

**Michigan Department of Education  
Office of Financial Management  
On-line Taxable Value Application**

Submit one copy of this form for each person requiring security level access to update data for taxable units attached to your county in the TaxableValue Application. A new form must be submitted whenever there is a change to the Designated Individual. Complete all information and return the form as indicated in Step 6 below.

COUNTY: \_\_\_\_\_

**Step 1: Designated Individual**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email Address - Required

\_\_\_\_\_  
Telephone Number

**Step 2: MILogin Account**

If a MILogin account already exists for the above designee, DO NOT CREATE ANOTHER ONE. If the individual does not have an MILogin account, go to the following URL: <https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/>, click on "SIGN UP" and follow instructions.

**Enter MILogin User ID:** \_\_\_\_\_

**Step 3: Acknowledgement by Designated Individual**

I agree to protect my user identification and password from unauthorized use. I understand all activity under my user ID is my responsibility.

\_\_\_\_\_  
Signature of Designated Individual

\_\_\_\_\_  
Date

**Current Designee**     **New Designee**     **Replacement Designee**

Name of former designee: \_\_\_\_\_

**Step 4: Authorization by Treasurer**

I attest that the above-named individual is authorized to:

- View, Update, and add New Taxable Value data for our county as allowed within the context of the system.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Treasurer

\_\_\_\_\_  
Date

**Step 5:** Email or fax this form to:

Jeff Kolb ([kolbj2@michigan.gov](mailto:kolbj2@michigan.gov))

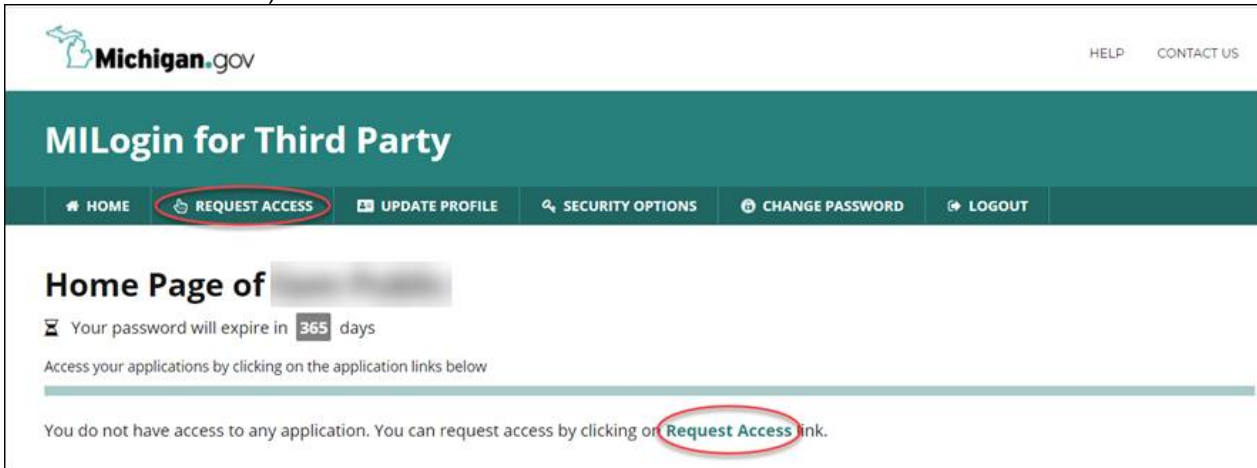
Michigan Department of Education  
Office of Financial Management  
P. O. Box 30106  
Lansing, MI 48909

**FAX: (517) 241-0196**

**Step 6:** After emailing or faxing the form, the Designated Individual should request access to TVS from MILogin using instructions on the next page.

### Requesting Access to TVS application from MILogin

- Once registered in MILogin, use the Request Access screen to lookup the application to request approval for. You can use REQUEST ACCESS from the menu or using the “Request Access link” in the page itself (see circled in red below).



- Once in the Request Access page, select MDE from the Agency list to lookup the application to request approval for.
- Select Taxable Value System (TVS) from list and request approval.

### Wait for Approval

- As part of reviewing process, the State Aid Office will contact you for verification before granting approval.
- You will receive an email notification upon approval.
- The application will show up in the Home Page after successful Login.

