

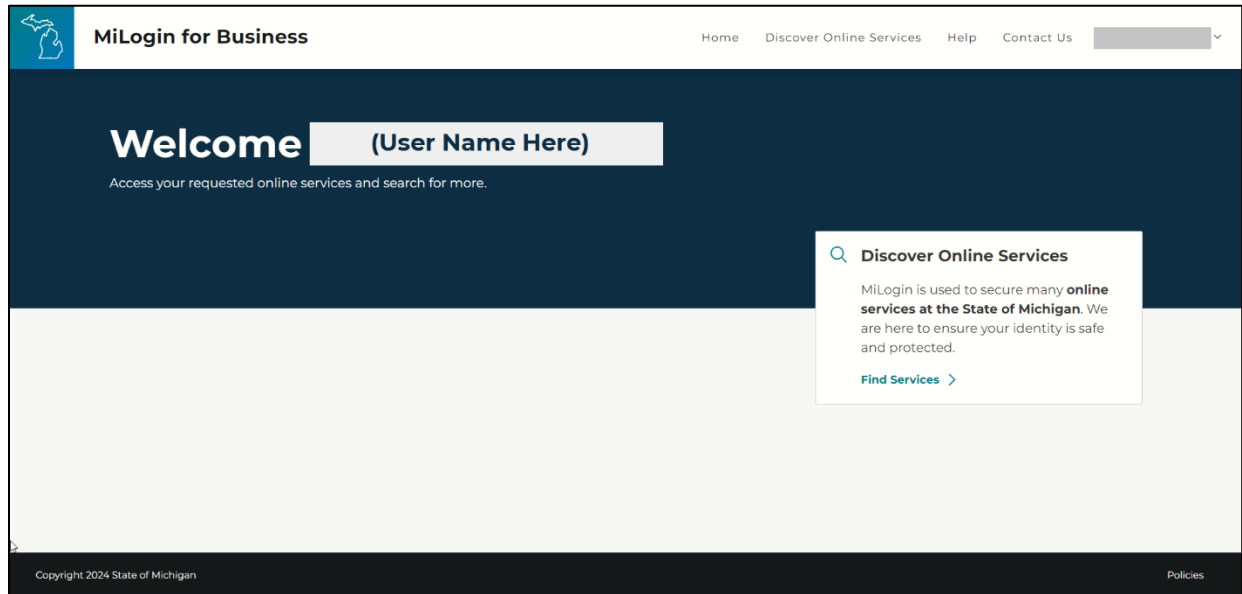
# MDHHS BEHAVIORAL HEALTH LOAN REPAYMENT PROGRAM

## FILE TRANSFER APPLICATION SYSTEM ACCESS

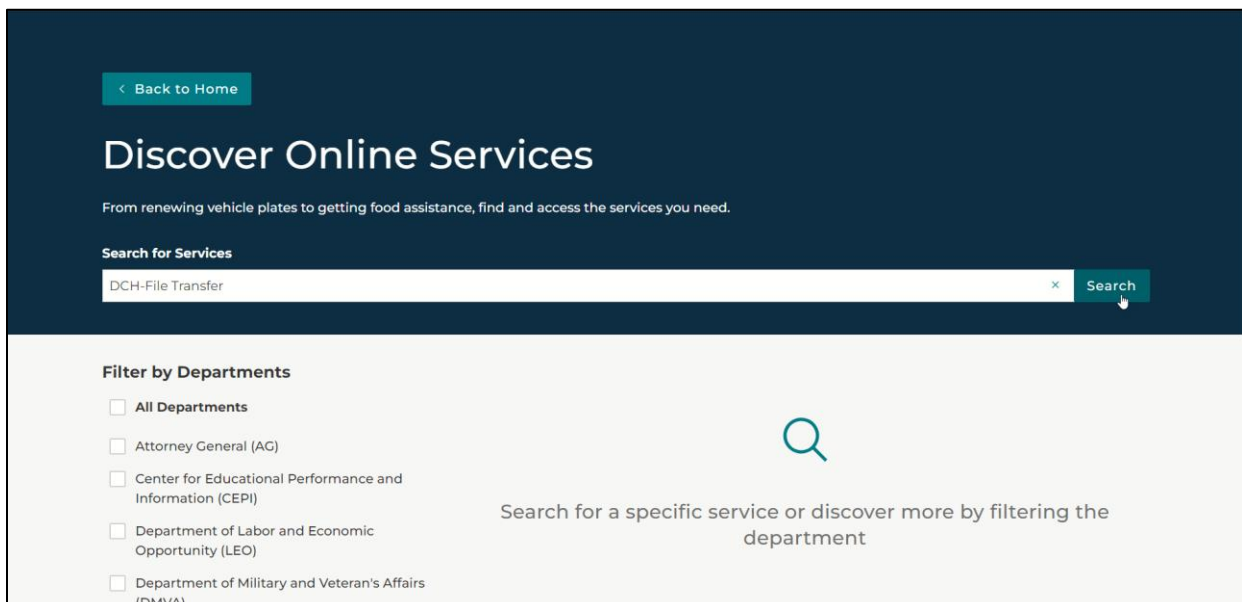
### Instructions – Steps With Examples:

In order to access the File Transfer Application system and submit your application materials, please follow the steps below:

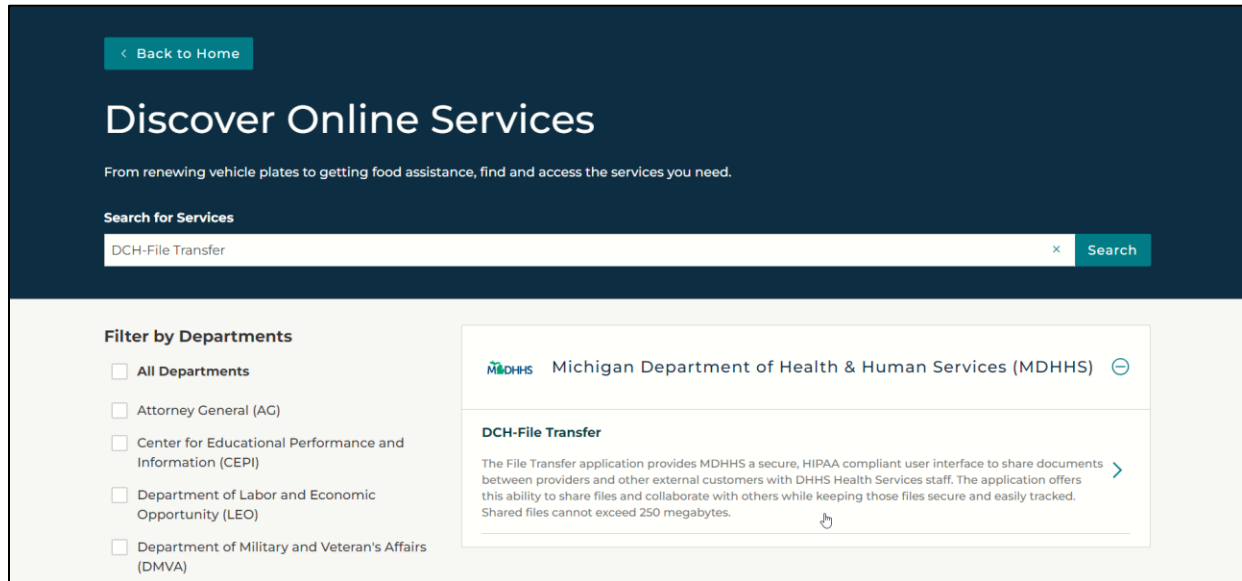
1. Create an account with the State of Michigan MiLogin system using following link: <https://milogintp.michigan.gov>
2. Once an account is created, select the “Find Services” in the “Discover Online Services” box below.



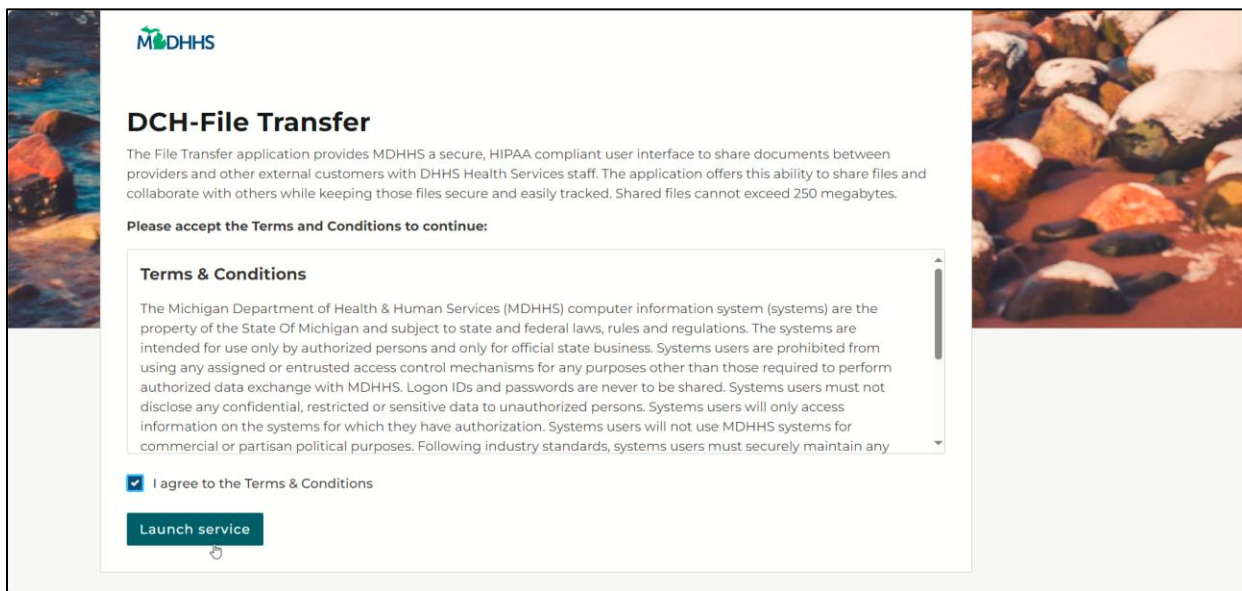
3. In the “Search for Services” field, enter “DCH-File Transfer”.  
Upon entering this in the blank field, the [DHC-File Transfer](#) option will appear below.



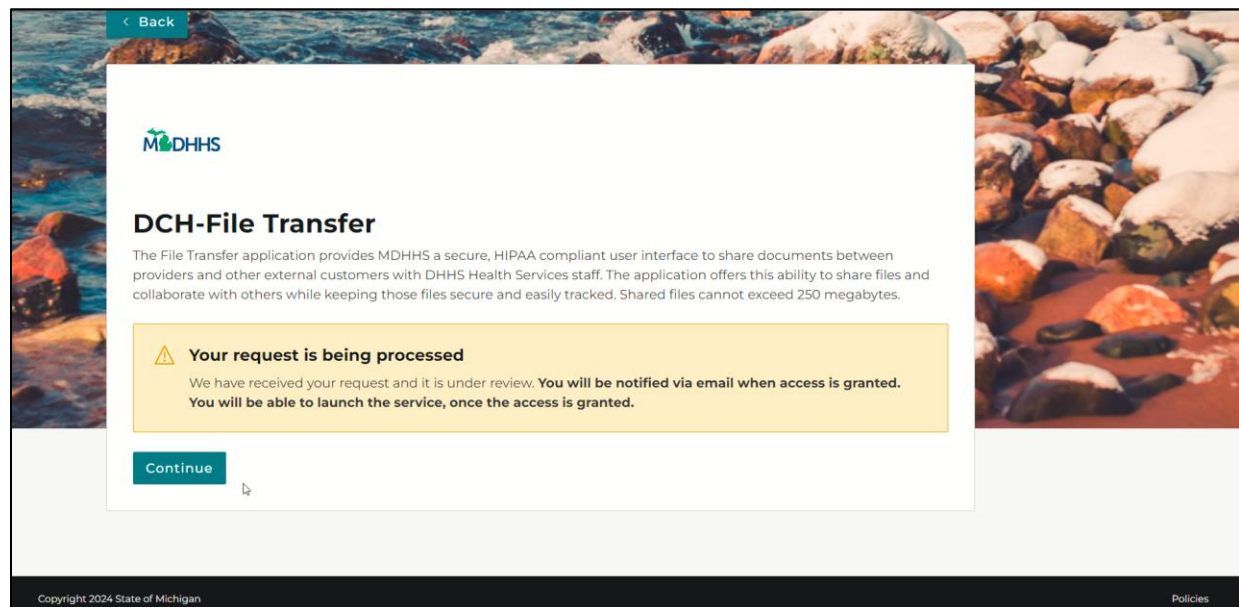
4. Select the [DCH-File Transfer](#) option.



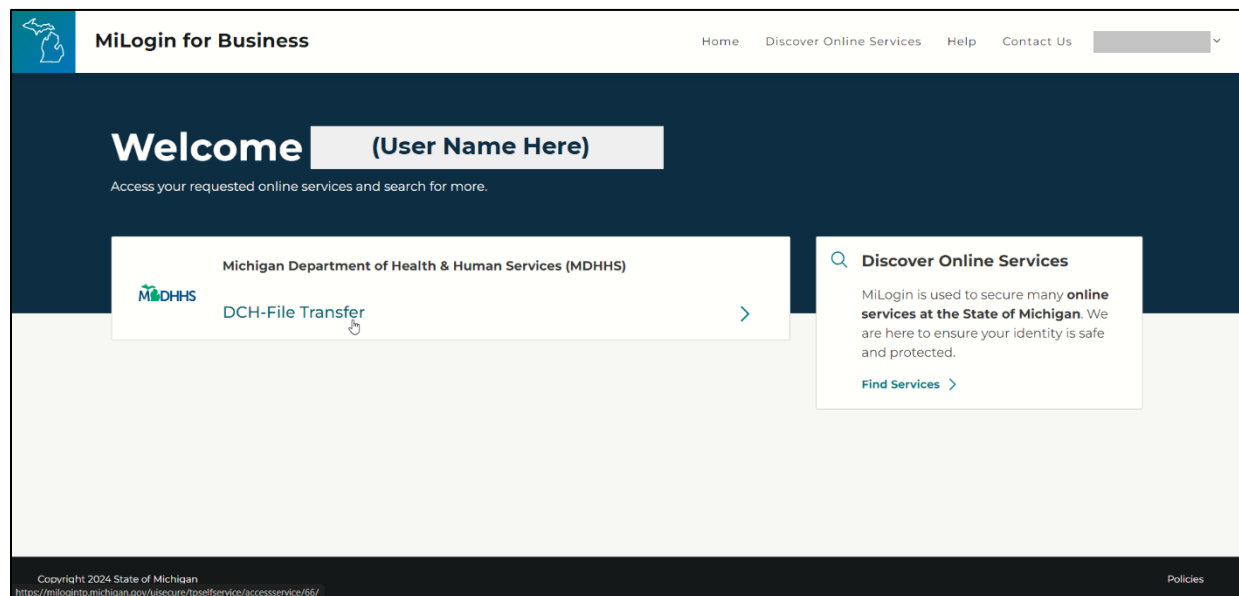
5. Once selected, review the **Terms & Conditions**.  
Once complete, you may select “Agree” and select **“Launch Service”**.



6. Once you have requested access, you will receive a notification that your request is being processed. From there, select **“Continue”** to return to your MILogin Homepage.



8. Once you return to the MILogin Homepage and you have been granted access, you will see the link to **DHC-File Transfer** software. Select this link.



9. After selecting the above link, you will be taken to a new window. First, ensure your present information is correct. Next, enter in your remaining information in the blanks (see below).

**New User**  
> All fields marked with ' \* ' are mandatory

The following information is required to complete the File Transfer application access subscription. Upon submitting an email will be sent to the Administrator for approval. You will be notified once the request is approved.

**User Information**  
User Id :  Last Name :  First Name :   
Email :   
Business Name :   
Phone \* :  [Enter 10 digit phone number.]  
Work Address :   
City :  State :  Zip :

**Transfer to Area**  
Select Area to transfer files \* :

10. Once all information is complete, move on to the **Transfer to Area** section below.

From the “**Select Area to Transfer Files**” dropdown window, select the

**“DHHS-Behavioral Health Loan Repayment Program”** (highlighted in blue below).

Then, at the bottom of the page, select the “**Submit**” button.

**Transfer to Area**  
Select Area to transfer files \* :

- DHHS-Audit-LTC-Abramson
- DHHS-Audit-OAG-2
- DHHS-Audit-OAG-3
- DHHS-BCAEO-Data
- DHHS-BCAEO-Financial
- DHHS-Behavioral Health Loan Repayment Program**
- DHHS-CMS
- DHHS-CMS-2
- DHHS-CMS-3
- DHHS-CSA\_Death\_Reporting
- DHHS-Compliance Exam Review 1
- DHHS-Compliance Exam Review 2
- DHHS-Compliance Exam Review 3
- DHHS-Data-WSU
- DHHS-FEDERAL-AUDIT
- DHHS-Michigan State Loan Repayment Program
- DHHS-SBS-AUDIT
- DHHS-SBS-AUDIT-2
- DHHS-SBS-AUDIT-3
- DHHS-SBS-AUDIT-4

11. Once your information has been submitted correctly, you will see the window below.  
As stated in the below window, you will receive an email when your access request is processed.

**File Transfer New User**

User Name : [REDACTED]

Your request for access to File Transfer Application has been submitted. You will receive an email when your access request is processed. If five days have passed and your request has not been processed, please contact [MDHHS-File-Transfer-Support@michigan.gov](mailto:MDHHS-File-Transfer-Support@michigan.gov) for assistance.

Close

**PLEASE NOTE:**

If you are still experiencing difficulty in trying to access the File Transfer Application System, please contact the [File Transfer Support Team](#), as they are best equipped to deal with technical system issues.  
They can be contacted at [DCH-File-Transfer-Support@michigan.gov](mailto:DCH-File-Transfer-Support@michigan.gov). Thank you!