



DCH File Transfer

Access Instructions

April 2022

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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

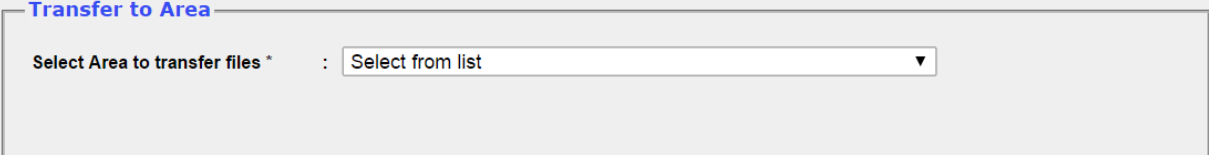
Each person applying for access to **DCH File Transfer** must sign a User Agreement Form and check the appropriate box. A manager's signature is required.

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 field with the title "Transfer to Area" in blue. Below the title is a label "Select Area to transfer files *" followed by a colon and a dropdown menu. The dropdown menu currently displays "Select from list" with a downward-pointing arrow.

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)

The screenshot shows the MILogin website interface. At the top right, there are links for 'Home', 'Help', and 'MI.gov' next to a Michigan state icon. The main heading is 'MILogin' with a green Michigan map icon. Below this is a section titled 'Login to your account'. A red asterisk indicates required fields. The login form contains two input fields: '*User ID' and '*Password'. Below the password field is a green 'Login' button. Underneath the button are three links: 'Forgot your User ID?', 'Forgot your password?', and 'Need Help?'. At the bottom of the form area, there is a link 'Don't have an account?' and a green 'Create New Account' button. The footer contains four links: 'MILogin Home', 'Michigan.gov Home', 'Policies', and 'Contact Us', followed by the copyright notice 'Copyright 2015 State of Michigan'.

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.

<p>*Secret Question #1</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">--Select Question-- ▼</div> <p>*Secret Question #2</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">--Select Question-- ▼</div> <p>*Secret Question #3</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">--Select Question-- ▼</div> <p>*Secret Question #4</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">--Select Question-- ▼</div>	<p>Secret Answer #1</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Enter security answer #1</div> <p>Secret Answer #2</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Enter security Answer #2</div> <p>Secret Answer #3</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Enter security Answer #3</div> <p>Secret Answer #4</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Enter security Answer #4</div>
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Submit

Clear

[🏠 Return to home page](#)

[MILogin Home](#)[Michigan.gov Home](#)[Policies](#)[Contact Us](#)

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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**.

The screenshot shows the MILogin user interface. At the top right, there are links for Home, Help, Logout, and MI.gov. The main header features the MILogin logo. Below this, the user's name 'Tory Doney's Home Page' is displayed, along with a 'Need Help?' link. Under the heading 'Manage your account', there are two buttons: 'Request Access' and 'Update Profile'. The 'Request Access' button is circled in red, and a red arrow points to it from the right. Below the buttons, the text 'Access your applications' is visible.

Home Help Logout MI.gov

MILogin

Request Access

Request access guidelines:

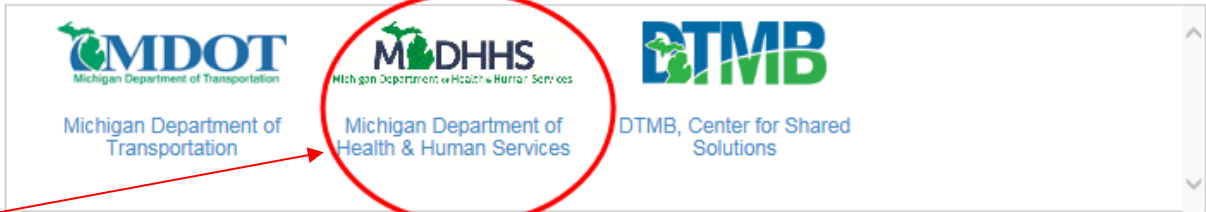
1. Search for an application with a keyword or select an agency to view its applications
2. Choose an application
3. Confirm your application and click 'Request Access' to proceed

Step 1: Search for an application

Enter application keyword

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

[Return to home page](#)

MILogin Home Michigan.gov Home Policies Contact Us

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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 user interface. At the top right, there are navigation links for Home, Help, Logout, and a Michigan state icon with the text MI.gov. Below this is the MILogin logo. The main header area shows the user's name, Tory Doney, and a link for Need Help?. Under the heading 'Manage your account', there are two buttons: 'Request Access' and 'Update Profile'. Below this, under 'Access your applications', there is a list item 'DCH-File Transfer' which is highlighted with a yellow background and circled in red. At the bottom of the page, there are links for MILogin Home, Michigan.gov Home, Policies, and Contact Us, along with a copyright notice for 2015 State of Michigan.

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.

Request Additional Area Access

All fields marked with '*' are mandatory

Select area for transfer* : Select from list

Upon submitting an email will be sent to the area administrator for approval. You will be notified once the request is approved.

Submit 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, MBCISLENAAWEE = 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 to Tory Doney 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.

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

Logged in user: doneyt

Production Environment

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