

# Certifier Agreement Process for Community Water Supply Users

Before requesting a Certifier Agreement, **you must have already requested access to MiEHDWIS through MILogin and been approved** by a MiEHDWIS System Administrator. For instructions on how to request access, please view the [MiEHDWIS Account Request Quick Reference Guide](#).

1. Once approved in MiEHDWIS and on the Customer Portal, click **Submit New Request**.
2. Choose the **Entity Type** of **Community Water Supply**.
3. Choose the **Request Category** of **User Role Request**.
4. Choose the **Request Type** of **Certifier Request**.
5. Then, fill in the **Entity** (water supply) for which you are requesting to be the Certifier.
6. Click **Create**.

7. Click **Submit Request for Certifier Role**.
8. Acknowledge that you are submitting a request by again clicking **Submit Request for Certifier Role**.
9. The DWEHD District Engineer will verify the requester’s relationship to the water supply.

10. **VERY IMPORTANT!** Once verified, you will receive an email notification from OneSpan asking for electronic signatures using the OneSpan portal. This email will come from a “State of Michigan” generic-style email. Please click and follow the prompts, which will lead you through the document signing process (please click on the link in step 11 for a demonstration). Once the certifier has completed signing, an email notification will then go to the administrative contact who will follow the same process to sign. **OneSpan automatically sends the Certifier Agreement back to EGLE.** Staff will upload the signed version in MiEHDWIS and approve your certifier status. **Please do not print off and send a copy back to EGLE. We cannot accept a printed/scanned version.**
11. Once we receive the signed version back from OneSpan, staff will update the **Certifier Request Activity**, upload signed Certifier Agreement, and assign the **Contributor Role** as certifier on the **Entity** (water supply).

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