

Michigan Unemployment Insurance Agency
MiUI

**Create a MiLogin for Business Account
and Log into MiUI
Step-by-Step Guide**

Contents

- Create MiLogin for Business Account
- Log in to MiUI
- Commonly Asked Questions



The purpose of this document is to assist MiUI Employers and Third-Party Administrators (TPAs) with creating their MiLogin for Business Account (Pages 1-11) and logging into MiUI (Pages 12-14). Third-Party Administrators (TPAs), may also be called agents, refers to Employer Representatives, Professional Employer Organizations, or Fiscal Intermediaries.

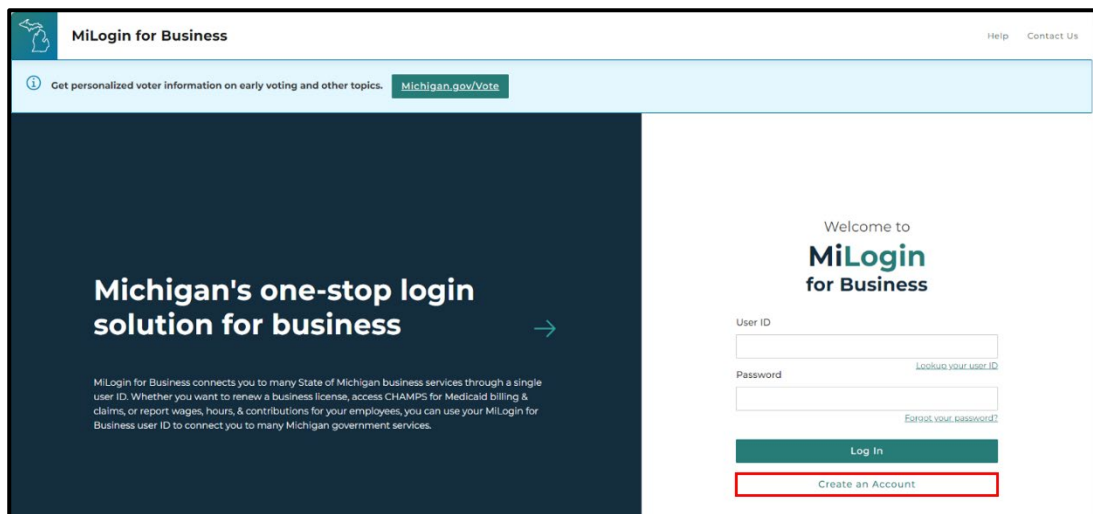
For more information about MiLogin, please visit MiLogin - Help (michigan.gov).

Create a MiLogin for Business Account

1. On the [MiLogin for Business](#) page, select **[Create an Account]**.



Employers and TPAs will use MiLogin **for Business**. This is a different account than MiLogin **for Citizens**, which is State of Michigan's Identity, Credential and Access Management (MICAM) solution for residents (not businesses). If you have a MiLogin for Citizens account, it cannot be used to add MiUI.



The screenshot shows the 'MiLogin for Business' website. On the left, there is a dark blue banner with the text 'Michigan's one-stop login solution for business' and a right-pointing arrow. Below this banner, there is a small paragraph of text explaining the service. On the right side of the page, there is a white box with the heading 'Welcome to MiLogin for Business'. Below the heading, there are two input fields: 'User ID' and 'Password'. To the right of the 'Password' field, there are two links: 'Forgot your user ID?' and 'Forgot your password?'. Below the input fields, there are two buttons: a green 'Log In' button and a red 'Create an Account' button.




The MiLogin for Business link is:
<https://milogintp.michigan.gov/eai/tplogin/authenticate>


2. Enter your **Email** into the **Email** field. This is the email you use for your business.

Enter your email

MiLogin is used for a variety of government services. If you've ever used any online services you might already have an account.

Email

I'm not a robot  reCAPTCHA
Privacy - Terms

 We will never send you spam or share your information with anyone outside of the State of Michigan services you choose to access.


Next Step


3. Check [I'm not a Robot].

Enter your email

MiLogin is used for a variety of government services. If you've ever used any online services you might already have an account.

Email

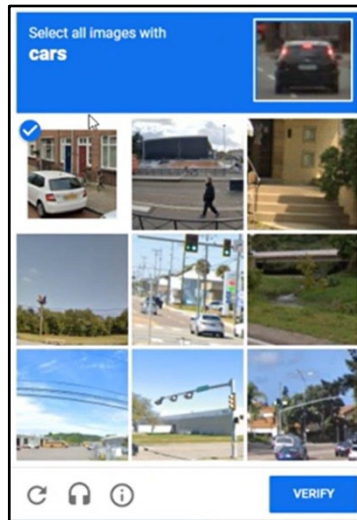
 I'm not a robot 
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Privacy - Terms

 We will never send you spam or share your information with anyone outside of the State of Michigan services you choose to access.

Next Step



There is a CAPTCHA process that may display to confirm you are not a robot. An example of this process is below:

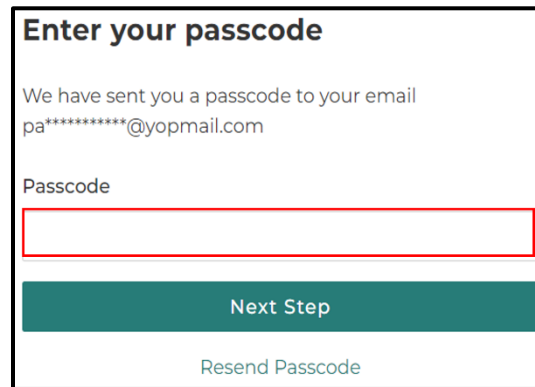


3a. Select [Next Step]. A passcode is sent to the email.

4. Enter the **Passcode** that was sent to the email entered earlier into the **Passcode** field.



The email will have the subject line “Regarding your MiLogin Account - Email Verification” from DONOTREPLY-MILogin@michigan.gov. If you did not receive a passcode, click **[Resend Passcode]**. Please make sure to check your email’s Spam folder before requesting the password be resent.



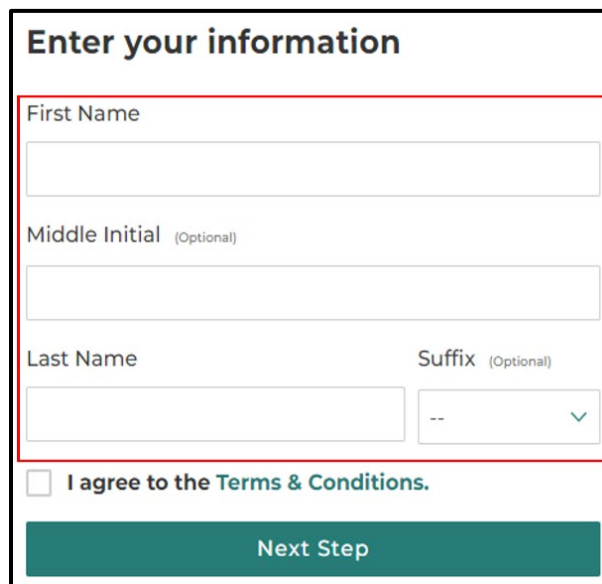
The screenshot shows a form titled "Enter your passcode". It contains a message: "We have sent you a passcode to your email pa*****@yopmail.com". Below this is a "Passcode" label and an empty text input field. At the bottom, there are two buttons: "Next Step" (a dark teal button) and "Resend Passcode" (a light teal button).



If the passcode you entered is incorrect, an error message will appear that states, “**Invalid passcode specified. Please try again.**”

4a. Select **[Next Step]**.

5. Type your information into the **First Name** and **Last Name** fields. This will also be used to create your MiLogin for Business User ID.



The screenshot shows a form titled "Enter your information". It has four input fields: "First Name", "Middle Initial (Optional)", "Last Name", and "Suffix (Optional)". The "Last Name" and "Suffix" fields are side-by-side. Below the fields is a checkbox labeled "I agree to the Terms & Conditions." and a "Next Step" button (a dark teal button).

6. Review the *Terms & Conditions* and check **[I agree to the Terms & Conditions]**.



You can click the *Terms & Conditions* hyperlink to read the Terms & Conditions which opens in a new window.

Enter your information

First Name

Middle Initial (Optional)

Last Name Suffix (Optional)

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

Next Step

6a. Select **[Next Step]**.

7. Enter your **Work Phone Number** into the **Work Phone** field.




This work phone number is the phone number MiLogin will call to provide a passcode to create your account. You will receive a passcode via a voice call to confirm your identity. If you don't have access to your work phone number or cannot verify it, please proceed with entering any number in the **Work Phone** field and you will be allowed to skip the verification in the next step.


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

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

Next Step

 **Can't verify work phone number?**

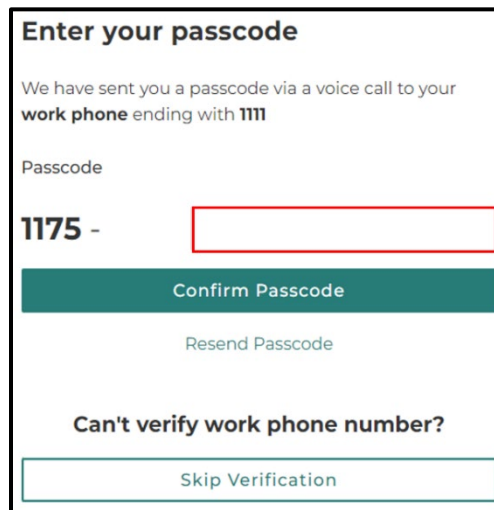
If you don't have access to your work phone number or cannot verify it, please proceed with entering the number above and you will be allowed to skip the verification in the next step.

7a. Select [**Next Step**].

8. Enter the six-digit **Passcode** received from your work phone into the **Passcode** field.



- You will receive an automated call which will repeat the passcode three times. The passcode will expire in five minutes.
- This phone call commonly displays as a number from Thorndale, Texas. If you are unable to answer, the automated call will leave a voicemail.
- If you cannot verify your work phone number, click **[Skip Verification]** on the bottom of the page.
- If you did not receive a passcode via phone call, click **[Resend Passcode]**. This generates a new passcode and phone call.



The screenshot shows a mobile application screen titled "Enter your passcode". Below the title, it says "We have sent you a passcode via a voice call to your work phone ending with 1111". There is a "Passcode" label above a text input field. The input field contains "1175 -" followed by a red rectangular box. Below the input field is a dark green button labeled "Confirm Passcode". Underneath that is a light blue button labeled "Resend Passcode". At the bottom, there is a question "Can't verify work phone number?" followed by a light blue button labeled "Skip Verification".

8a. Select **[Confirm Passcode]**.

9. Enter your **Mobile Phone Number** into the **Mobile Phone** field.




Recording a mobile phone number is optional. For account security purposes you can enter your mobile phone number into the field – this simply helps the State of Michigan support you in recovering your account if you get locked out.

Enter your mobile phone number

Your **mobile phone** number is optional but can help us identify you and recover your account if you get locked out. We recommending adding it for account security.

Mobile Phone

 If your work phone can receive text messages, enter the phone number again to enable text message verification option.

Next Step

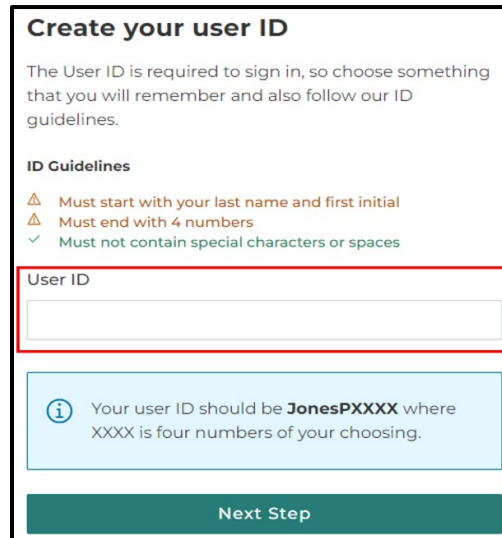
[Skip this for now](#)

9a. Select [**Next Step**].

10. Type your last name, first initial (no space), followed by any 4 digits. This is mandatory username format for Employers & TPAs.



MiLogin provides your user ID in the blue box under the User ID field. Your User ID must be your last name, first initial, and four numbers of your choosing. The last name and first initial must match the name you recorded when creating your account.



There are helpful ID Guidelines in brown. These guidelines change from brown to green if the username recorded meets the guidelines and is available.

10a. Select **[Next Step]**.

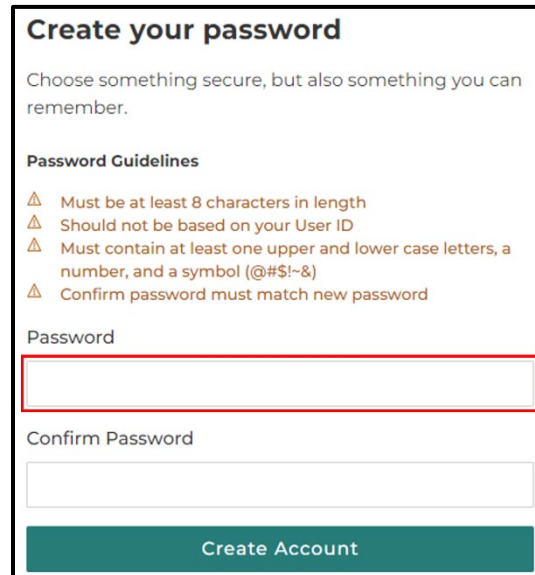


If the User ID you entered does not meet the ID Guidelines, an error message will appear that states, "User ID does not meet the guidelines." You will be unable to proceed to the next step until the User ID meets the ID Guidelines.

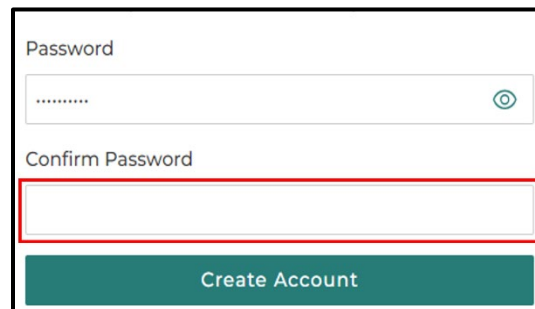
11. Create and enter your **Password**.



There are helpful Password Guidelines in brown. These guidelines change from brown to green if the password recorded meets the guidelines.



11a. Type your password again into the **Confirm Password** field.



To view your password, select the eye icon within the **Password** and **Confirm Password** fields.

12. Select **[Create Account]**. Your MiLogin Account has been created!

Create your password

Choose something secure, but also something you can remember.

Password Guidelines

- ✓ Must be at least 8 characters in length
- ✓ Should not be based on your User ID
- ✓ Must contain at least one upper and lower case letters, a number, and a symbol (@#\$!~&)
- ✓ Confirm password must match new password

Password

Confirm Password

Create Account




You will receive an email confirming your MiLogin for Business account is created. The email will have the subject line "Account Creation Submission Confirmed" from DONOTREPLY-MILogin@michigan.gov.

Log in to MiUI


1. Go to the [UIA Homepage](#) and scroll down to the *Services* section.

Services



Unemployment Benefits

- [Login to MiWAM](#)
- [Steps to Apply for Benefits](#)
- [How to Certify for Benefits](#)
- [Schedule an Appointment](#)
- [Report Fraud or Identity Theft](#)
- [MiLogin and MiWAM Help Center](#)



Employer/TPA Services

- Employers: [MiUI for Tax](#)
- TPAs: [MiUI for Tax](#)
- [MiWAM for Benefits Functions](#)
- [Office of Employer Ombudsman](#)
- [Work Opportunity Tax Credit](#)




Finding Employment

- [Work Search Requirement](#)
- [Pure Michigan Talent Connect](#)
- [Michigan Works! Agencies](#)
- [Helping people with disabilities obtain employment](#)
- [Assisting blind or visually impaired obtain employment](#)


2. Select **Employers: MiUI for Tax** or **TPAs: MiUI for Tax**

Services



Unemployment Benefits

- [Login to MiWAM](#)
- [Steps to Apply for Benefits](#)
- [How to Certify for Benefits](#)
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Employer/TPA Services

Employers: [MiUI for Tax](#)

TPAs: [MiUI for Tax](#)

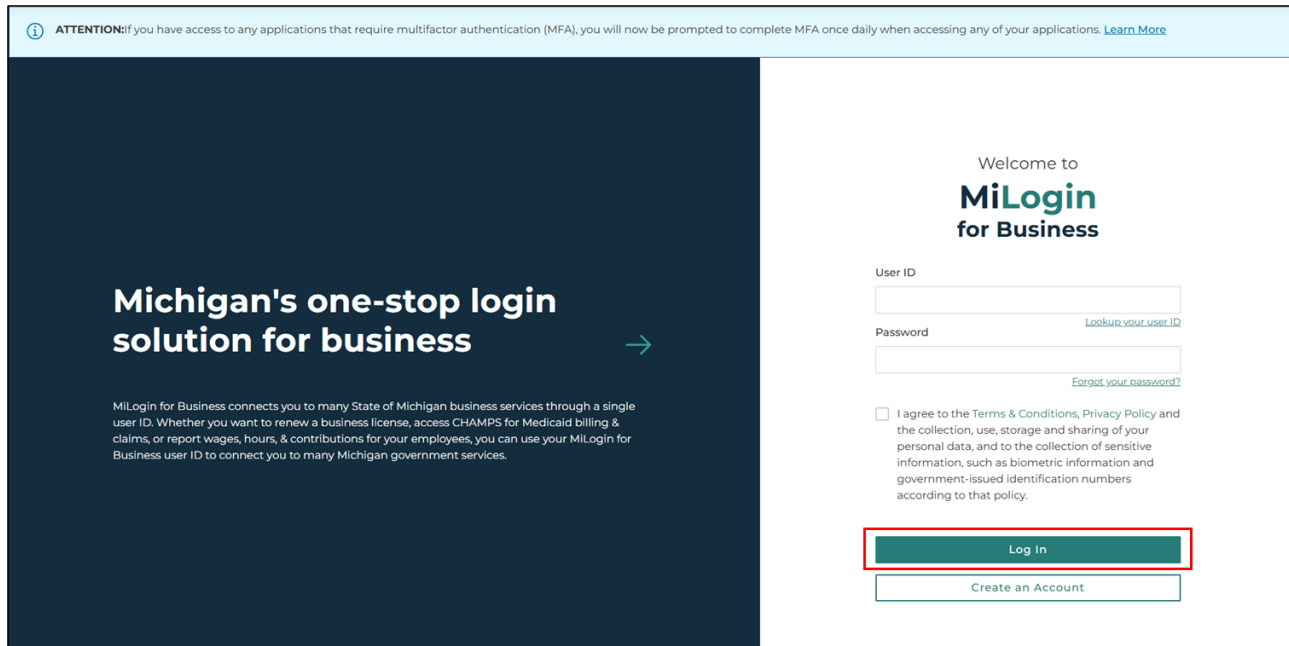
- [MiWAM for Benefits Functions](#)
- [Office of Employer Ombudsman](#)
- [Work Opportunity Tax Credit](#)



Finding Employment

- [Work Search Requirement](#)
- [Pure Michigan Talent Connect](#)
- [Michigan Works! Agencies](#)
- [Helping people with disabilities obtain employment](#)
- [Assisting blind or visually impaired obtain employment](#)

3. On the *MiLogin for Business* page enter User ID and Password, select the *I agree to the Terms & Conditions, Privacy Policy* checkbox, and select **Log In**.



ATTENTION: If you have access to any applications that require multifactor authentication (MFA), you will now be prompted to complete MFA once daily when accessing any of your applications. [Learn More](#)

Welcome to MiLogin for Business

User ID

Password [Lookup your user ID](#)

[Forgot your password?](#)

I agree to the Terms & Conditions, Privacy Policy and the collection, use, storage and sharing of your personal data, and to the collection of sensitive information, such as biometric information and government-issued identification numbers according to that policy.

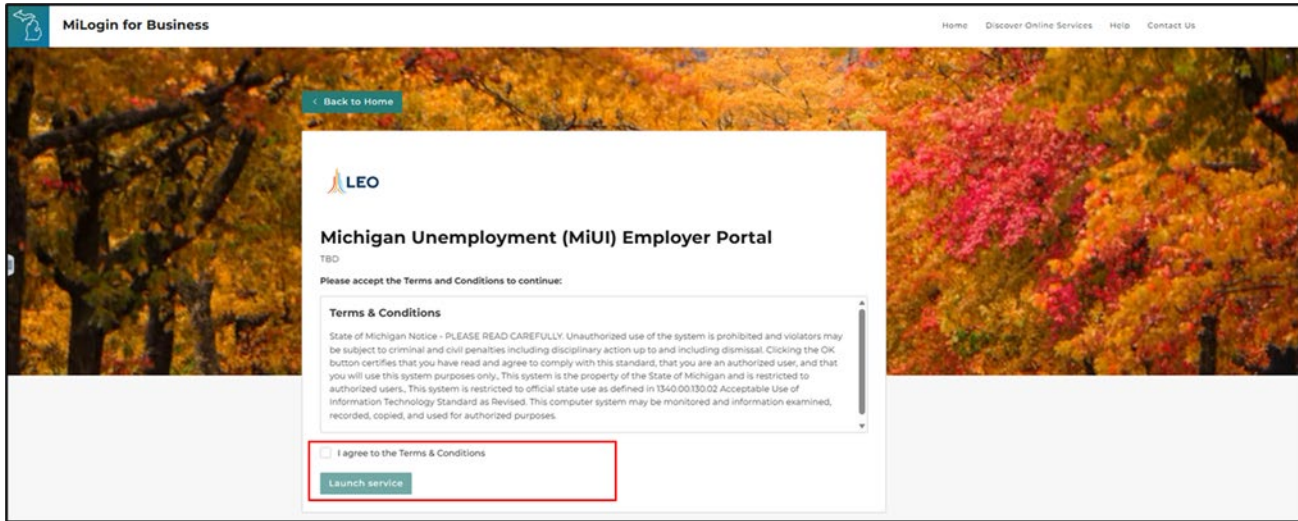
Log In

Create an Account

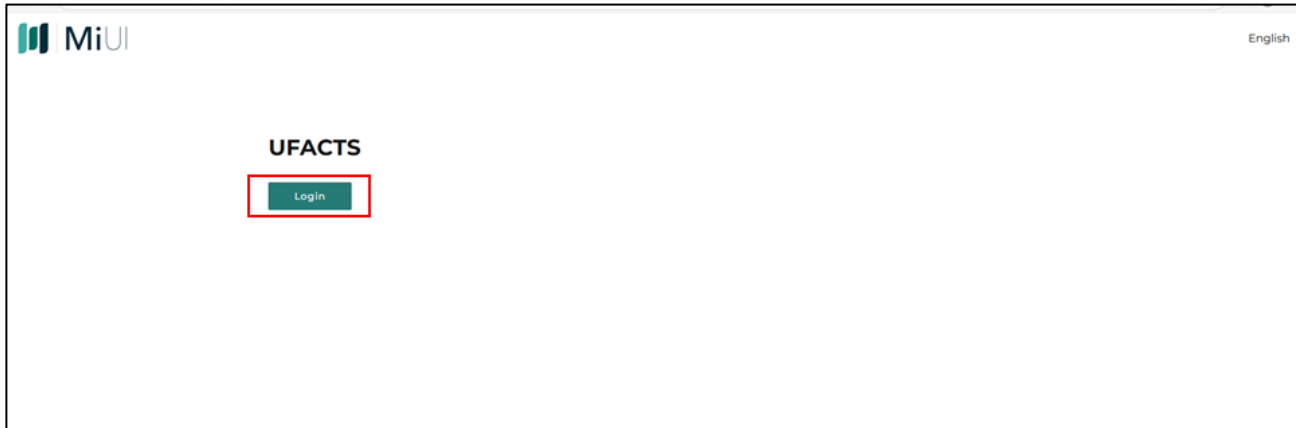


If you are an employer and TPA, two *MiLogin for Business* User IDs and Passwords are required. One *MiLogin for Business* User ID and Password to access *Michigan Unemployment Insurance (MiUI) Employer Portal*, and a separate *MiLogin for Business* User ID and Password to access *Michigan Unemployment Insurance (MiUI) TPA Portal*. Remember you can use the same email address for both accounts.

4. Select the *I agree to the Terms & Conditions* checkbox and the **Launch Service** button to navigate to the *MiUI uFACTS* screen.

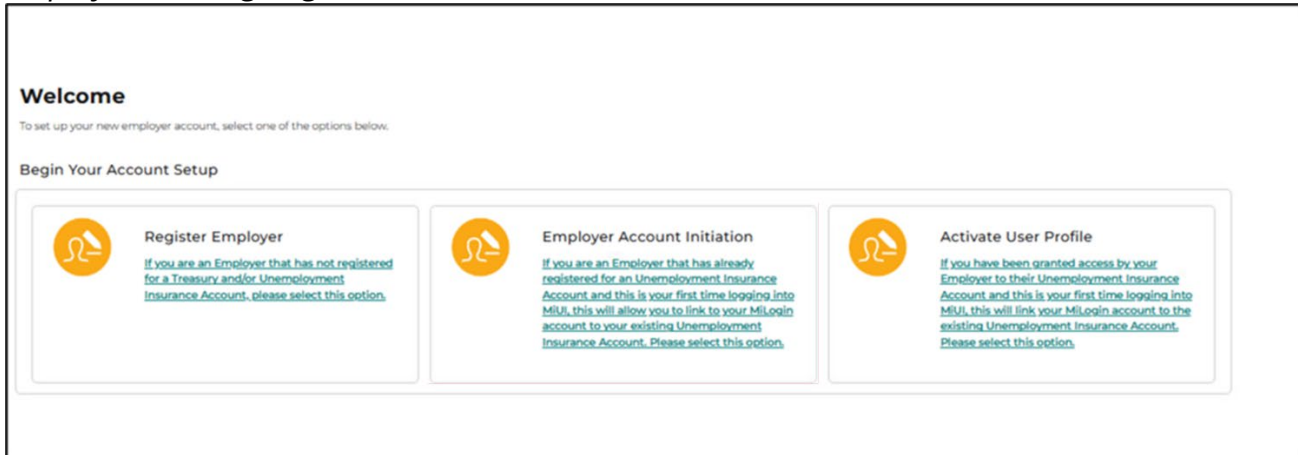


5. Select **Login** from the *MiUI uFACTS* screen.

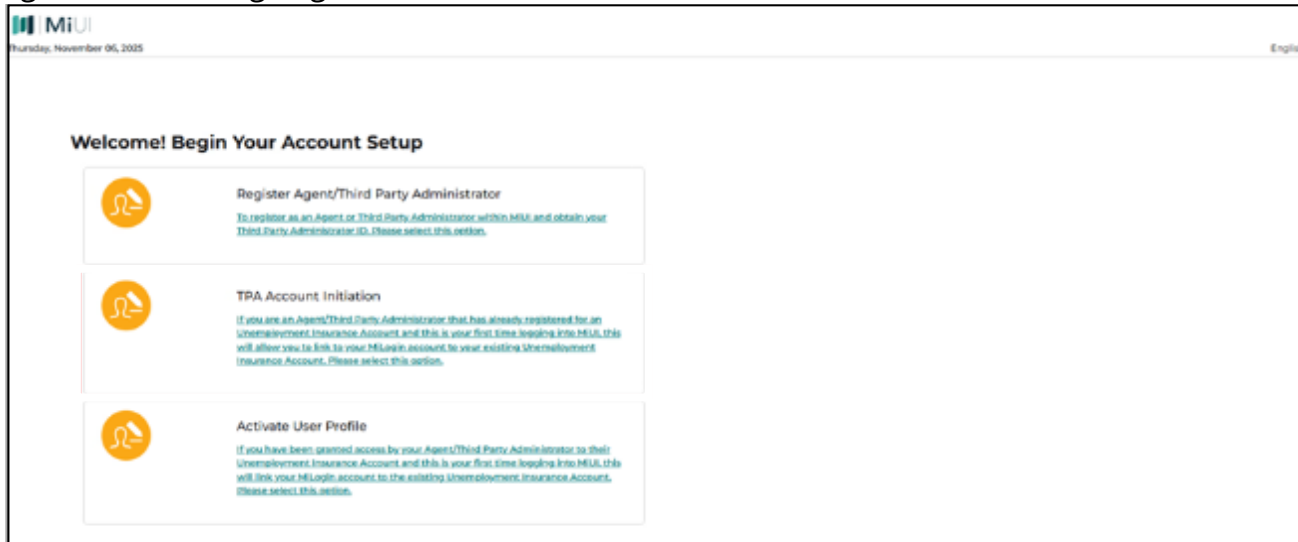


6. You will be directed to the *Employer Landing Page* or *TPA Landing Page*.

Employer Landing Page



Agent/TPA Landing Page



If you are an employer:

- If you complete *Employer Account Initiation*, you will be directed to the *Maintain Owners and Officers* screen, so you can update this information if needed. Every other time you log in you will be directed to the *Employer Homepage*.
- If you complete employer registration, you will be directed to your *Employer Homepage*.

If you are a TPA, after you set up your account you will be directed to your *TPA Homepage*.

Commonly Asked Questions



Where can I find more information on how to create a MiLogin Account?

- The following links provide helpful information including, What is MiLogin, How to create a new MiLogin Account / Sign up, Account locked issues, Contact information if you need help, and more:
 - [MiLogin for Business:](#)

Are there video resources I can access to learn more?

- [How to create your MiLogin for Business account](#)
- [How to discover State of Michigan online services in MiLogin](#)

Who can I contact if I need help?

- Employers and TPAs can find more information and resources about UIA's new computer system implementation at [MiUI University](#).
- If you have any questions or need technical assistance, please reach out to the Office of Employer Ombudsman at [UIA-
MiUIEmployerSupport@Michigan.gov](#) or call 1-855-484-2636 and select Option 4.

Will all MiUI users need a MiLogin for Business Account?

- All employers and TPAs must have a MiLogin for Business Account in order to access MiUI.

Will my username and password stay the same if I already have a MiLogin for Business account?

- Yes, if you already have a MiLogin for Business account, you will use your existing MiLogin for Business credentials to access MiUI.

More resources and links:

- [MiLogin - Help \(michigan.gov\)](#)