

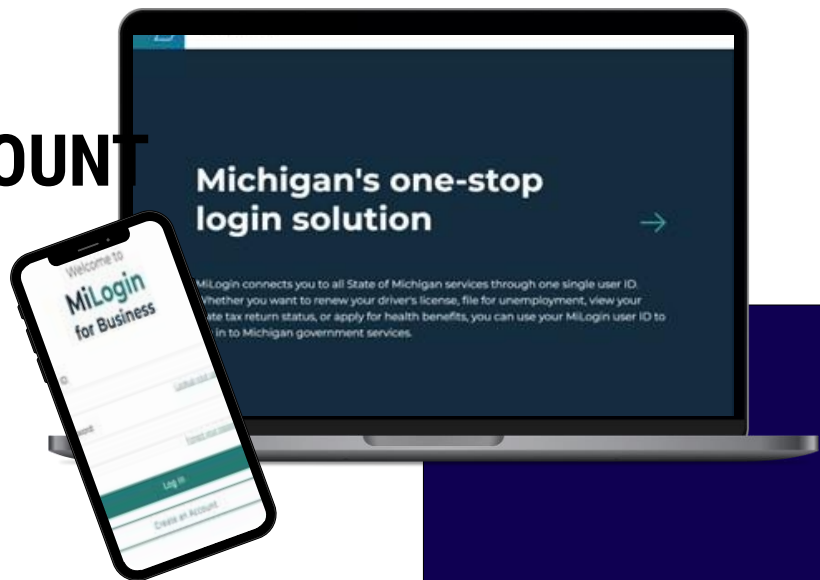


BUREAU OF COMMUNITY AND HEALTH SYSTEMS

MiLogin Account Setup for AFC Providers



CREATING A MILOGIN ACCOUNT



MiLogin is the centralized State of Michigan's identity management solution that allows users the ability to access many state services and systems online across multiple state agencies. Whether you are looking to apply for a new license, or access a renewal application, MiLogin connects you to all State of Michigan services through one single user ID and password.

Please do not create another MiLogin for Business account if you already have one. No user should need multiple MiLogin for Business accounts. If users have multiple accounts with the same email address, this may create additional work and confusion for users and BCHS support staff.

If you need to create an account, locate MiLogin at <https://milogintp.michigan.gov>

Click on “create an account” to begin.

Register for a MiLogin ID at: <https://milogintp.michigan.gov>



The above screen is presented.

"Create an Account" to create a new User ID:



Step 1: Enter your personal email address, then select 'I am not a robot' and complete the captcha.

When you are finished, select "next step".



Enter your personal email address, then select 'I am not a robot' and complete the captcha. When you are finished, select "next step".

Step 2: The system will send a temporary passcode to your email address. Enter the passcode and select "Next Step".

2

Enter your passcode

We have sent you a passcode to your email
mi*****@gmail.com

Passcode

.....

Next Step

[Resend Passcode](#)

The system will send a temporary passcode to your email address. Enter the passcode and select "Next Step".

Step 3: Next you will be asked to enter your personal information, including your first and last name. Agree to the terms and conditions and select "Next Step".

3

Enter your information

First Name

Mary

Middle Initial (optional)

Last Name Suffix (optional)

Smith

--

v

☒ I agree to the [Terms & Conditions](#).

Next Step

Next you will be asked to enter your personal information, including your first and last name. Agree to the terms and conditions and select "Next Step".

Step 4: Next, you will be asked to enter your work phone number. ***While the system asks for a work phone number, it is imperative that you enter your personal phone number instead.*** Then select "next step".

While the screen states "Work phone number", please enter your personal phone number

Enter your ~~work~~ phone number


Your **work phone** number is required for many State of Michigan services and can help us identify you and recover your account if you get locked out.

Work Phone

269-777-1234

You will receive a passcode via a voice call to your phone to confirm your identity.

Next Step



Enter your personal phone number on this screen and then press 'Next Step'.

4

Step 5: The system will call your personal phone and provide you with another passcode. Enter this code and select "Confirm Passcode".

Enter your passcode

We have sent you a passcode via a voice call to your **work phone** ending with 1332


Passcode

5514 - 123456

Confirm Passcode

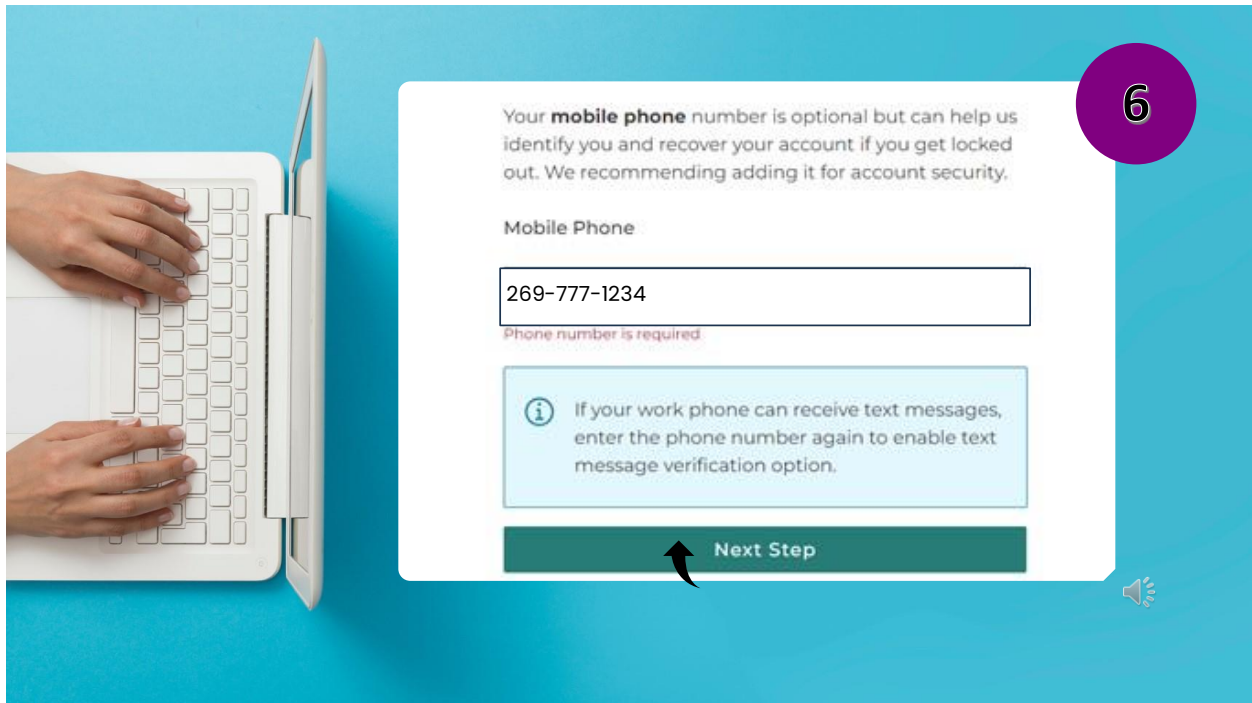
Resend Passcode

The system will call your personal phone and provide you with another passcode. Enter this code and select "Confirm Passcode".

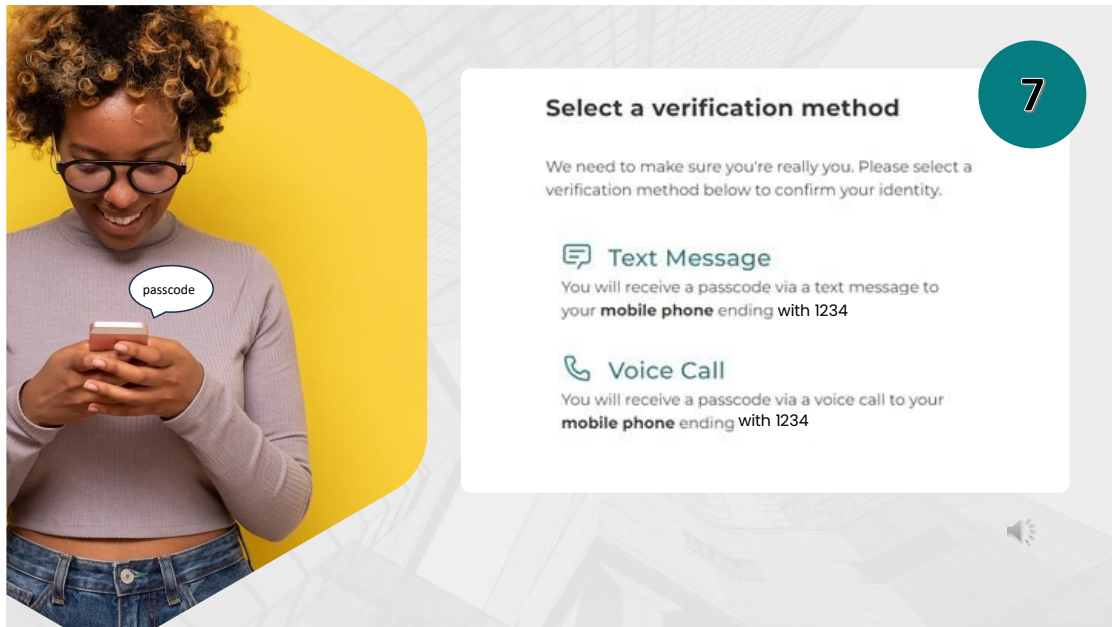


5

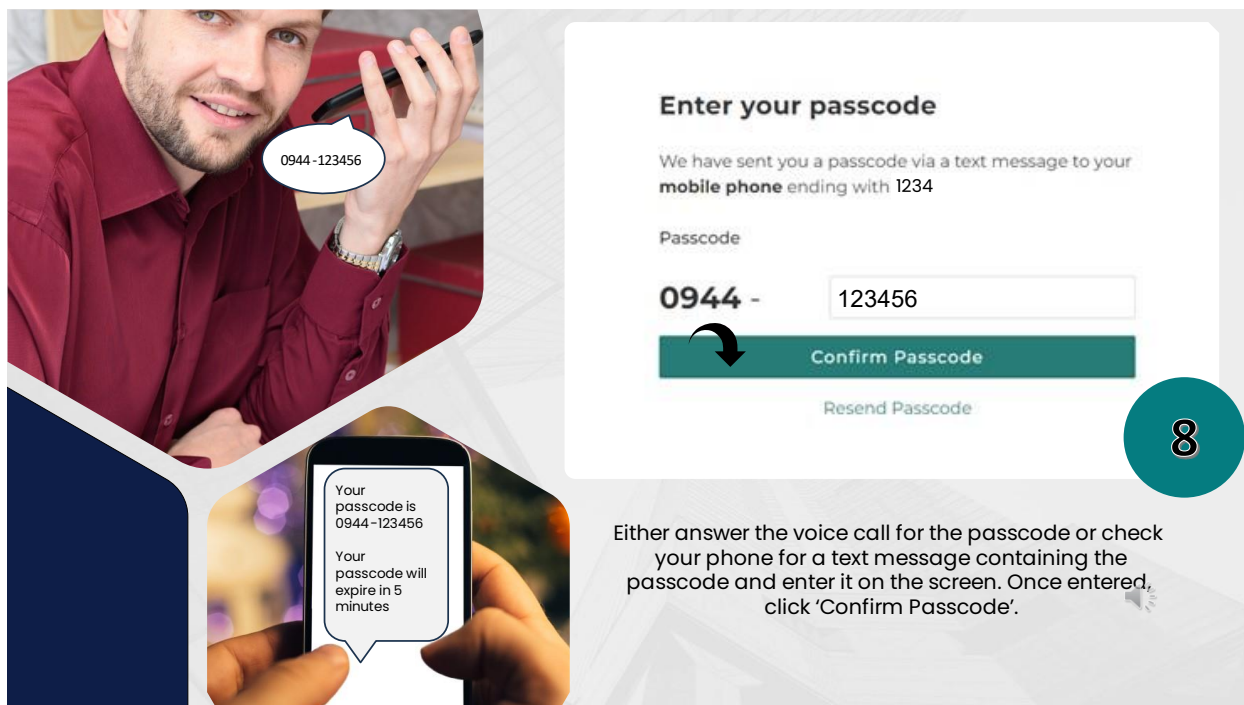
Step 6: Next, you will be asked to enter a mobile phone number. This step is optional but can help us identify you and recover your account if you get locked out. If your mobile number is the same number you previously entered, enter it here again and then select "Next Step".



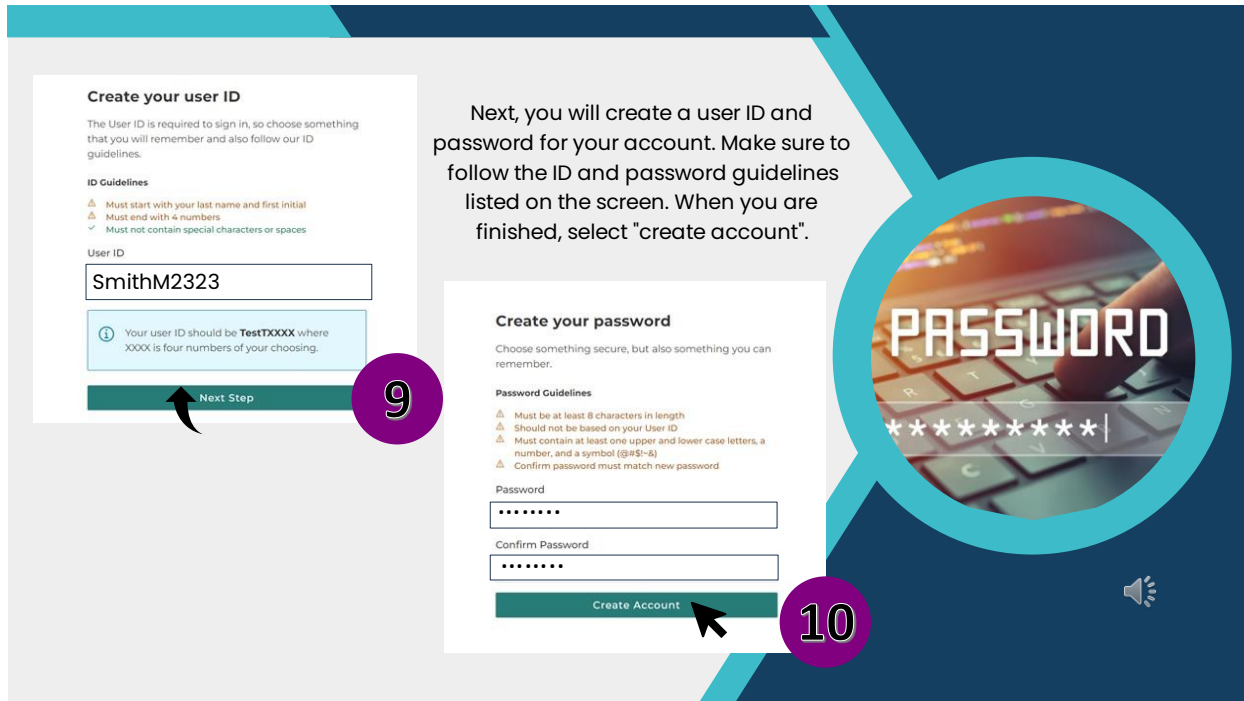
Step 7: To confirm your identity, select a verification method. You can choose to receive a passcode via a text message to your mobile phone number or receive the passcode via a voice call.



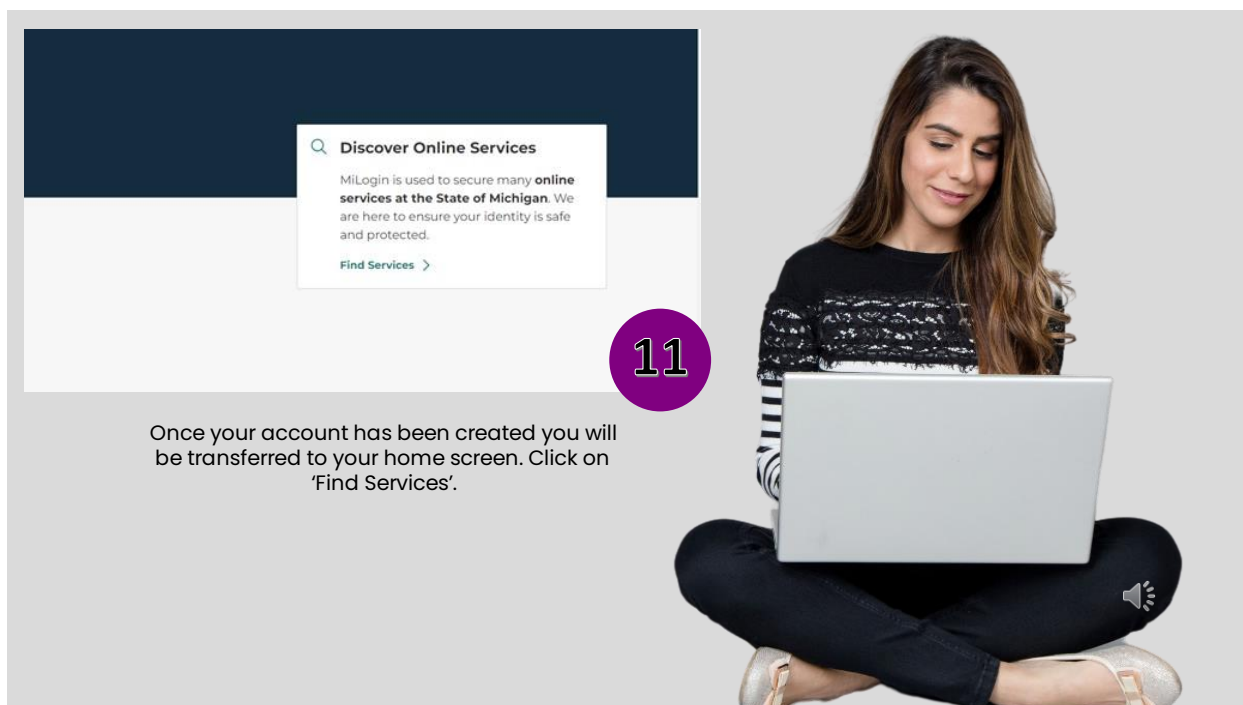
Step 8: Either answer the voice call for the passcode or check your phone for a text message containing the passcode and enter it on the screen. Once entered, click 'Confirm Passcode'.



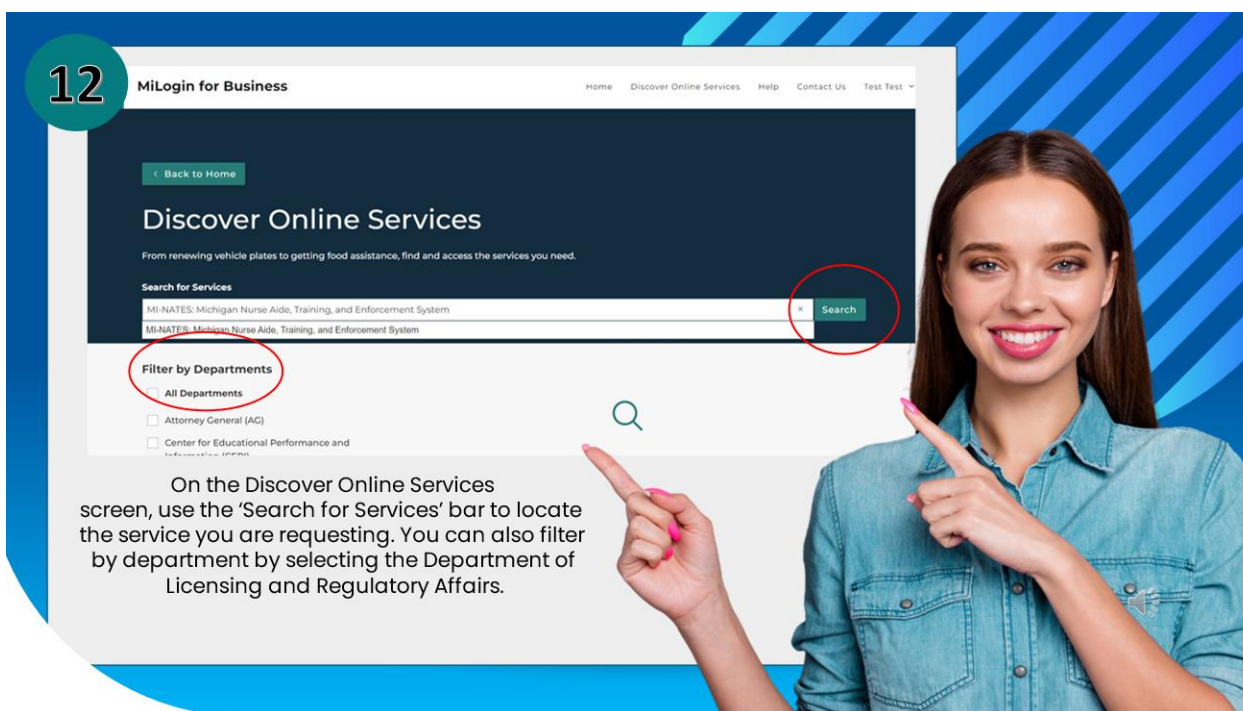
Steps 8 & 10: Next, you will create a user ID and password for your account. Make sure to follow the ID and password guidelines listed on the screen. When you are finished, select "create account".



Step 11: Once your account has been created you will be transferred to your home screen. Click on 'Find Services'.



Step 12: On the Discover Online Services screen, use the 'Search for Services' bar to locate the service you are requesting. You can also filter by department by selecting the Department of Licensing and Regulatory Affairs.



If you need additional assistance, you can contact us at **BCHS-Help@michigan.gov**