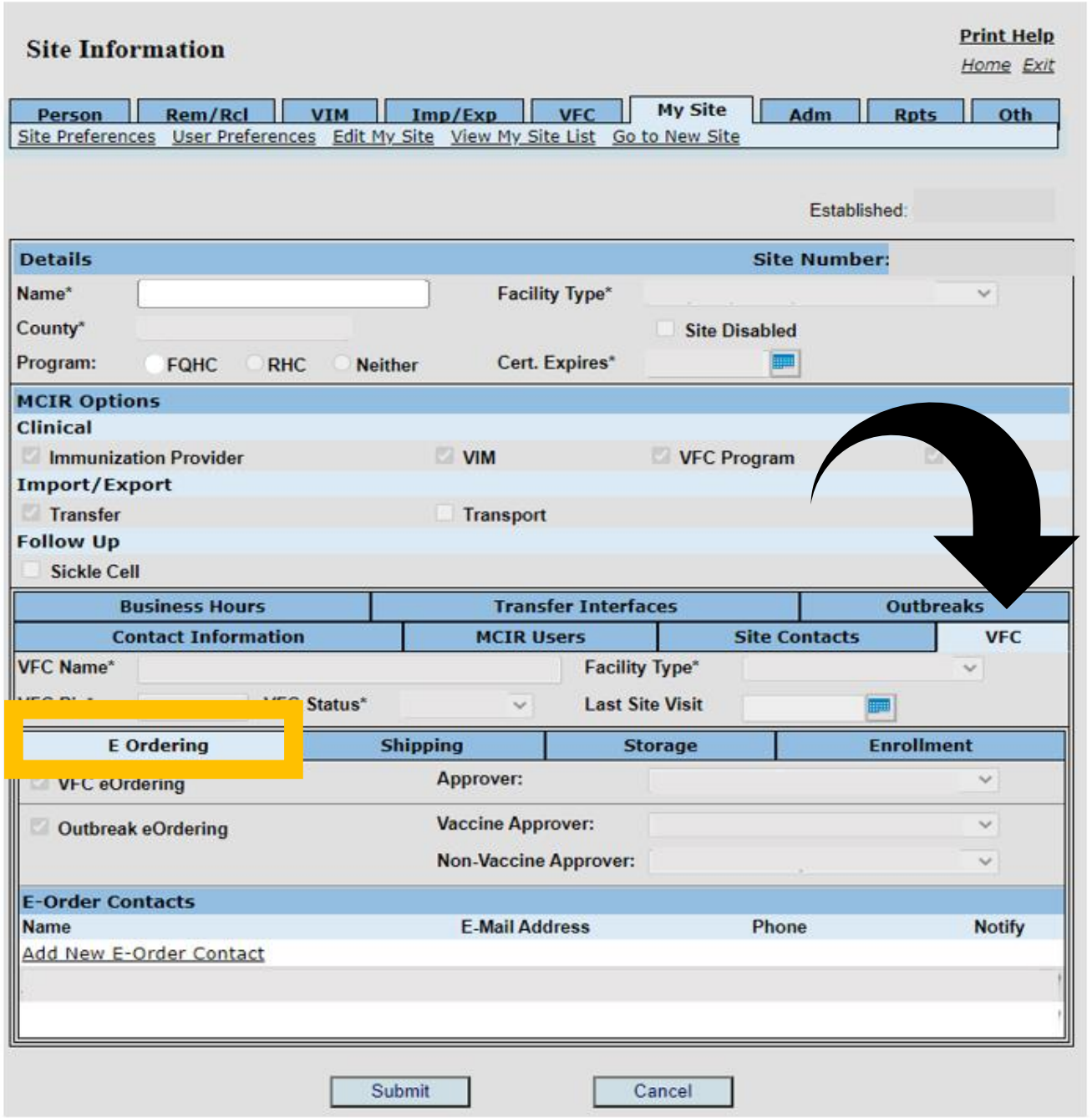
3. Click **Edit My Site** in the My Site Section box.



Site Information Screen

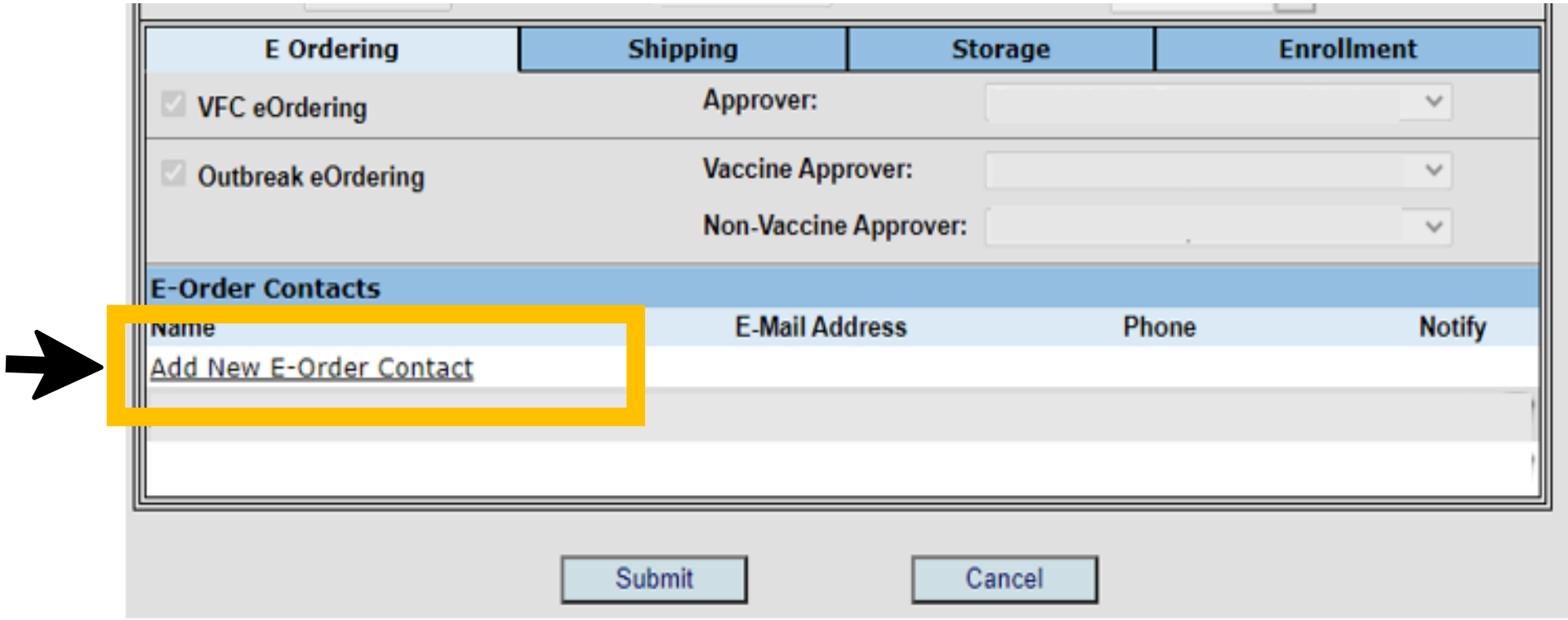
4. Click the VFC tab – refer to arrow.

5. Next, click the E Ordering Tab-refer to yellow box.



Site Information Screen

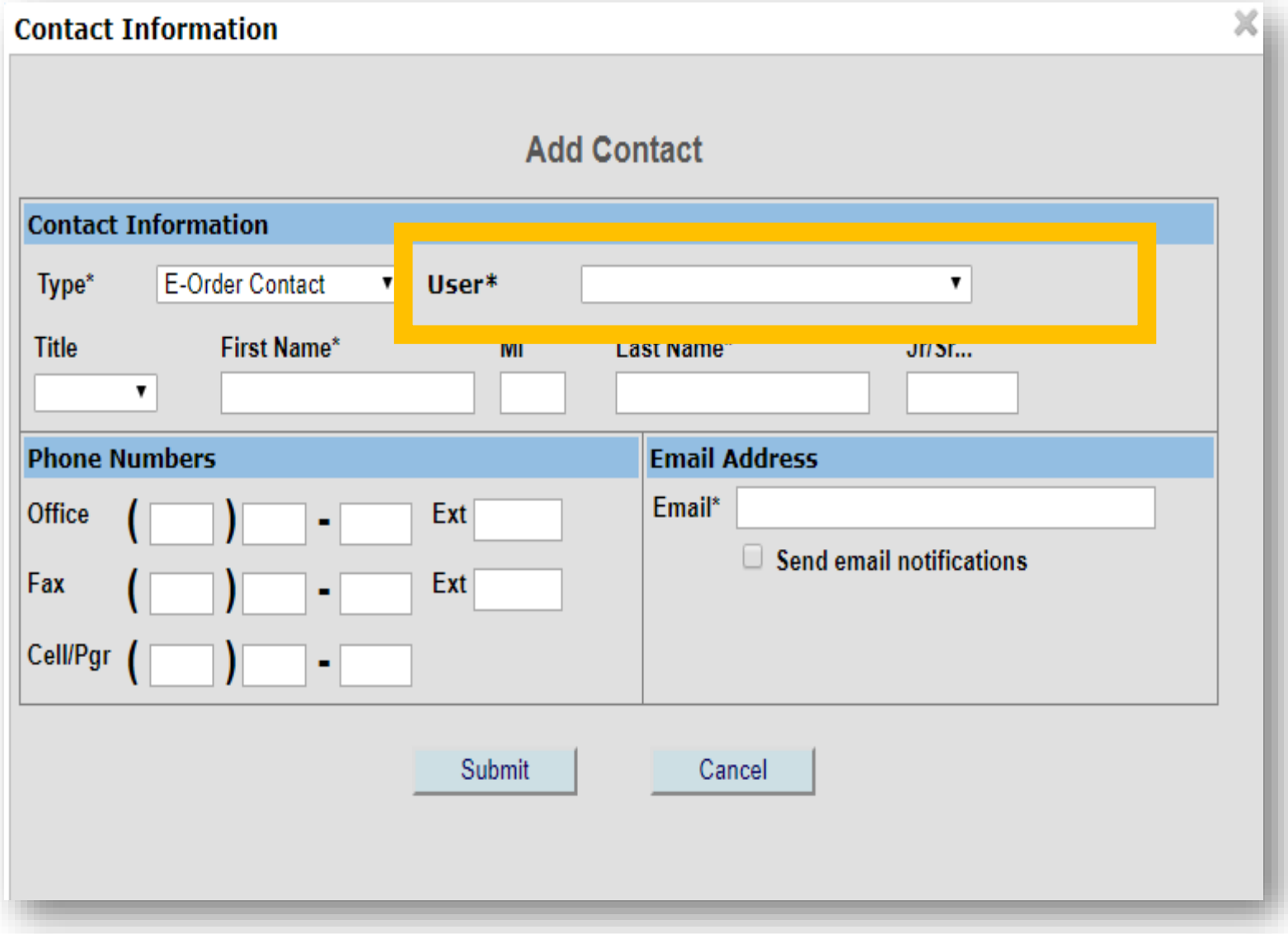
6. Click the
   Add New E-Order Contact link.



Add Contact Information box Pop Up

7. Select a user contact name and id from drop down box.

*if you do not see the user's name when clicking the dropdown **click this link**.

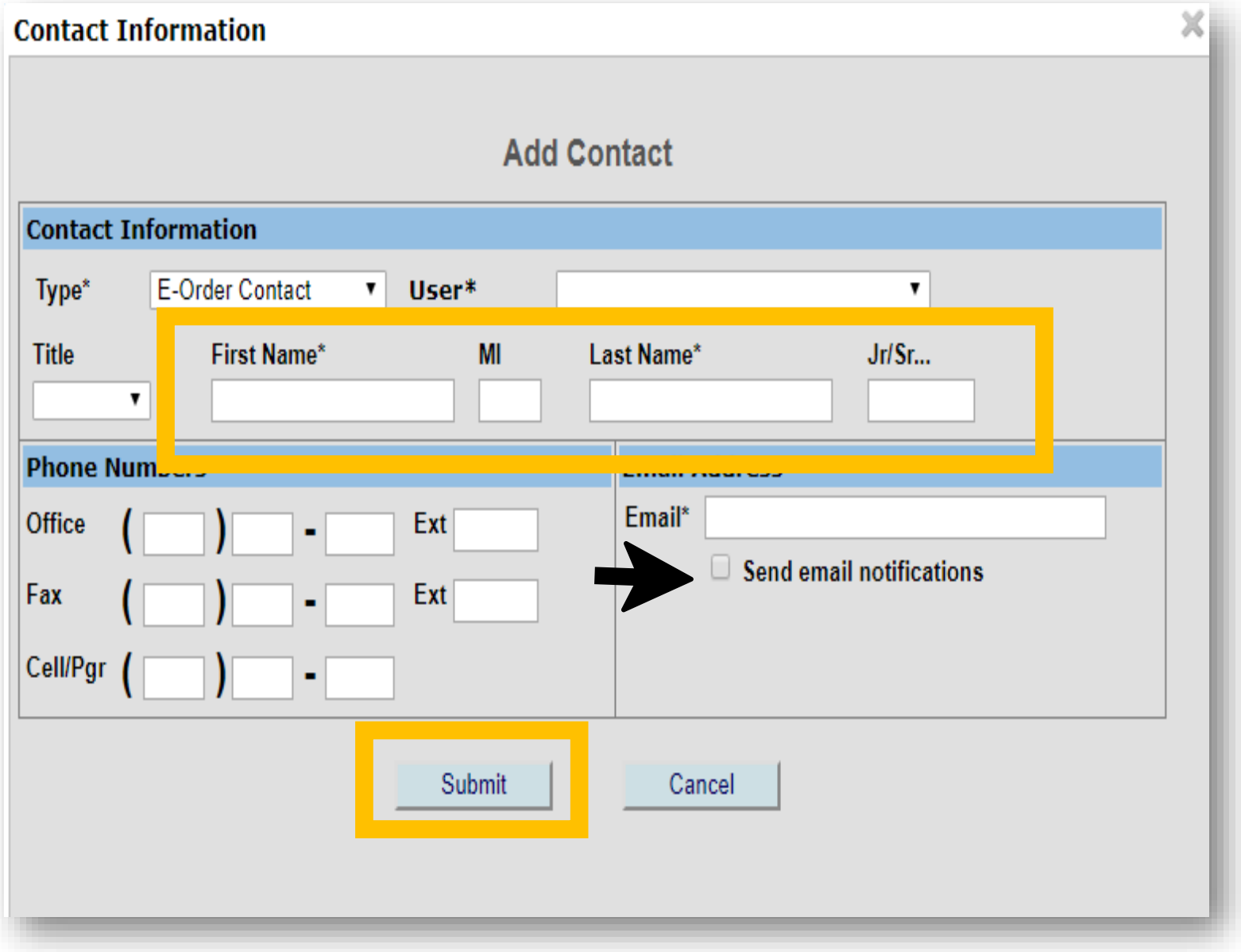


Add Contact Information box Pop Up

8. Type in the new E-Order contact's name and email.

9. Click the send email notifications box.

10. Click submit to save.

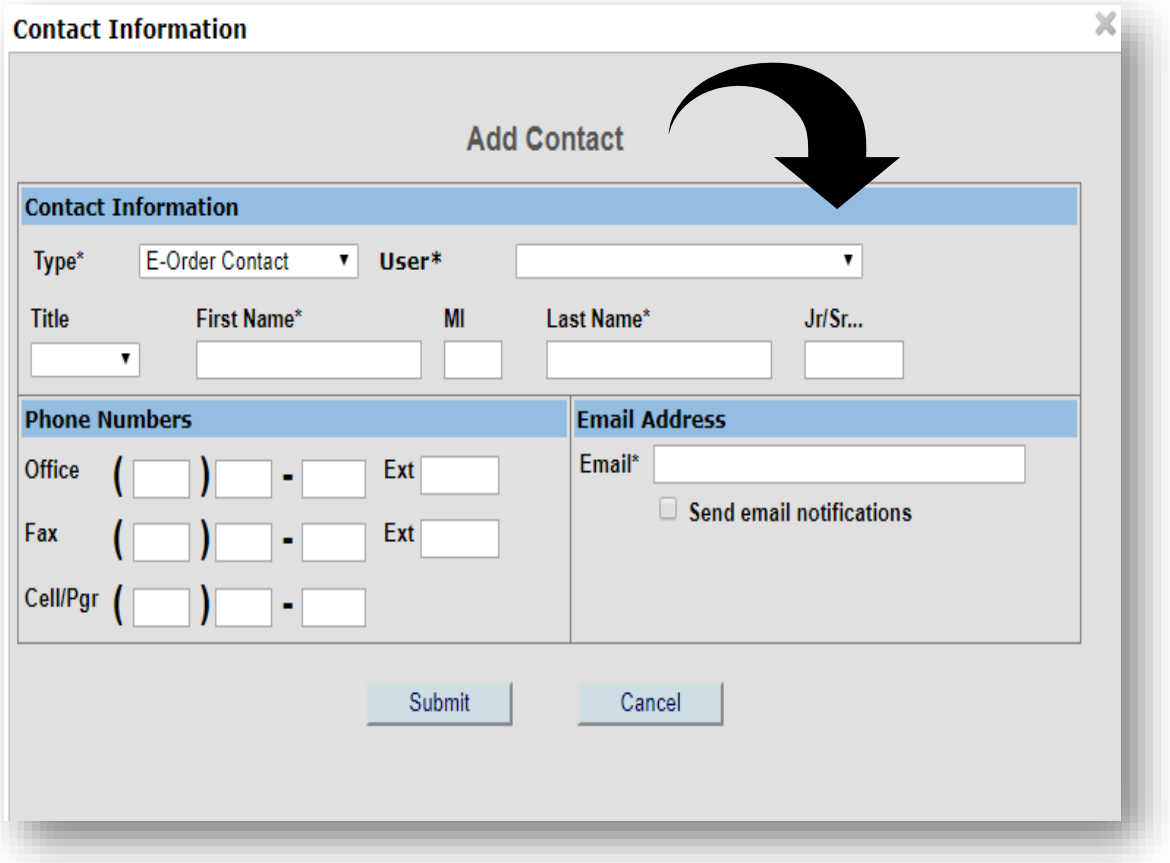


The End.

Don’t see the user?

Only users **associated,** to your provider site will display when you click the drop down.

This means a site administrator needs to add the user to their provider site in MCIR.



☑ **Click this link** for help adding user to your site.

OR

☑ **Continue** with Adding an E-Order Contact instructions.

Associate a User to your Site to then assign them as an E-Order Contact

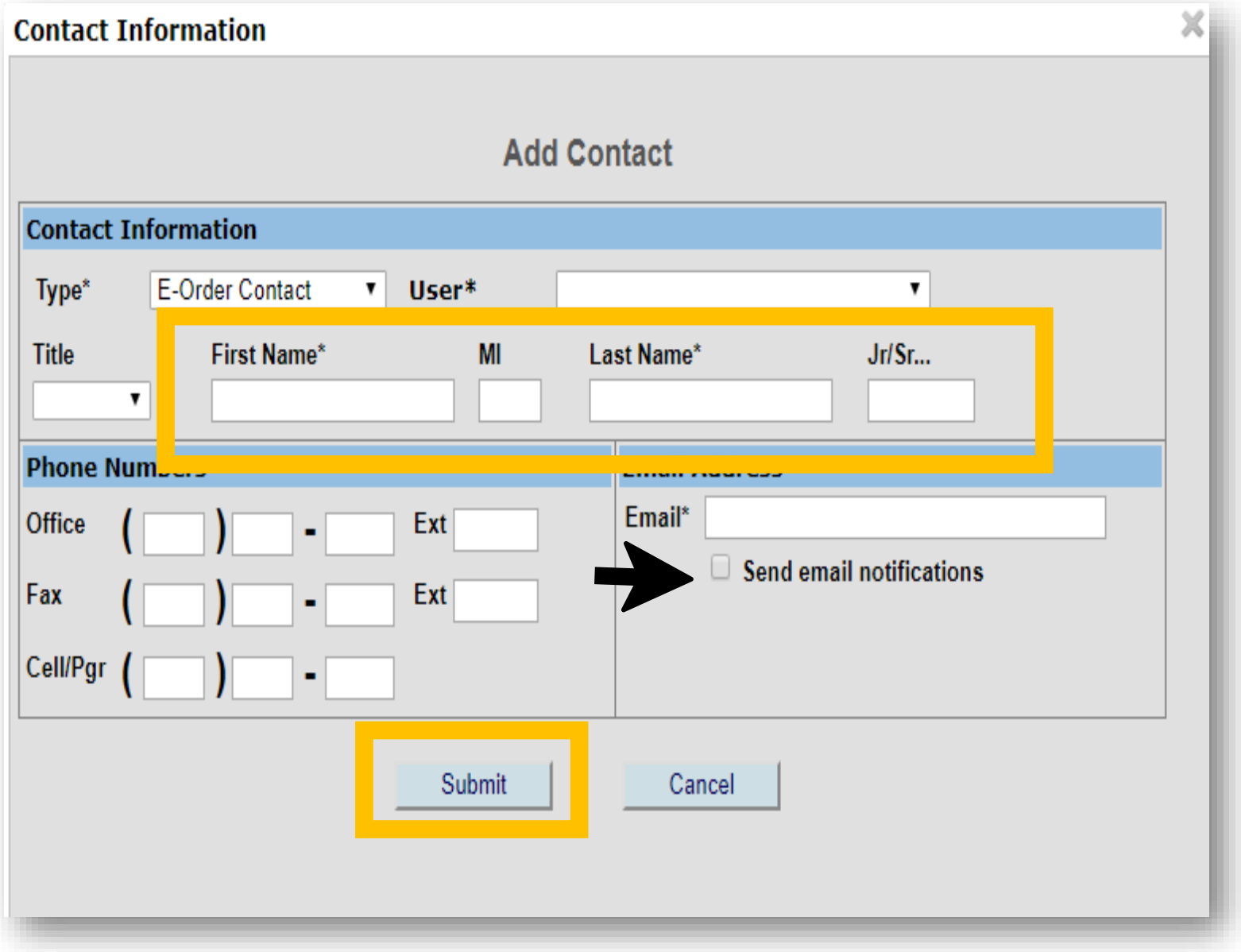
If you have a completely **NEW MCIR user** **click this image** for instructions.

If you need to associate an **existing MCIR user**, someone already in the MCIR system, to your site **click this image** for instructions.

Continue to next slide to add the user as an E-Order contact if you see the user's name, OR follow the above resource and come back to this module to add the user as an E-Order contact.

Add Contact Information box Pop Up

1. Type in the new E-Order contact's name and email.
2. Click the send email notifications box.
3. Click submit to save.



The End.