

Community Water Supply MILogin for Third Party Account

Introduction

MiEHDWIS is accessed through MILogin. Therefore, users must first create a MILogin account prior to requesting a MiEHDWIS account. **Community water supply users must sign up for a MILogin for Third Party account. Your MiEHDWIS account will not be provisioned without a MILogin for Third Party account.**

- ✓ **Important:** Please direct all MILogin for Third Party account issues to the MILogin Help Desk; available at 1-800-968-2644 or 517-241-9700, Monday through Friday 8:00 a.m. to 4:30 p.m.

Create a MILogin for Third Party Account

1. Visit the [MILogin for Third Party](#) website.

Note: Bookmark this webpage for future reference.

2. Click **Sign Up**.
3. Enter in your **Profile Information**.
4. Answer the **Verification Question**.
5. **Agree** to the Terms and Conditions.
6. Click **Next**.
7. Create **User ID** – must be last name, first initial, and any four numbers (Example: DOEJ1234).
8. Create **password** that is unique to you, confirm, and click **Next**.
9. Choose your password recovery method(s).

Note: If **Security Questions** is chosen, Security Questions must be answered. If **Mobile Text/SMS** is chosen, the PIN texted to you must be entered and click Confirm.

Note: When choosing a phone number to call back for multifactor authentication, please **do not use an organization-wide phone number with operator options/extensions**. Many users have had trouble receiving a phone call and have had to reach out to the MILogin Help Desk to change their phone number.

10. Click **Create Account**.

Request Access to MiEHDWIS

Once you have completed the necessary steps to create your MILogin for Third Party account, proceed to requesting access to the Michigan Environmental Health and Drinking Water Information System (MiEHDWIS).

1. From your MILogin for Third Party homepage, click **Request Access**.
2. Select Agency – **Michigan Department of Environment, Great Lakes, and Energy**.
3. Click **Search Application**.
4. Choose **Michigan Environmental Health and Drinking Water Information System (MiEHDWIS)**.
5. **Agree** to the Terms and Conditions.
6. Click **Request Access**.

Note: A confirmation screen will appear stating that the request was successfully submitted.

7. Click **Home**.
8. Click on **Michigan Environmental Health and Drinking Water Information System (MiEHDWIS)**.

Note: If MiEHDWIS does not show up on your home screen, log out of MILogin and log back in until it shows up (it may take a few times).

9. **Agree** to the Terms and Conditions.
10. You will be greeted by the MiEHDWIS Welcome screen.
11. Enter in your **Program Area** (Community Water Supply), **Reason for Access**, and **Describe Your Role** (Example: *I work for a [Water Supply Name] and need Certifier status.*)

Note: You will not be approved for an account if you do not fill out these items on the screen.

EGLE MiEHDWIS (UAT) For help, send an email or call 800-662-9278. UserRequestExternalUser

Welcome to MiEHDWIS! Please fill out the information below and include a reason for access before submitting. You will receive an email once you are granted access.

MILogin First Name User Request	MILogin Email Address water-devs-teso+UserRequestExternalUser@kunzleigh.com
MILogin Last Name External User	MILogin Work Phone 5172222222
MILogin User Type Third Party	MILogin Cell Phone 5171111111

Select one or more EGLE Program Areas you are associated with and describe your role/relationship as your reason for requesting a user account.

Program Area * Community Water Supply Reason For Access * I am an Owner/Administrator Describe Your Role * I am the OIC and need Certifier status. 39 / 300

Request Access

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12. Click **Request Access**.

13. A confirmation message will appear stating, **“Access request has been submitted and will be reviewed by an administrator within 1-3 business days.”**

Note: Once approved, you will receive an email from MiEHDWIS. If unapproved and you submitted a Reason for Access, you will be contacted by a System Administrator asking for more information or providing a reason for denial. **If you do not provide a Reason for Access, you will not be approved and you will not receive an email.**

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