

DCH File Transfer

Access Instructions

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Contact Information

BC3NP – BC3NP@michigan.gov

WISEWOMAN – MDHHS-MiWISEWOMAN@michigan.gov

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MDHHS Systems Use Notification

The Michigan Department of Health and Human Services' (MDHHS) computer information 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 protected health information (PHI) downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type.

By accessing information provided by the Michigan Department of Health and Human Services computer information systems, I acknowledge and agree to abide by all governing privacy and security terms, conditions, policies and restrictions for each authorized application.

Overview

Step One – User Agreement Form

Each person applying for access to **DCH File Transfer** must sign a User Agreement Form and check the appropriate box. A manager's signature is required.

Step Two – Subscribe to DCH File Transfer

Each person applying for access to **DCH File Transfer** must **subscribe**. DCH File Transfer is its own application on MILogin.

Step Three – Selecting an Area to Transfer Files

Each person applying for access to **DCH File Transfer** must select an area to transfer files. This area will be in the naming format of MBCIS[LCA].



The screenshot shows a form section titled "Transfer to Area" in blue text. Below the title is a label "Select Area to transfer files *" followed by a colon and a dropdown menu. The dropdown menu currently displays the text "Select from list" and has a small downward-pointing arrow on its right side. The entire form section is enclosed in a light gray border.

Step Four – Selecting an Additional Area to Transfer Files

Some staff may require access to more than one LCA. For instructions, please see step four.


Step One – User Agreement Form


Sign the user agreement form. A managers signature is required.

[MBCIS User Agreement Form](http://www.michigan.gov/bc3np) (<http://www.michigan.gov/bc3np>)

Step Two – Subscribe to DCH File Transfer

[MILogin website](http://www.milogintp.michigan.gov) (www.milogintp.michigan.gov)

[Home](#) [Help](#)  [MI.gov](#)



Login to your account

* = Required Fields

*User ID

*Password

Login

[Forgot your User ID?](#)

[Forgot your password?](#)

[Need Help?](#)

Don't have an account?

Create New Account

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The first time you log in to MILogin, you will need to **Update Security Q&A**.

[Home](#) [Help](#) [Logout](#)  [MI.gov](#)

 **MILogin**

Update Security Q&A - Step 1 of 2

You are seeing this page because the Security Q&As are not set on your profile. Please select the Security Q&As in order to continue.

*** = Required Fields**

Update Security Q&A Guidelines:

- To update the answer(s) for one or more of your security questions, enter a new answer for the corresponding questions.
- To update the security question(s), select a different question(s) from the drop-down menu and enter a new answer for the corresponding question(s).
- To retain your old answer, leave the answer field blank.

*Secret Question #1	Secret Answer #1
<div>--Select Question--<input type="button" value="v"/></div>	<div>Enter security answer #1</div>
*Secret Question #2	Secret Answer #2
<div>--Select Question--<input type="button" value="v"/></div>	<div>Enter security Answer #2</div>
*Secret Question #3	Secret Answer #3
<div>--Select Question--<input type="button" value="v"/></div>	<div>Enter security Answer #3</div>
*Secret Question #4	Secret Answer #4
<div>--Select Question--<input type="button" value="v"/></div>	<div>Enter security Answer #4</div>

Submit

Clear


[!\[\]\(5cce0cfabccdd158eac13e22e9d17527_img.jpg\) Return to home page](#)


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Once you click submit, you will receive the message below, and the program will return you to the home page.


You must now **access your applications**.


[Home](#) [Help](#) [Logout](#)  [MI.gov](#)

 **MILogin**


[User Name's Home Page](#) [Need Help?](#)


Manage your account

 **Request Access**

 **Update Profile**

Access your applications

[Home](#) [Help](#) [Logout](#)  [MI.gov](#)




Request Access

Request access guidelines:


1. Search for an application with a keyword or select an agency to view its applications
2. Choose an application
3. Confirm your application and click 'Request Access' to proceed


Step 1: Search for an application




OR

Step 1: Select an agency to view its applications


Michigan Department of Transportation


Michigan Department of Health & Human Services


DTMB, Center for Shared Solutions

Step 2: Applications - Showing applications for 'Michigan Department of Health & Human Services'

DCH Michigan Centralized Birth Certification System MiCBCS

DCH Newborn Screening eReports

DCH File Transfer

Database Security Application (DSA)

MDHHS Crime Victim Service Commission Claims System

Step 3: Click on 'Request Access' button to proceed

DCH Oracle Discoverer Viewer
TBD

Request Access

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Log out and then log back in. Once you have logged back in you will have access to DCH File Transfer.

The screenshot displays the MILogin web application interface. At the top, a dark navigation bar contains links for Home, Help, Logout, and the MI.gov logo. Below this, the MILogin logo is prominently displayed. The main content area is titled 'User Name's Home Page' with a 'Need Help?' link. Under the heading 'Manage your account', there are two buttons: 'Request Access' and 'Update Profile'. The 'Access your applications' section follows, featuring a list of applications. The 'DCH-File Transfer' application is highlighted with a yellow background, a red circle, and a red arrow pointing to it. The footer contains links for MILogin Home, Michigan.gov Home, Policies, and Contact Us, along with a copyright notice for the State of Michigan.

Home Help Logout MI.gov

MILogin

🏠 User Name's Home Page [Need Help?](#)

Manage your account

Request Access Update Profile

Access your applications

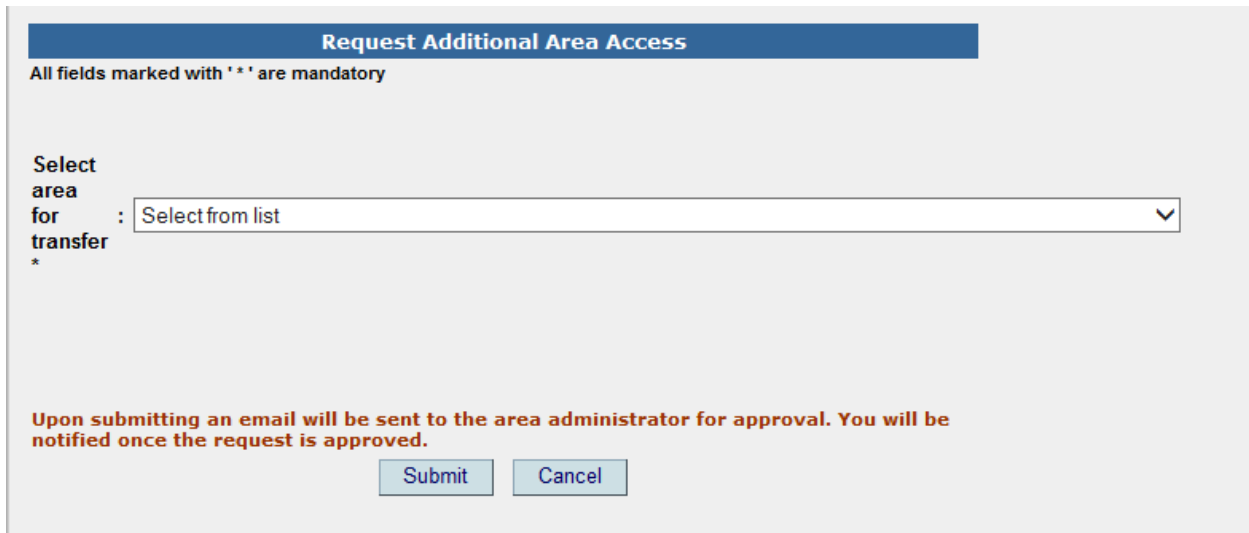
- DCH-File Transfer

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Step Three – Selecting an Area to Transfer Files

Log into MILogin and click DCH File Transfer. The first time entering, you will need to verify your User Information. In the next area, “Transfer to Area” you will be given a drop down with a list of selections to choose from.



The screenshot shows a web form titled "Request Additional Area Access" in a blue header bar. Below the header, a note states "All fields marked with '*' are mandatory". The form contains a label "Select area for transfer *" followed by a dropdown menu with the text "Select from list" and a downward arrow. At the bottom of the form, a red message reads "Upon submitting an email will be sent to the area administrator for approval. You will be notified once the request is approved." Below this message are two buttons: "Submit" and "Cancel".

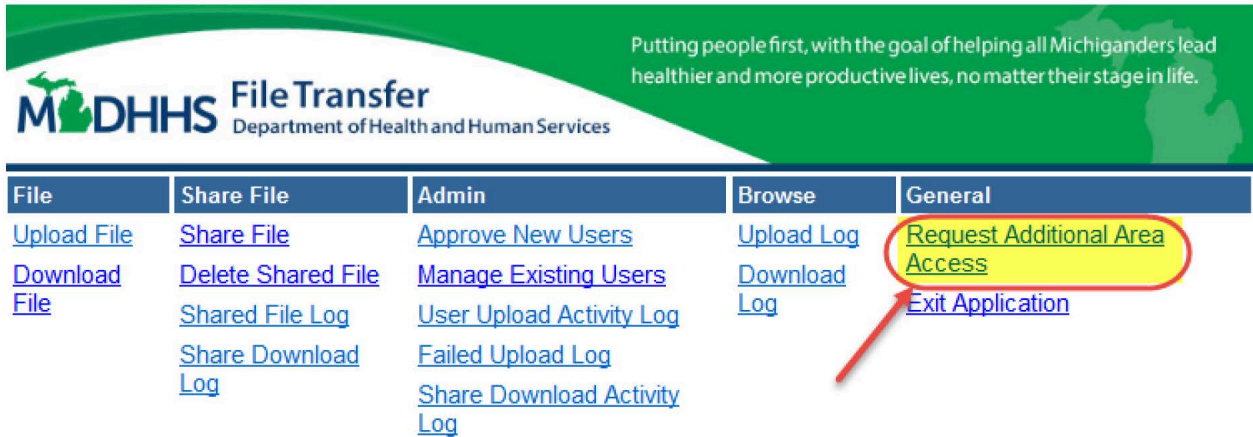
Scroll down until you’ve found “MBCIS[LCA]” where [LCA] is some variation of your LCA’s name.

Example: MBCISDIST2 = District Health Department #2, MBCISLENAWEE = Lenawee County Health Department, etc.

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

Step Four – Selecting an Additional Area to Transfer Files

If you already have access to DCH File Transfer for other areas of the State or if you need access to more than one LCA, log into DCH File Transfer. In the upper right-hand corner, under the **General** heading, there is a “Request Additional Area Access” link.



The screenshot shows the DCH File Transfer interface. At the top, there is a green banner with the MDHHS logo and the text "File Transfer Department of Health and Human Services". To the right of the banner, it says "Putting people first, with the goal of helping all Michiganders lead healthier and more productive lives, no matter their stage in life." Below the banner is a navigation menu with five tabs: File, Share File, Admin, Browse, and General. The General tab is selected and highlighted. Under the General tab, there are three links: "Request Additional Area Access" (highlighted with a yellow circle and a red arrow), "Exit Application", and "Download Log".

File	Share File	Admin	Browse	General
Upload File	Share File	Approve New Users	Upload Log	Request Additional Area Access
Download File	Delete Shared File	Manage Existing Users	Download Log	Exit Application
	Shared File Log	User Upload Activity Log		
	Share Download Log	Failed Upload Log		
		Share Download Activity Log		

Version: 1.12
Last Updated: 04/27/2016

Production Environment

Scroll down to MBCIS[LCA] and follow the prompts.