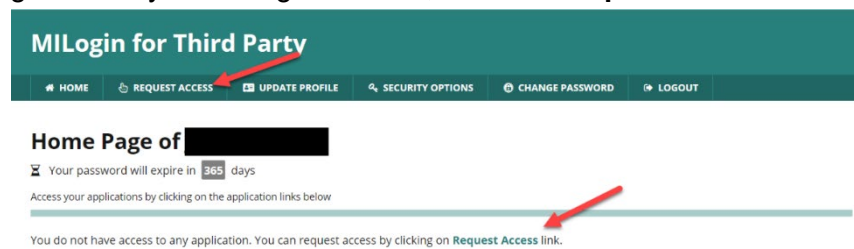


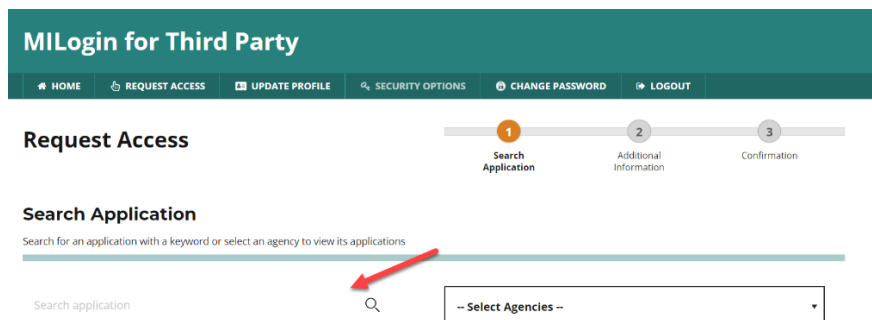
How to Get Access to the Ethics Database

Note: You must have either a MiLogin Worker or a Third Party MiLogin account already created before using this guide. Information on creating a Third Party MiLogin account is available at <https://milogintp.michigan.gov/uisecure/tpselfservice/anonymous/help>.

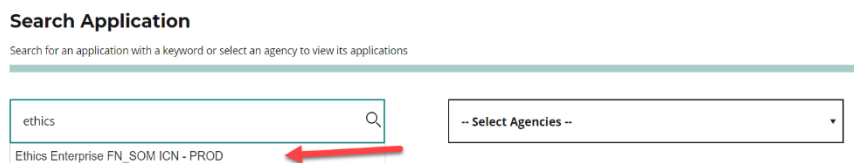
1. Once signed in to your MiLogin account, click the **Request Access** link.



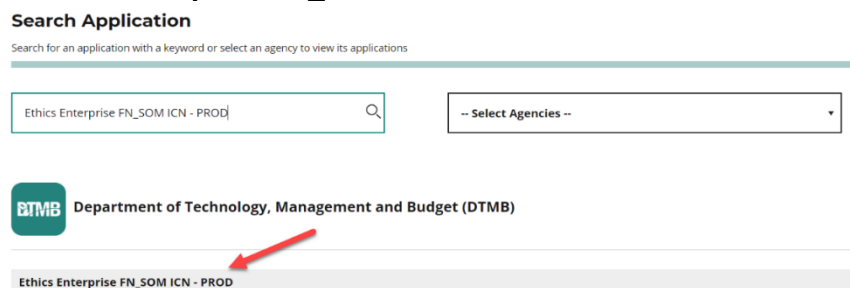
2. Type *ethics* into the “Search Application” box.



3. Select “Ethics Enterprise FN_SOM ICN - PROD” in the drop-down menu.



4. Click the **Ethics Enterprise FN_SOM ICN - PROD** link.



5. Accept the terms and conditions.
6. Provide other requested information.

Once your access request is processed, the Ethics link will become available from your MiLogin Worker or MiLogin Third Party home screen. You may need to log out and log back in before the application is visible on your home screen. If requesting access through MiLogin Worker, you may be contacted to provide a business justification before access is granted. If access is not granted through MiLogin Worker, you may access the same database through MiLogin Third Party.