

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 subscribing 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 'Sign up'

Michigan.gov

HELP CONTACT US

Login to your account

User ID

Password

LOGIN

SIGN UP

Forgot your User ID? Need Help? Forgot your password?

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1.2 Complete Profile Information

MI Department of Health & Human Services

Profile Information

Enter your profile information

* Required

* First Name	Middle Initial	* Last Name	Suffix
<input type="text" value="BK"/>	<input type="text"/>	<input type="text" value="Tester"/>	<input type="text"/>
* Email Address	* Confirm Email Address		
<input type="text" value="xxx@gmail.com"/>	<input type="text" value="xxx@gmail.com"/>		
* Work Phone Number	* Mobile Number		
<input type="text" value="517-241-1111"/>	<input type="text"/>		
* Verification Question: Bee, chin, ankle, leg and dog: how many body parts in the list?			
<input type="text" value="3"/>			
<input checked="" type="checkbox"/> I agree to the terms & conditions.			
<input type="button" value="NEXT"/>		<input type="button" value="RESET"/>	

1.3 Set up User ID and Password. Choose the preferred methods for recovering a forgotten password (at least one option must be selected).

MILogin for Third Party

[HOME](#)

Create Your Account



Security Setup

Provide user id and password information to complete your profile

* Required

* User ID

✓ This User ID is available

* Password

* Confirm New Password

1 User ID guideline:

- Enter your last name, first initial, and any 4 numbers with no space between them. For Example: John Smith and using 9999 as an example for the four digit number, you would enter smithj9999.

Password Guidelines:

- Must be at least 8 characters in length
- Must include characters from 3 of the following categories:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Special characters (!\$#%&*_-+=<>)
- Should not be one of the last 3 used passwords
- Should not be based on your User ID

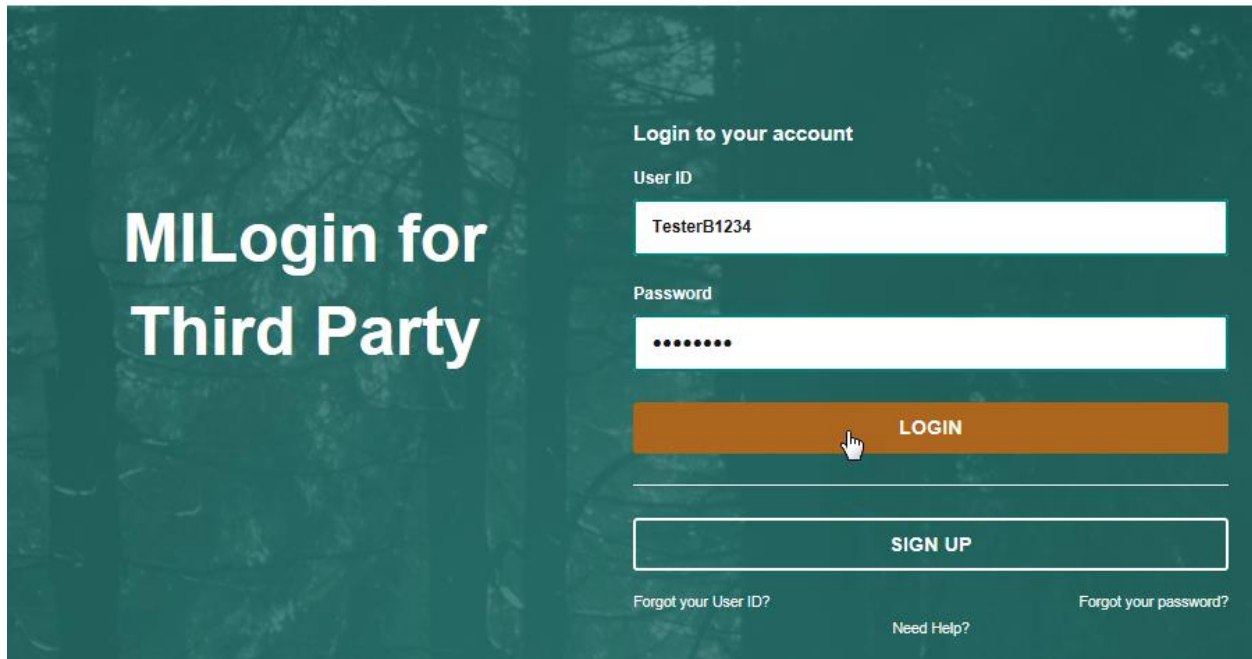
* Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.



* Email

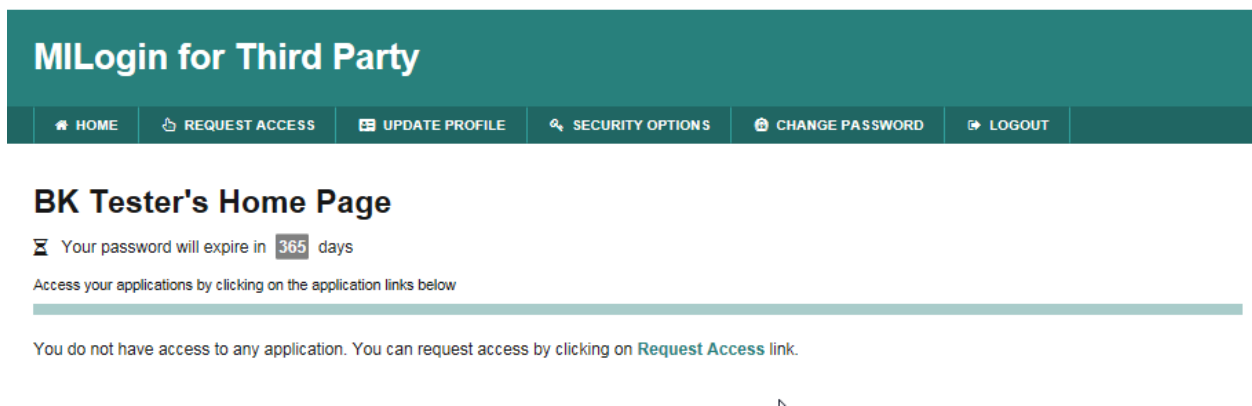
1.4 Log in to MILogin using your new User ID and Password.



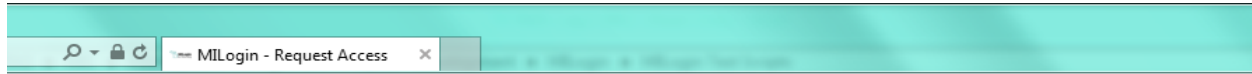
2. How to Subscribe to MI-WIC

2.1 Upon creating a MI Login User ID, the user will be able to “Request Access” to Applications such as MI-WIC.

- a. Click on “Request Access” link.



- b. Choose “MDHHS” from “Selected Agencies” dropdown.
- c. Search or select “MI-WIC-NEW” from the list of applications.

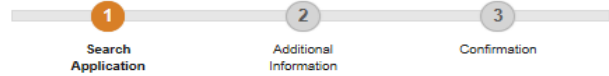


HELP CONTACT US

MILogin for Third Party

- HOME
- REQUEST ACCESS
- UPDATE PROFILE
- SECURITY OPTIONS
- CHANGE PASSWORD
- LOGOUT

Request Access



Search Application

Search for an application with a keyword or select an agency to view its applications

MI-WIC

- Select Agencies --
- Center for Educational Performance and Information (CEPI)
- DTMB, Center for Shared Solutions (CSS)
- Department of Environmental Quality (DEQ)
- Licensing and Regulatory Affairs (LARA)
- Michigan Department of Health & Human Services (MDHHS)
- Michigan Department of Natural Resources (DNR)
- Michigan Department of State (MDOS)
- Michigan Department of Transportation (MDOT)
- Michigan State Police (MSP)

- d. Clicking on the MI-WIC-NEW link will bring up the User Agreement.
- e. Agree to Terms and Conditions and click “Request Access”.

MI-WIC ×

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.

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 information downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be destroyed in an

I agree to the terms & conditions
 I do not agree

CANCEL **REQUEST ACCESS**

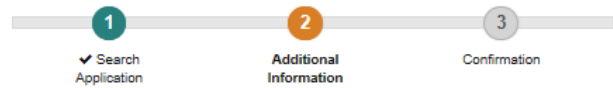
f. Complete the “Additional Information” on the following window and “Submit”.



MILogin for Third Party

- HOME
- REQUEST ACCESS
- UPDATE PROFILE
- SECURITY OPTIONS
- CHANGE PASSWORD
- LOGOUT

Request Access



Additional Information

Provide following information to submit your access request

* Required

*Email Address

*Work Phone Number



MILogin for Third Party

- HOME
- REQUEST ACCESS
- UPDATE PROFILE
- SECURITY OPTIONS
- CHANGE PASSWORD
- LOGOUT

Request Access



Confirmation

✓ Success

The request for your access has been successfully submitted.

You will see the updated list of application(s) on your home page once it is processed.

2.2 The user will need to log out of MILogin and log back in to be able to see the MI-WIC-NEW link displayed on their MILogin Homepage.

- a. Click on the MI-WIC NEW link.


MILogin for Third Party

- HOME
- REQUEST ACCESS
- UPDATE PROFILE
- SECURITY OPTIONS
- CHANGE PASSWORD
- LOGOUT

Home Page of RT CPA

Your password will expire in **88** days

Access your applications by clicking on the application links below

 **Michigan Department of Health & Human Services (MDHHS)**

- MI-WIC - NEW

2.3 Third Party Users will see a window for Multifactor Authentication (MFA). Select one of the options displayed.

MILogin for Third Party



- HOME

MILogin Multifactor Authentication (MFA)

Hello BK Tester,

Select one of the following options to proceed with additional authentication required to access the application.

* Required

-  **Phone Call Back** You will get a call on your work phone number XXX-XXX-2116
-  **Email** You will receive a passcode in your email b*****@gmail.com

2.4 Upon authentication, User should complete the additional information on the following screen. The User will select the Local Agency and Supervisor accordingly.

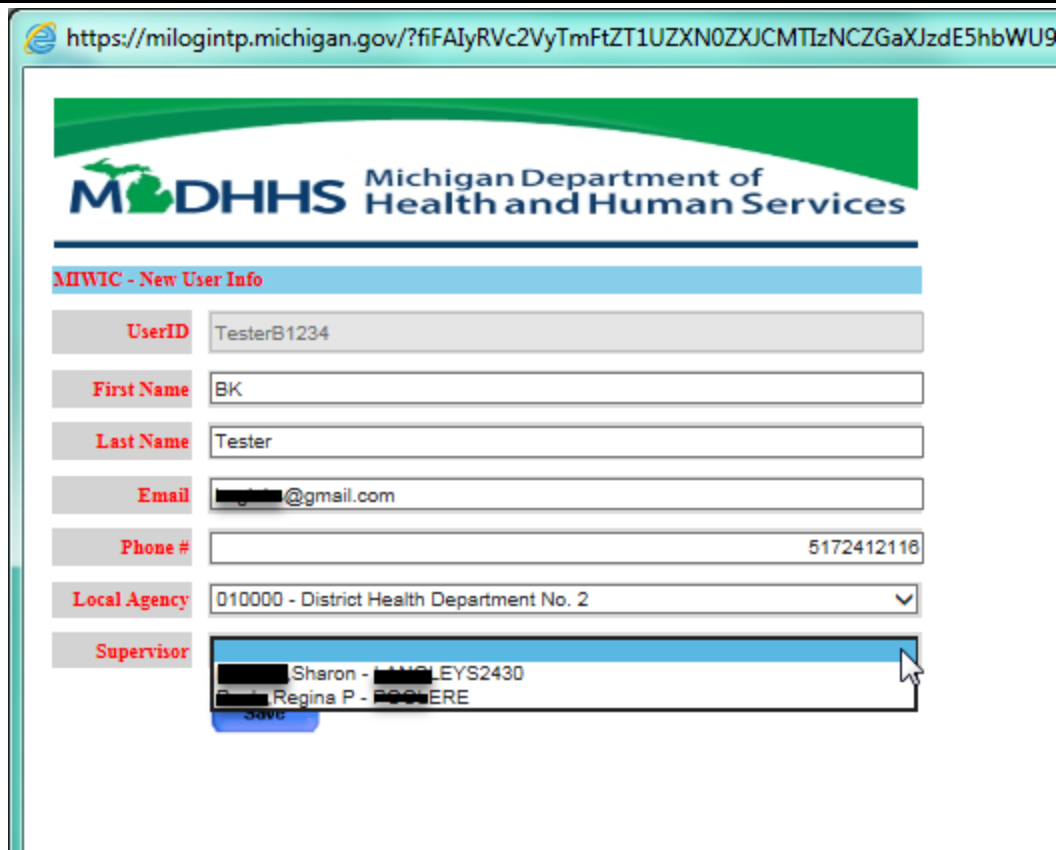
https://milogintp.michigan.gov/?fiFAIyRVc2VyTmFtZT1UZXR0ZXRjCMTIzNCZGaXJzdE5hbWU9QksmTGfzdE5hbWU - Internet Explorer



MIWIC - New User Info

UserID	TesterB1234
First Name	BK
Last Name	Tester
Email	baglaks@gmail.com
Phone #	5172412116

Local Agency	000000 - State Agency
Supervisor	010000 - District Health Department No. 2 020000 - Luce-Mackinac-Alger-Schoolcraft District Health Dept. 040000 - District Health Department #4 050000 - Health Department of Northwest Michigan 060000 - Central Michigan District Health Department 070000 - Western Upper Peninsula Health Dept. 080000 - Barry-Eaton District Health Department 090000 - Bay County Health Department 100000 - Grand Traverse County Health Department 110000 - Berrien County Health Department 120000 - Branch-Hillsdale-St. Joseph Community Health Agency 130000 - Calhoun County Health Department 140000 - Benzie-Leelanau District Health Department 150000 - InterCare Community Health Network, WIC Program 170000 - Chippewa County Health Department 190000 - Mid-Michigan District Health Department 200000 - Compliance LA 210000 - Public Health Delta & Menominee Counties 220000 - Dickinson-Iron District Health Department 250000 - Genesee County Health Department 300000 - Great Lakes Bay Health Centers 320000 - Huron County Health Department 330000 - Ingham County Health Department 350000 - Keweenaw Bay Indian Community 370000 - Ionia County Health Department 380000 - Jackson County Health Department 390000 - Kalamazoo County Health and Comm. Serv. 400000 - Family Health Center



https://milogintp.michigan.gov/?fiFAIyRVc2VyTmFtZT1UZXR0ZjZCMtZncZGaXJzdE5hbWU9

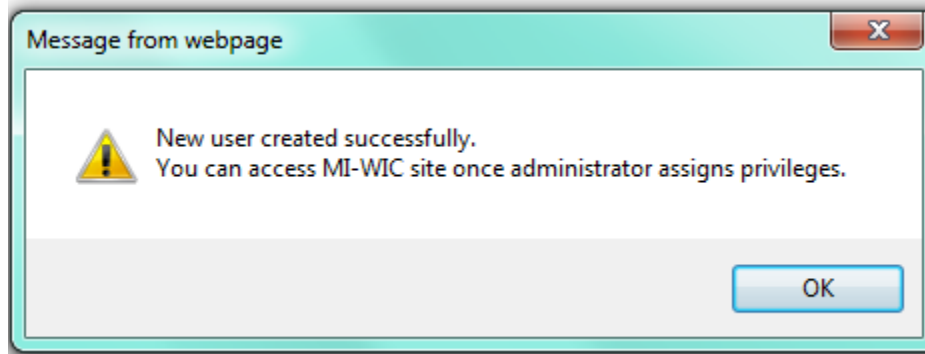
MDHHS Michigan Department of Health and Human Services

MIWIC - New User Info

UserID	TesterB1234
First Name	BK
Last Name	Tester
Email	█████@gmail.com
Phone #	5172412118
Local Agency	010000 - District Health Department No. 2
Supervisor	Sharon - █████EYS2430 Regina P - █████ERE

save

2.5 Upon saving the information, the User should see the message below. Click on the “OK” button.



2.6 Next, User will see the following message:



User ID: TesterB1234

You have been redirected to this page since you meet one of the conditions listed below:

- Your User Id does not have any agencies assigned.
- Your User Id does not have any roles assigned.
- Your user Id is not active.

Close

2.7 The Local Agency Coordinator/Supervisor will then be able to approve the access request and assign required clinics and roles to the User.