

My Work – Customer Portal

How to Upload a File into MiEHDWIS

1. Log into MiEHDWIS.
2. Click on **My Work**.
3. Click **Submit New Request**.
4. From the dropdown, select the **Entity Type** such as Campground, Septage Hauler, Septage Waste Receiving Facility, Community Water Supply, or Swimming Pool Establishment.
5. Select the **Request Type**.
6. Type in the **name of the Entity**, or for Swimming Pools, type in new pool **Establishment Number** to ensure that the file is connected to the correct Entity upon submission. **Confirm Entity Name matches the correct Entity ID**.
7. Click **Create**.
8. You will be taken to the **Activity** page and assigned a unique ACT-XXXXXX number. On this page, you may click **Upload Attachment** to upload documents, use the **Send Message** tool to send a message to the DWEHD program area staff assigned to this Activity, view the **Status** and **Timeline**, as well as complete any **Tasks**, if applicable.
9. To upload a file, click **Upload Attachment**.
10. Select the file(s) to upload.
11. Complete the information on the card.
12. Click **Submit File**.

Important Reminders

- ✓ Be sure to search for and enter in the name of your Entity in Step 6 so that the file is connected to the right Entity when submitted.
- ✓ If you submit a document in error, send an email to EGLE-MiEHDWIS@Michigan.gov.

If you need this information in an alternate format, contact EGLE-Accessibility@Michigan.gov or call 800-662-9278.

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