

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 <https://milogin.michigan.gov>
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, MI Bridges etc.**
4. If you do not have an account click the “**Sign Up**” button and go to **Part 2**.

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**

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 REQUEST ACCESS UPDATE PROFILE SECURITY OPTIONS CHANGE PASSWORD LOGOUT

Request Access

1 Search Application 2 Additional Information 3 Confirmation

Search Application

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

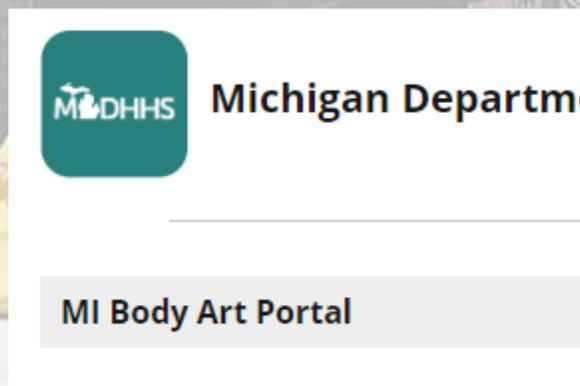
MI Body Art Portal --Select Agencies--

MDHHS Michigan Department of Health & Human Services (MDHHS)

MI Body Art Portal

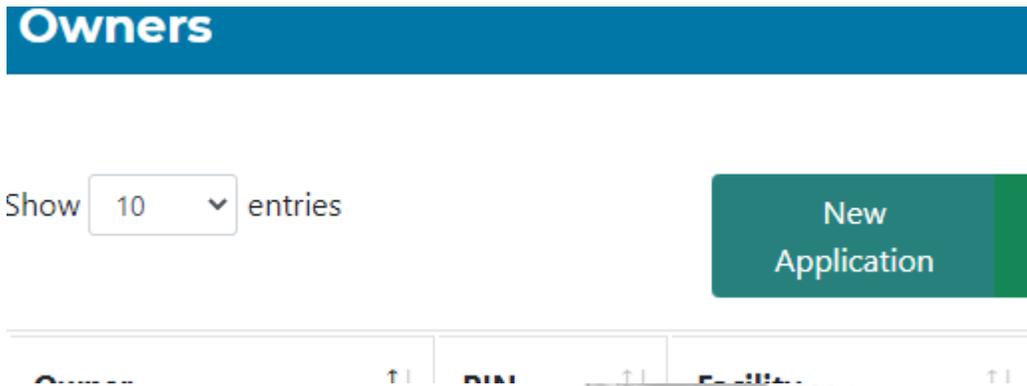
Part 4. Creating your Body Art Portal Account

- 1) Once logged on to MILogin, click on **MI Body Art Portal**



You may have to proceed through the two-step verification process using a text or email

2) Click **New Application** at the top and fill out your contact information and press Continue.



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

A screenshot of a "Create Owner" form. The form has a blue header with a person icon and the text "Owner Details". The form contains several input fields: "Owner Name" (John Keef), "Phone" (890-546-2222), "Email", "Fax", "Mailing Address" (checkbox checked), "Street" (86 Miller Rd), "Unit", "City" (Petoskey), "State" (MI), "Zip" (49770), and "County" (dropdown). There is a "Skip Validation" checkbox. At the bottom, there are "Continue" and "Cancel" buttons. A red error message "(E412) Primary name not found in directory." is visible below the Street field.

4) Fill out your *facility* information and click **Add Facility**.

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

The form is titled "Add Facility" and contains the following sections:

- Facility Type:** Permanent (dropdown)
- Application Date:** 3/22/2022
- Facility Name:** Turtle Tattoos
- Issue Date:** (empty)
- Expiration Date:** (empty)
- Affiliated License Number:** BA- (dropdown)
- Facility Address:**
 - Street:** 2501 Sunapee Ct
 - City:** Greenwood
 - State:** MI
 - Zip:** 48006
 - County:** (dropdown)
 - Is a Mailing Address?
 - Skip Validation
- Contact Information:**
 - Phone:** 734-525-8912
 - Manager's Name:** Lily Walters
 - Email:** (empty)
 - Website URL:** (empty)
 - Fax:** XXX-XXX-XXXX
 - Secondary Phone #:** 734-428-6807
- Type of Business:**
 - Tattooing
 - Cosmetic Tattooing
 - Body Piercing
 - Branding
- Business Hours:**

Sun	Mon	Tues	Wed
	10-2	10-2	10-2
Thurs	Fri	Sat	
10-2	6-11	6-11	

By Appointment Only

5) On the next screen scroll down to **Make Payment** at the very bottom. You will see the following screen.

The screen displays the following content:

- MI Body Art License Payment Request**
- or MI Body Art License.
- t card payments.
- ard. This on-line service is a payment site only and w
- * Indicates required field
- Choose method of payment**
- Pay by credit card
- VISA, MasterCard, DISCOVER logos
- Back, Next, Exit buttons

