

MI-WIC POLICY

System Management

10.00 System Management

Effective Date: 03/05/2024

Exhibit 10.03A Creating a State of Michigan MiLogin Account for State and Third-Party Users, and Subscribing to MI-WIC

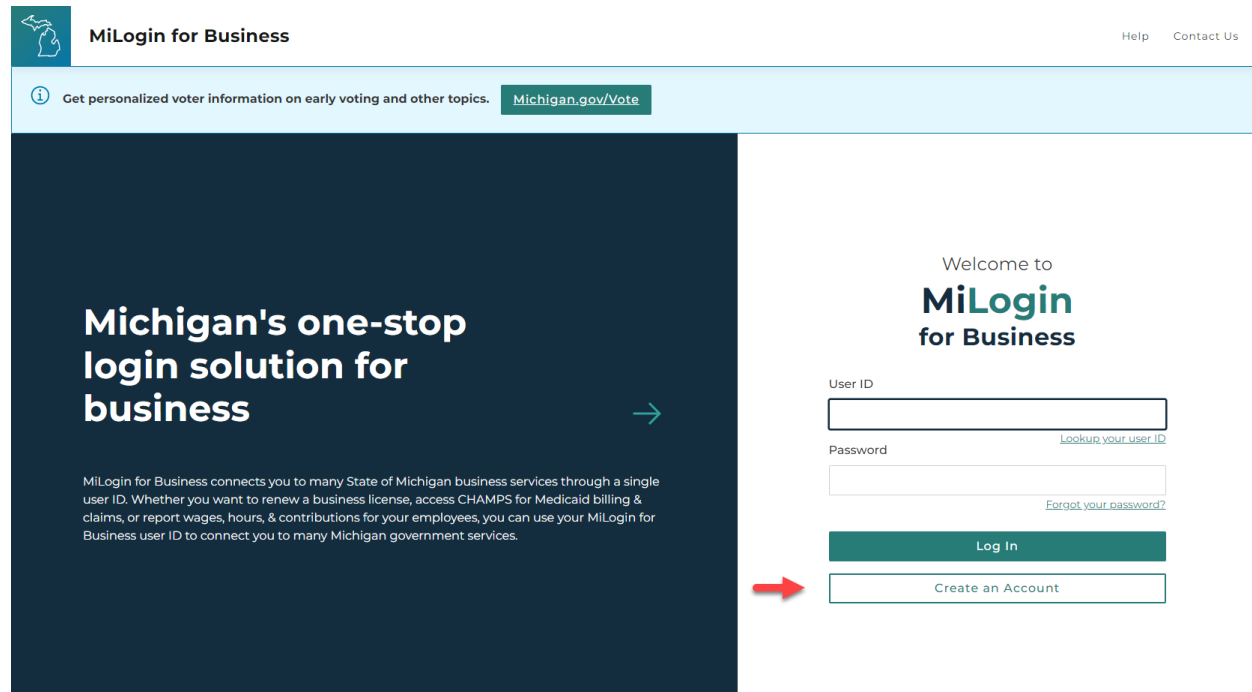
Purpose: To provide guidance in the establishment of a MiLogin Account and request access to MI-WIC.

MiLogin Instructions for State and Third Party Users

1. For State Users (Users with a Michigan.gov e-mail account), the link to log in to MiLogin is: <https://miloginworker.michigan.gov>
2. For Third Party Users, the link to log in to MiLogin is: <https://milogintp.michigan.gov>

1. How to Create a MiLogin Account

1.1 Using the appropriate website link, click on 'Create an Account'.



The screenshot shows the MiLogin for Business website. On the left, a dark blue banner reads "Michigan's one-stop login solution for business" with a green arrow pointing right. Below this, text explains that MiLogin connects users to various state services. On the right, the login interface is displayed, featuring fields for "User ID" and "Password", with links for "Lookup your user ID" and "Forgot your password?". Below these fields are two buttons: a green "Log In" button and a white "Create an Account" button. A red arrow points to the "Create an Account" button.

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1.2 Enter your email address and complete the reCAPTCHA.

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 progress indicator (10 circles, the first is filled). A green arrow points right. The main content area is white and titled 'Enter your email'. It includes a text box for 'Email', a reCAPTCHA widget with 'I'm not a robot', and a blue information box stating: '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 is a green 'Next Step' button. At the bottom, there are links for 'Having Trouble?' and 'I don't have an email >'. The footer shows 'Copyright 2024 State of Michigan' and a 'Policies' link.

1.3 Enter the passcode sent to your email address.

The screenshot shows the 'MiLogin for Business' interface for the second step. The sidebar now shows 'Previous Step', 'Step 2 of 10', and 'Passcode verification' with a progress indicator (10 circles, the second is filled). A green arrow points right. The main content area is white and titled 'Enter your passcode'. It includes a message: 'We have sent you a passcode to your email ra*****@gmail.com', a text box for 'Passcode', a green 'Next Step' button, and a 'Resend Passcode' link. The footer is identical to the previous step, showing 'Copyright 2024 State of Michigan' and a 'Policies' link.

1.4 Complete profile information.

 MiLogin for Business Help Contact Us

[< Previous Step](#)
Step 3 of 10
Profile Information
○ ○ ● ○ ○ ○ ○ ○ ○ ○ →


Enter your information
First Name

Middle Initial (Optional)

Last Name
 Suffix (Optional)


☐ I agree to the Terms & Conditions.
Next Step

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 MiLogin for Business Help Contact Us

[< Previous Step](#)
Step 4 of 10
Work phone verification
○ ○ ○ ● ○ ○ ○ ○ ○ ○ →


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.

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[< Previous Step](#)
Step 6 of 10
Mobile phone verification
○○○○○●○○○○○ →

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 recommend 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](#)

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<https://milogintpqa.michigan.gov/ui/secure/tpselfservice/anonymous/register-back> Policies

1.5 Create your User ID.

 MiLogin for Business Help Contact Us

[< Previous Step](#)
Step 9 of 10
User ID
○○○○○○○○●○ →


Create your user ID

The User ID is required to sign in, so choose something that you will remember and also follow our ID guidelines.

ID Guidelines

- ⚠ Must start with your last name and first initial
- ⚠ Must end with 4 numbers
- ✓ Must not contain special characters or spaces

User ID

 Your user ID should be **TestWXXXX** where XXXX is four numbers of your choosing.

Next Step

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1.6 Create your password.

The screenshot shows the 'Create your password' page of the MiLogin for Business system. The page is split into two main sections. The left section, with a dark blue background, displays 'Step 10 of 10' and 'Password' with a progress indicator of 10 circles, the last of which is filled. A 'Previous Step' link is visible. The right section, with a white background, contains the 'Create your password' heading, a prompt to 'Choose something secure, but also something you can remember.', and 'Password Guidelines' which list requirements: at least 8 characters, not based on User ID, at least one upper and lower case letter, a number, and a symbol. Below these are input fields for 'Password' and 'Confirm Password', and a 'Create Account' button. The footer includes 'Copyright 2024 State of Michigan' and a 'Policies' link.

2. How to Request Access to MI-WIC

Upon creating a MiLogin User ID, the user will be able to request access to applications such as MI-WIC.

2.1 Click on “Discover Online Services” link.

The screenshot shows the 'Welcome Wic Test' page of the MiLogin for Business system. The page has a dark blue header with the 'MiLogin for Business' logo and a navigation bar containing 'Discover Online Services', 'Help', 'Contact Us', and 'Wic Test'. A red arrow points to the 'Discover Online Services' link. The main content area features a 'Welcome Wic Test' heading and a subheading 'Access your requested online services and search for more.'. A white box on the right contains a search icon, the heading 'Discover Online Services', and a paragraph stating 'MiLogin is used to secure many online services at the State of Michigan. We are here to ensure your identity is safe and protected.' Below this is a 'Find Services >' link. The footer includes 'Copyright 2024 State of Michigan' and a 'Policies' link.

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2.2 Use the search filter or “Filter by Departments” and click on Michigan Department of Health and Human Services (MDHHS).

The screenshot shows the 'MiLogin for Business' website. The header includes a Michigan state logo, the text 'MiLogin for Business', and navigation links: 'Home', 'Discover Online Services', 'Help', 'Contact Us', and 'Wic Test'. The main content area has a dark blue background with a 'Back to Home' button and the heading 'Discover Online Services'. Below this, a subtitle reads: 'From renewing vehicle plates to getting food assistance, find and access the services you need.' A search bar is present with the placeholder text 'Search for Services' and a 'Search' button. A red arrow points to the search bar. Below the search bar, there is a 'Filter by Departments' section with a list of departments and their corresponding checkboxes. A red arrow points to the 'Filter by Departments' heading. To the right of the list, there is a magnifying glass icon and the text: 'Search for a specific service or discover more by filtering the department'.

MiLogin for Business

Home Discover Online Services Help Contact Us Wic Test

[Back to Home](#)

Discover Online Services

From renewing vehicle plates to getting food assistance, find and access the services you need.

Search for Services

[Search](#)

Filter by Departments

- ☐ All Departments
- ☐ Attorney General (AG)
- ☐ Center for Educational Performance and Information (CEPI)
- ☐ Department of Labor and Economic Opportunity (LEO)
- ☐ Department of Military and Veteran's Affairs (DMVA)
- ☐ Department of Technology, Management and Budget (DTMB)

Search for a specific service or discover more by filtering the department

2.3 Select and click on MI-WIC – NEW

MI-PNSS and PEDNSS

The MI-PNSS and PedNSS Application is used by State of Michigan staff and partner states to submit data for PNSS and PedNSS extracts and requests for reports.



MI-WIC - NEW

The MI-WIC Application is used by State of Michigan staff and local WIC Agencies to administer the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). WIC is a federally-funded program that serves low income pregnant, breastfeeding, and postpartum women, infants, and children up to age 5 who have a nutrition-related health condition. MI-WIC is the MIS eligibility system for the State of Michigan WIC Program.



Master Index Data Stewardship Portal (MIDSP)

The Master Index Data Stewardship Portal highlights data quality issues identified by the Master Person Index or the Provider Index. Data Stewards and Data Owners from various departments who contribute their data to the indexes can access the Portal to review and address data issues in a timely and secure manner.



Maternal Infant Health Program (MIHP)

MIHP (Maternal Infant Health program) is a statewide home visitation program for all Michigan women with Medicaid health insurance who are pregnant and all infants with Medicaid. It is a benefit of Medicaid insurance and is focused on promoting healthy pregnancies, good birth outcomes, and healthy infants.



2.4 Agree to the Terms and Conditions



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Please accept the Terms and Conditions to continue:

Terms & Conditions

The Michigan Department of Health & Human Services (MDHHS) computer information system (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDHHS. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any


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Request Service

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2.5 Click on “Continue”



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**Your request is being processed**

We have received your request and it is under review. **You will be notified via email when access is granted.**
You will be able to launch the service, once the access is granted.

[Continue](#)


2.6 Click on MI-WIC – NEW

**MiLogin for Business**


[Home](#) [Discover Online Services](#) [Help](#) [Contact Us](#) [Wic Test](#) 


Welcome Wic Test

Access your requested online services and search for more.




Michigan Department of Health & Human Services (MDHHS)

MI-WIC - NEW 

**Discover Online Services**

MiLogin is used to secure many **online services at the State of Michigan**. We are here to ensure your identity is safe and protected.

[Find Services](#) 

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Policies

2.7 Agree to Terms and Conditions



MI-WIC - NEW

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Launch service


2.8 Complete the multifactor authentication.

**MiLogin for Business**HelpContact Us


[< Back to Home](#)
Step 1 of 2
Multifactor authentication
● ○ →

Select a verification method


We need to make sure you're really you. Please select a verification method below to verify your identity.

**Voice Call**

You will receive a passcode via a voice call to your **work phone** ending with **8406**


**Enroll Authenticator**

To enroll Authenticator App for TOTP (Time based One Time Passcode), download any well-known MFA authenticator app (for ex. Microsoft Authenticator, Google Authenticator, Authy etc.)

**Email**

You will receive a passcode to your email **r*****@gmail.com**

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MiLogin for Business

[Help](#)
[Contact Us](#)

[< Back](#)

Step 2 of 2

Multifactor authentication

☐ ☒

Enter passcode

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

Passcode

Confirm Passcode

[Try another way](#)

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[Policies](#)

2.9 Enter your email, phone number, local agency and supervisor information and click “Save”.




MIWIC - New User Info

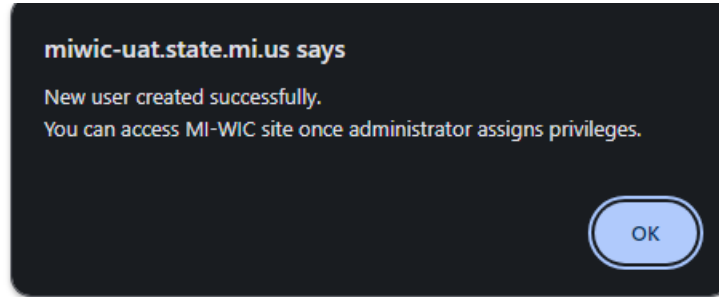
UserID	testw2024
First Name	Wic
Last Name	Test
Email	
Phone #	
Local Agency	
Supervisor	

Save

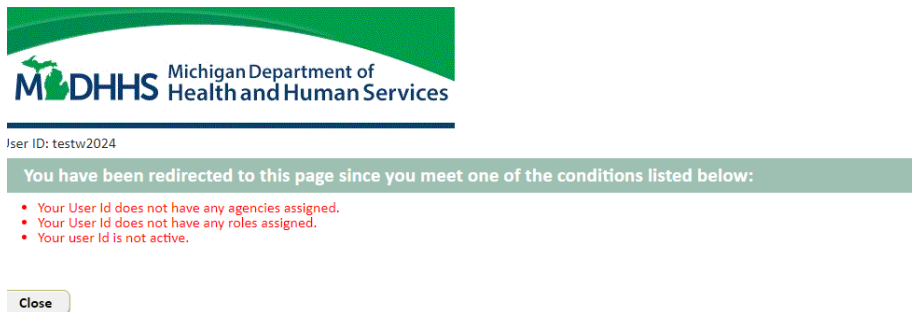
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2.10 Click “OK” from the pop-up.



2.11 The following screen will display.



2.12 Your access to MI-WIC will be granted once your supervisor approves your request and assign you clinic(s) and role(s) to the system.