

CREATING A MILOGIN FOR BUSINESS ACCOUNT

PLEASE NOTE:

- If you have one MEIS account linked to multiple agencies, you will only need one MiLogin for Business account. It will link to all agencies the same way.
- If you have multiple MEIS accounts (a separate MEIS account for each agency), you must create multiple MiLogin for Business accounts for each agency as well.

Step 1: Go to [MiLogin for Business](https://miloginforbusiness.michigan.gov) OR milogintp.michigan.gov.

Step 2: Complete the following steps:

- a) Enter your email address.
- b) Check the box that you are not a robot.
- c) Click “Next Step”.

The screenshot shows the 'MiLogin for Business' interface. On the left, a dark blue sidebar contains a 'Back' link, 'Step 1 of 10', and 'Email verification' with a right-pointing arrow. Below this is a progress indicator with 10 circles, the first of which is filled. On the right, the main content area is titled 'Enter your email'. It includes a sub-header, a paragraph of text, an 'Email' label, and a text input field with a red placeholder 'Enter email address here'. Below the input field is a checkbox labeled 'I'm not a robot' with a red 'a)' next to it. To the right of the checkbox is a reCAPTCHA logo. Below the checkbox is a blue information box with a white 'i' icon and text: 'We will never send you spam or share your information with anyone outside of the State of Michigan services you choose to access.' Below this box is a green 'Next Step' button with a red 'c)' next to it. At the bottom of the form area, there are links for 'Having Trouble?' and 'I don't have an email >'. The footer of the page includes 'Copyright 2023 State of Michigan' and 'Policies'.

Step 3: Complete the following steps:

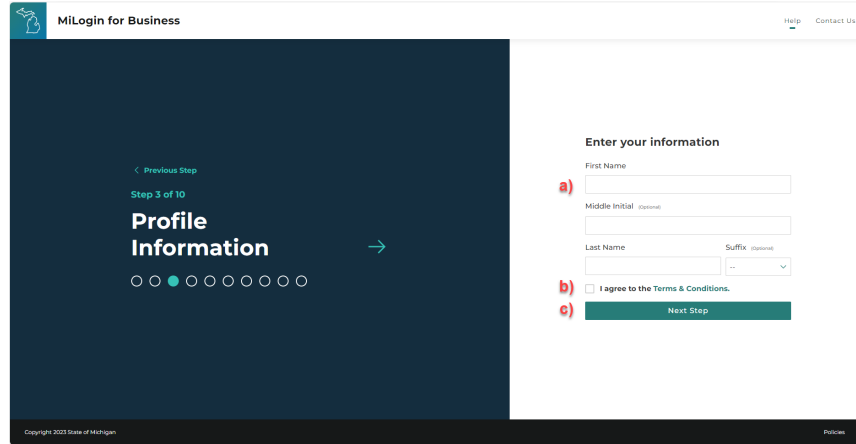
- a) Enter the passcode that is sent to your email address.
- b) Click “Next Step”.

The screenshot shows the 'MiLogin for Business' interface. On the left, a dark blue sidebar contains a 'Previous Step' link, 'Step 2 of 10', and 'Passcode verification' with a right-pointing arrow. Below this is a progress indicator with 10 circles, the second of which is filled. On the right, the main content area is titled 'Enter your passcode'. It includes a sub-header, a paragraph of text, and a 'Passcode' label. Below the label is a text input field with a red placeholder 'Enter passcode here'. Below the input field is a green 'Next Step' button with a red 'b)' next to it. Below the button is a 'Resend Passcode' link. The footer of the page includes 'Copyright 2023 State of Michigan' and 'Policies'.

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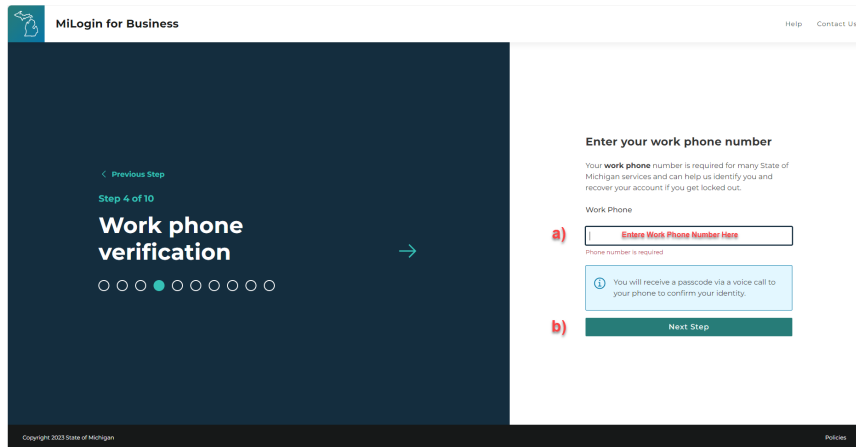
Step 4: Complete the following steps:

- a) Enter your personal information.
- b) Agree to the Terms and Conditions.
- c) Click “Next Step”.

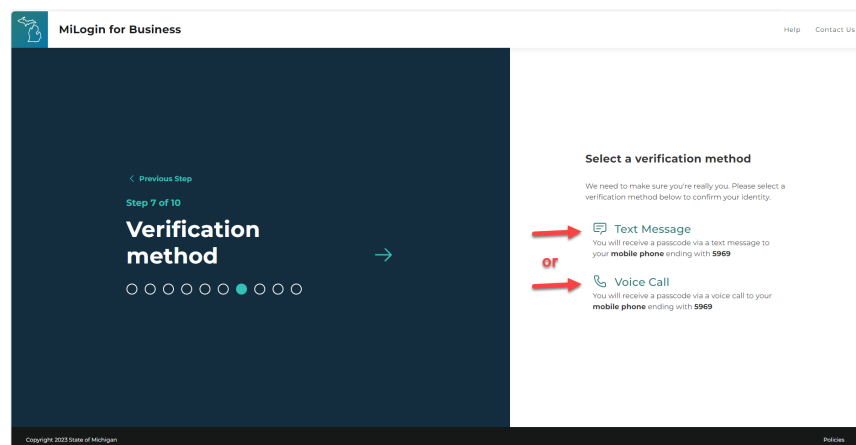


Step 5: Complete the following steps:

- a) Enter work phone number.
- b) Click “Next Step”.



Step 6: Select a verification method.



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Step 7: Complete the following steps:

- Create your user ID following the ID Guidelines.
- Click “Next Step”.

Step 8: Complete the following steps:

- Create your password following the Password Guidelines.
- Confirm your password.
- Click “Create Account”.

Step 9: Your account has been created. The page should say, “Welcome” and have your name listed.