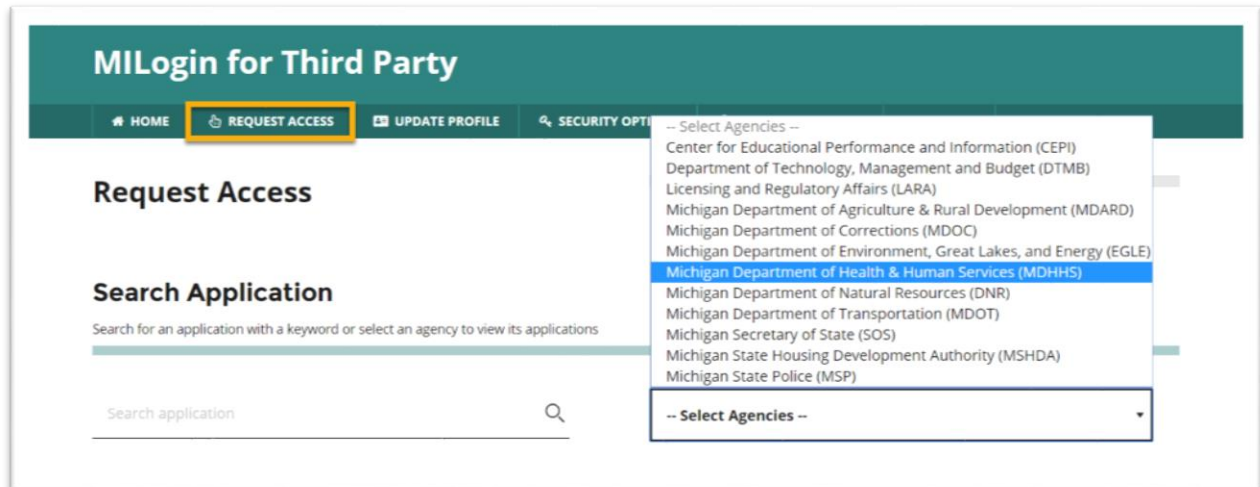
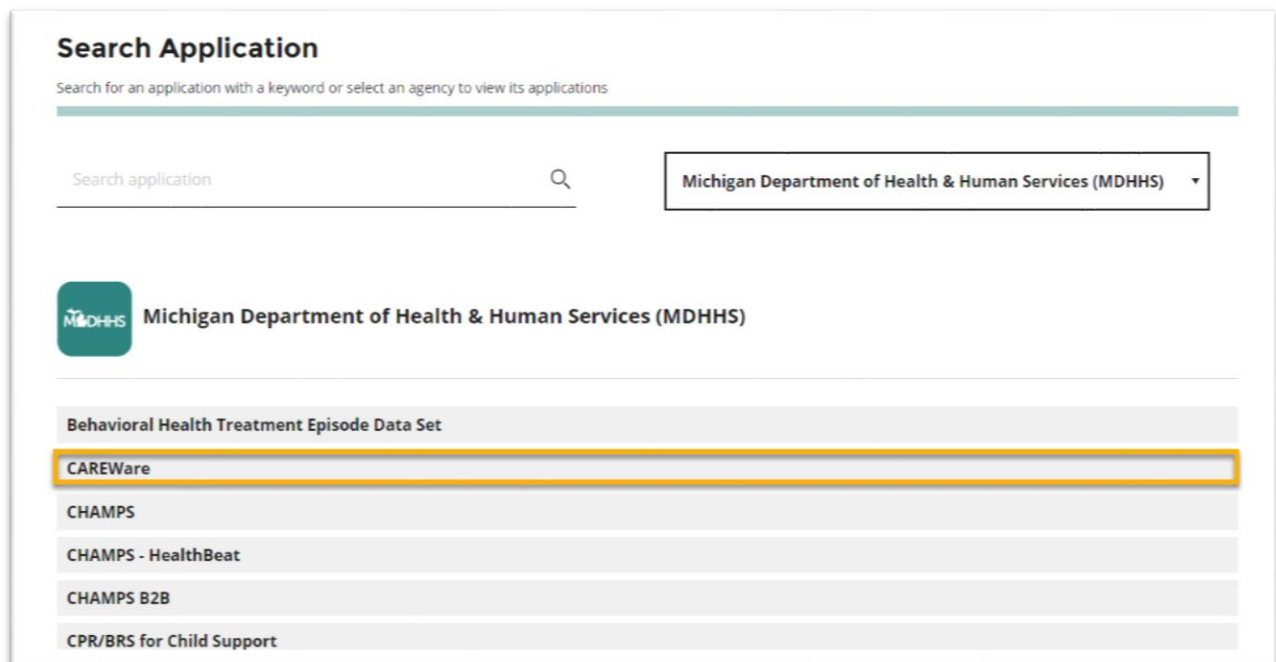


CAREWare 6 Request Access Instructions

1. Sign in to your [MiLogin Third Party](#) Account (Users with [MiLogin Worker](#) Accounts please follow steps 2-10 & 15).
2. Click on “REQUEST ACCESS”.
3. This will take you to the **Search Application** Screen. Choose “Michigan Department of Health & Human Services” from the **Select Agencies** menu.

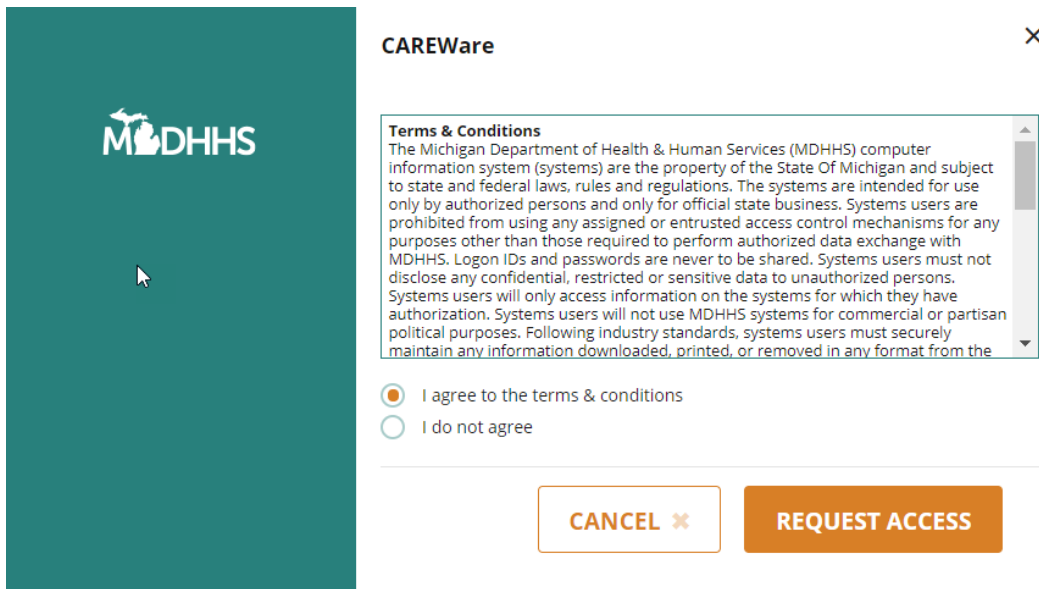


4. The MDHHS application links will appear at the below the menu. Choose the **CAREWare** link.



CAREWare 6 Request Access Instructions

- From here the **CAREWare Terms & Conditions** window will open. To continue, choose to agree and then request access.



CAREWare ✕

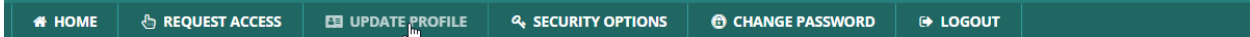
Terms & Conditions
The Michigan Department of Health & Human Services (MDHHS) computer information system (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official 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

I agree to the terms & conditions
 I do not agree

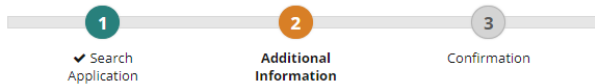
CANCEL ✕ **REQUEST ACCESS**

- At this point you be asked to provide additional information such as your email address. Fill in the required fields and **Submit**.

MILogin for Third Party



Request Access



Additional Information

Provide following information to submit your access request

* Required

* Email Address

SUBMIT **RESET**

CAREWare 6 Request Access Instructions

- You will be taken to a confirmation page. Your request is complete. A CAREWare Administrator will confirm your permission to use CAREWare and grant you access.

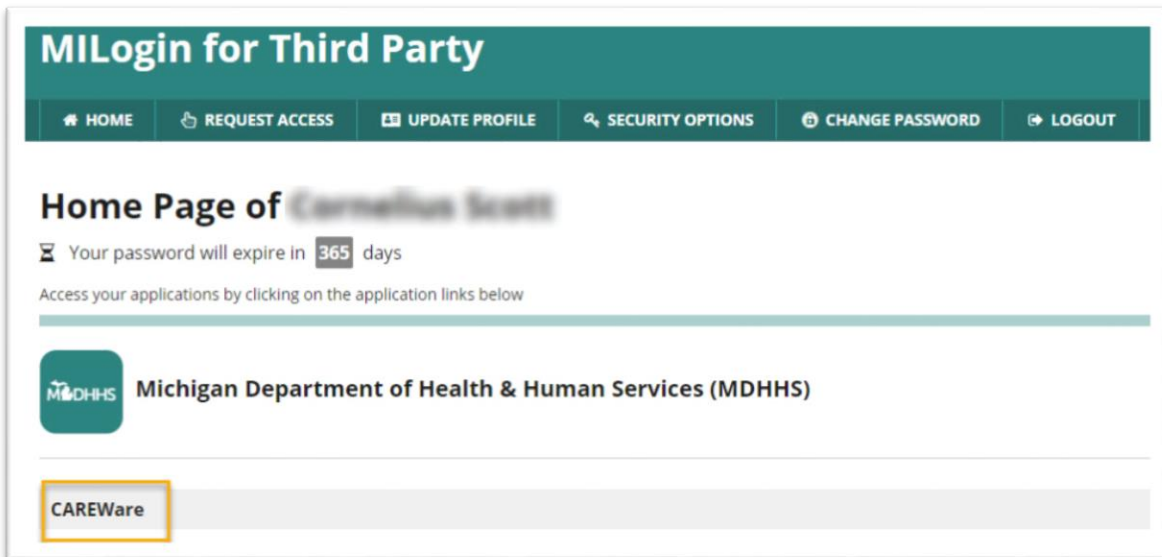
The screenshot shows the 'MiLogin for Third Party' interface. At the top, there is a navigation bar with links: HOME, REQUEST ACCESS, UPDATE PROFILE, SECURITY OPTIONS, CHANGE PASSWORD, and LOGOUT. Below the navigation bar, the page title is 'Request Access'. A progress indicator shows three steps: 1. Search Application (checked), 2. Additional Information (checked), and 3. Confirmation (highlighted). The main content area is titled 'Confirmation' and features a green success message: '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.' At the bottom, there is an orange 'HOME' button.

- Once a CAREWare Administrator has confirmed your permission to CAREWare you will receive a **confirmation email**.

The screenshot shows an email titled 'Approval for Your request for access to the CAREWare application'. The sender is 'DONOTREPLY-MILogin@michigan.gov' and it is addressed 'to me'. The email content reads: 'Hello [redacted], Your request for access to the CAREWare Application has been approved for use with your MiLogin account. The CAREWare application link will be available the next time you log in. If you are facing any issues, please contact Client Service Center at 517-241-9700 or 1-800-968-2644. Thanks, MiLogin Team'.

- To launch the program, go back to your MiLogin home page. Click on the CAREWare link now listed under **Michigan Department of Health & Human Services (MDHHS)**.

CAREWare 6 Request Access Instructions



MiLogin for Third Party

HOME REQUEST ACCESS UPDATE PROFILE SECURITY OPTIONS CHANGE PASSWORD LOGOUT

Home Page of **Cornelius Scott**

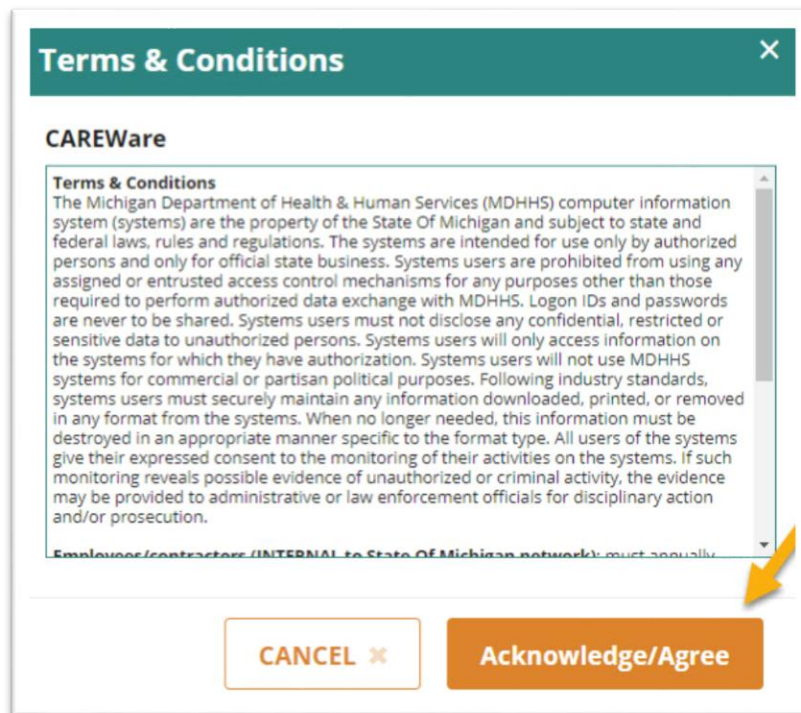
Your password will expire in **365** days

Access your applications by clicking on the application links below

MDHHS Michigan Department of Health & Human Services (MDHHS)

CAREWare

10. Read the CAREWare terms & conditions and chose **to acknowledge/agree** to the terms.



Terms & Conditions

CAREWare

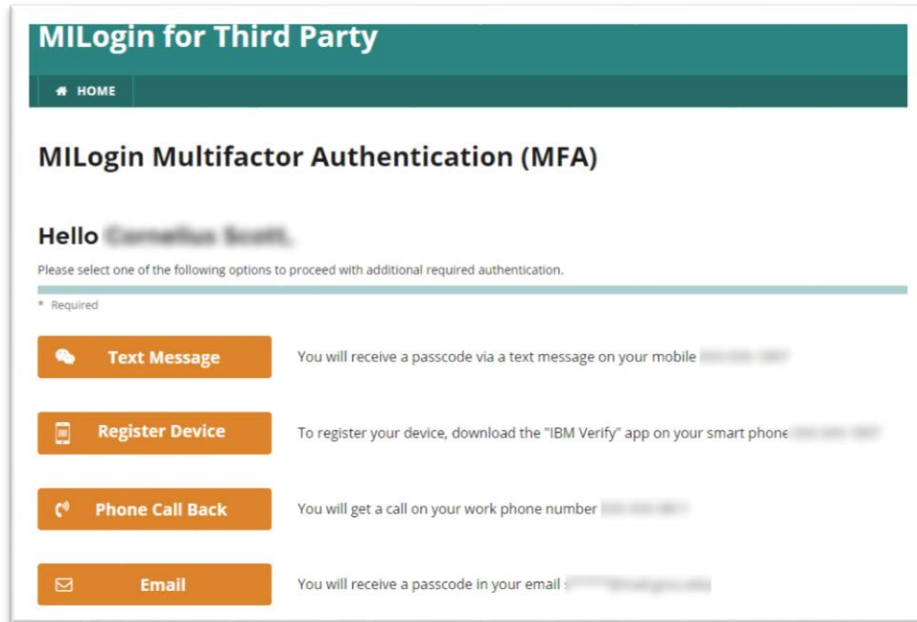
Terms & Conditions
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Employees/contractors (INTERNAL to State Of Michigan network) must annually...

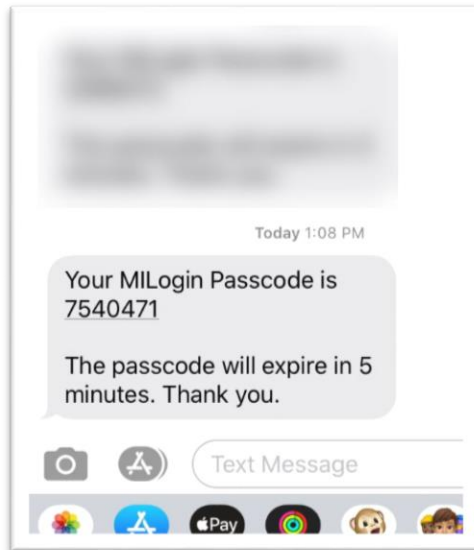
CANCEL ✕ **Acknowledge/Agree**

11. **(For MiLogin Third Party only)** – MiLogin will prompt you to complete a multifactor authentication (MFA) your first time launching the program for the day (this will only have to be done once a day). Choose **whichever option** is best for you and a code will be sent in that method

CAREWare 6 Request Access Instructions

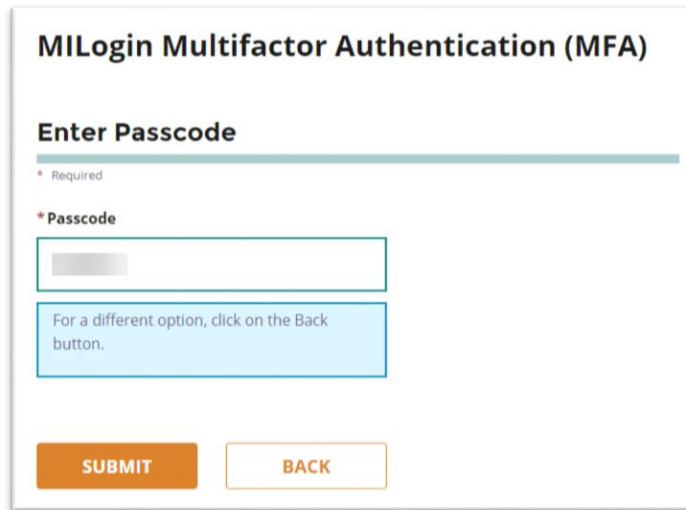


12. This passcode will come through letting you know the code will expire in 5 minutes.



13. In the space provided on the MFA page enter the passcode.

CAREWare 6 Request Access Instructions



MILogin Multifactor Authentication (MFA)

Enter Passcode

* Required

* Passcode

For a different option, click on the Back button.

SUBMIT **BACK**

14. Once you have entered the passcode, you will be taken to the HRSA CAREWare screen where you will have to click on **“Third Party”** and you are in CAREWare!



Department of Health and Human Services
HRSA
Health Resources and Services Administration

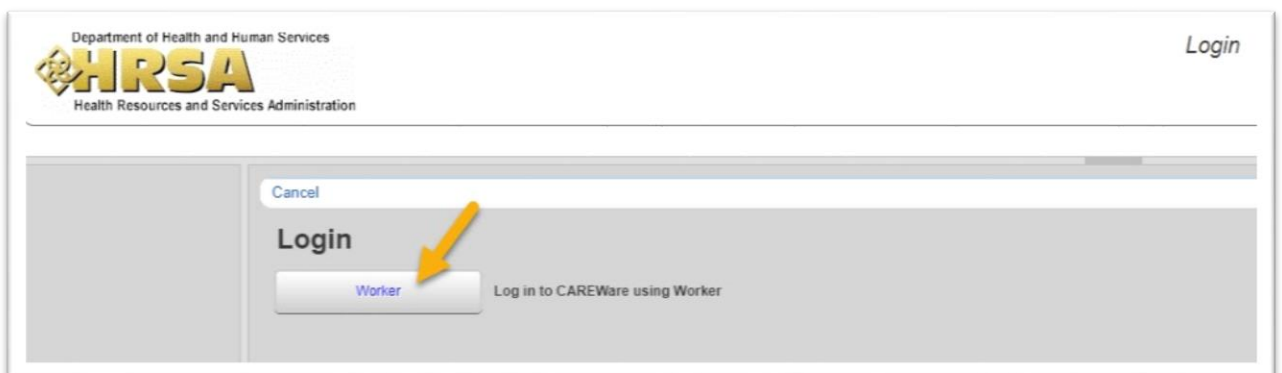
Login

Cancel

Login

[Third_Party](#) Log in to CAREWare using Third_Party

15. Please Note: Users with [MiLogin Worker](#) accounts will see **“Worker”** instead of “Third Party.”



Department of Health and Human Services
HRSA
Health Resources and Services Administration

Login

Cancel

Login

[Worker](#) Log in to CAREWare using Worker