## How to Register and Apply for a Body Art Facility License

**MILogin** is how you will authenticate and log into the Body Art Portal. Please follow the steps below to create your account:

## Part 1. Go to MILOGIN Third Party

- 1. Go to <a href="https://milogin.michigan.gov">https://milogin.michigan.gov</a>
- 2. If you already have a MILOGIN account you can skip down to Part 3 and follow those steps
- 3. If you are unsure if you have an account you can log in to confirm or click the "Forgot Your Password" link. \*\*You may have an account if you have used SOS, Unemployment, MIBridges etc.
- 4. If you do not have an account click the "Sign Up" button and go to Part 2.

	User ID	
	User ID	
MILogin	Password	and the second value of the
	Password	
	LO	GIN
	Don't have	an account?
	SIG	N UP
	Forgot your User ID?	Forgot your password?

## Part 2. Signing Up

- 1. On the Sign Up page complete all of the required fields marked with a red \*
- 2. Check the "I agree to the Terms & Conditions" checkbox
- 3. Click Next
- 4. Complete the Security Setup options
- 5. Complete the **Confirmation** page
- 6. You should get a message that your account has been created.
- 7. Return to the Home page and login, then skip down to Part 3

create rour Account		Profile Information	Security Setup	Confir
Profile Information				
Enter your profile information				
* First Name	Middle Initial	*Last Name		Suffix
We will need to verify your email address. You will be e	mailed a one-time PIN at the ad	dress you provide below.		-
* tmail Address				the Ball
We will need to verify your mobile number. You will be	texted a one-time PIN at the mo	bile number you provide below	<i>i.</i>	1010
Mobile Number	cle or arm is part of the head?			

## Part 3. Requesting Access

- 1. Once you have logged in click on the Request Access tab.
- 2. Type **MI Body Art Portal** in the Search Box and hit enter
- 3. You should see MI Body Art Portal show up under the MDHHS logo and banner (see screenshot)
- 4. Click on the MI Body Art Portal text
- 5. A pop-up will display. Check the box to agree to Terms & Conditions and click the button to **Request Access**.
- 6. Once you've done this step the Body Art staff will receive an email and they will approve your request and create your account in the Body Art system.
- 7. This will complete your setup and created your online body art account.

MILogin for Third	Party				
HOME	🖪 UPDATE PROFILE 🔍 SECU	RITY OPTIONS	NORD 🕞 LOGOUT		
Request Access		1 Search Application	2 Additional Information	3 Confirmation	
Search Application Search for an application with a keyword or s	elect an agency to view its application	15			
MI Body Art Portal	Q	Select Agencies		Ŧ	
Michigan Departmen	t of Health & Human Ser	vices (MDHHS)			
MI Body Art Portal					
Creating your Body Art Po	ortal Account	and the second s		N.	
	in, click on <b>MI Bo</b>	dy Art Dortal			
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You may have to proceed through the two-step verification process using a text or email

2) Click <u>New Application</u> at the top and fill out your contact information and press Continue.

Owners		
Show 10 🗸 entries	;	New Application
<b>0</b>	ti pini	†1 <b>P112</b> †1

3) This will take you to the **<u>Create Owner</u>** screen. Fill out with your personal information.

				_
* Phone	Fmail	Fax		
800-546-2222				
XXX-XXX-XXXX		XXX-XXX-XXXX		
Mailing Address				
Address in US				
* Street		Unit		
86 Miller Rd				-
(E412) Primary name not found in	n directory.		X	
* City	* State	* Zip		
Petoskey	MI	49770	6 125	
	County			
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Continue			Cancel	
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4) Fill out your *facility* information and click <u>Add Facility</u>.

\*keep in mind that the way you enter information here is how it will appear on the license, and in our database.

Permanent 3/22/2022   Saue Sapiration Date   Facility Address BA-     Facility Address     Fac	Facility Type	•	Application [	Date		* Facility Name
sue Date Expiration Date Atflited License Number DATE Date Date Date Date Date Date Date Date	Permanent	~	3/22/2022			Turtle Tattoos
Facility Address   • Street   201 Sunapee Ct   • Ciy   State   • Ciy   Greenwood   Mil   48006   County   data   • B a Mailing Address?   • Skip Validation     County   • B a Mailing Address?     • Skip Validation     County   • B a Mailing Address?     • Skip Validation     County     • State   • Zip   • Manager's Name   Lily Walters     • Manager's Name   Website URL   Secondary Phone #   Lily Walters   • Type of Business     • Tattooing   • Sun   Mon   Tupe   Fil   Sat     • Tupe     • Sun   Mon   Tupe     • Sun     • Fil     • Sat	sue Date		Expiration Da	ate		Affiliated License Number
Facility Address       Unit         2501 Sunapee Ct       -         - City       State       -         - City       State       -         - City       State       -         - City       State       -         - Greenwood       Mi       48006         - County       48006       -         - County       -       -         - Is a Mailing Address?       Skip Validation       -         - Contact Information       -       -       -         * Phone       Email       Fax       -         - Tats-S25-8912       XXX-XXX-XXXX       -       -         XXX-XXX-XXXX       -       -       -       -         * Manager's Name       Website URL       Secondary Phone #       -         Liby Waiters       734-428-6807       -       -       -         Type of Business       -       -       -       -       -         Branding       -       Cosmetic Tattooing       E Body Piercing       -       Branding         Bruiness Hours       -       -       -       -       -       -         Sun       Mon       Tues       Wed						BA-
	acility Address					
2911 Sunapee Ct   - City   Greenwood   Mi   48006   County   - Is a Mailing Address?   Skip Validation       Contact Information	* Street				Unit	
City State -Zip   Greenwood Mi 48006   Is a Mailing Address? Skip Validation   Contact Information Fax   'Phone Email   'Phone Fax   'T34-525-8912 XX-XXX-XXX   XXX-XXX-XXXX XX-XXX-XXXX   * Manager's Name Website URL   Uty Waiters Ya4-426-6807   Type of Business Tattooing   B Tattooing Cosmetic Tattooing   Sun Mon   Turs Wed   10-2 10-2	2501 Sunapee Ct					
Greenwood Mi 48006   Is a Mailing Address? Skip Validation     Contact Information     • Phone Email   734-525-6912 XXX-XXXX   XXX-XXXXXXX   • Manager's Name Website URL   Lity Waiters 734-428-6807   XXX-XXX-XXXX     Fype of Business     If Tattooing   Destriess     Sun   Mon   Tures   Web   Io-2   Io-2     Sut	• City		State			* Zip
County       Outlot Information       * Phone       * Phone       Tai-525-6912       XXX-XXXX       * Manager's Name       Website URL       Secondary Phone #       Lify Waiters       734-428-6807       XXX-XXX-XXXX	Greenwood		MI			48006
Is a Mailing Address? Skip Validation     Contact Information     * Phone   [734-525-6912   XXX-XXXX   XXX-XXXX   * Manager's Name   Website URL   Secondary Phone #   Lity Walters   YYpe of Business     Tattooing   Cosmetic Tattooing   Sun   Mon   Tures   Ved   10-2   Tures   Fri   Set						County
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Sympe of Business       If Tattooing     Cosmetic Tattooing     Body Piercing     Branding       Business Hours     Image: State St	Phone     734-525-6912     XXX-XXXX     Manager's Name     Lily Walters		Email Website URI	L		Fax XXX-XXXX-XXXX Secondary Phone # 734-428-6807 XXX-XXX-XXXX XXX-XXX-XXXX
© Tattooing     © Body Piercing     © Branding       Business Hours         Sun     Mon     Tues     Wed       10-2     10-2     10-2       Thurs     Fri     Sat	Type of Business					
Sun         Mon         Tues         Wed           10-2         10-2         10-2	🖾 Tattooing	Cosm	etic Tattooing		Body Piercing	Branding
Sun     Mon     Tues     Wed       10-2     10-2     10-2	3usiness Hours					
10-2         10-2         10-2           Thurs         Fri         Sat					Tues	Wed
Thurs Fri Sat	Sun	M	Din .			
	Sun	10-2	on	10-2		10-2

5) On the next screen scroll down to <u>Make Payment</u> at the very bottom. You will see the following screen.

MI Boo	ly Art License Payment Reques
or MI Body	Art License.
t card pay	ments.
ard. This or	-line service is a payment site only and
	* Indicates required field
	choose method of payment
	Pay by credit card
	VISA Received
	Back Next Exit
	10
60 C	
-	

6) Click Next, again and you will be able to click Pay Now button at the bottom

Address	
Billing Address:	
Lilly Walters	
181 State t	
hillsdale, MI 85284	
(989) 753-8041 lillychris@vahoo.com	
iniyenns@yanoo.com	
Payment Method	
Credit Card VISA	
Lily Walters	
x1111 01/30	
Payment Amount	
Amount: 550.44 USD	
Total: 550.44 USD	
	Back Pay Now Exit

\*Please note, the amounts shows are only for reference and do not reflect the true price of a body art license.

7) You have successfully added a Facility!

An email will automatically be sent to your local health department inspector informing them of a new application for licensure. Please contact your local health department to set up the preopening inspection.

	rayment successivity subm		
dit Owner			
Owner Details			
wner Name			
Michelle Smith			
Phone	Email	Fax	
269-789-1352			
269-789-1352 XX-XXX-XXXX Aailing Address		XXX-XXX-XXXX	
269-789-1352 XX-XXX-XXXX Aailing Address Z Address in US		XXX-XXX-XXXX	
269-789-1352 XX-XXX-XXXX Aailing Address Z Address in US * Street	U	xxx->xxx	
269-789-1352 XX-XXX-XXXX Mailing Address Z Address in US * Street 350 Gunn St	U	xxx-xxxx	
269-789-1352 XX-XXX-XXXX Mailing Address Address in US * Street 350 Gunn St * City	U * State	nit * Zip	
269-789-1352 X-XXX-XXXX Aailing Address Address in US * Street 350 Gunn St * City Sparta	* State	nit * Zip 49345	
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