

# DCH File Transfer

## Access Instructions

July 2023

### Contact Information

BC3NP – [BC3NP@michigan.gov](mailto:BC3NP@michigan.gov)

WISEWOMAN – [MDHHS-MiWISEWOMAN@michigan.gov](mailto: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.

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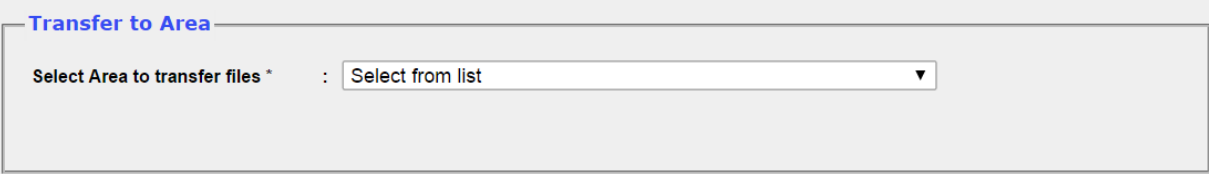
### Step Two – Subscribe to DCH File Transfer

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

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### 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 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 "Select from list" with a downward-pointing arrow on the right side.

### 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.

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## 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](http://www.milogintp.michigan.gov))

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



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Login to your account

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\* = 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

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

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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 displays the MILogin user interface. At the top right, there is a navigation bar with links for 'Home', 'Help', 'Logout', and 'MI.gov'. Below this is the 'MILogin' logo. The main header area shows 'Tory Doney's Home Page' and 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.



## Request Access

### Request access guidelines:

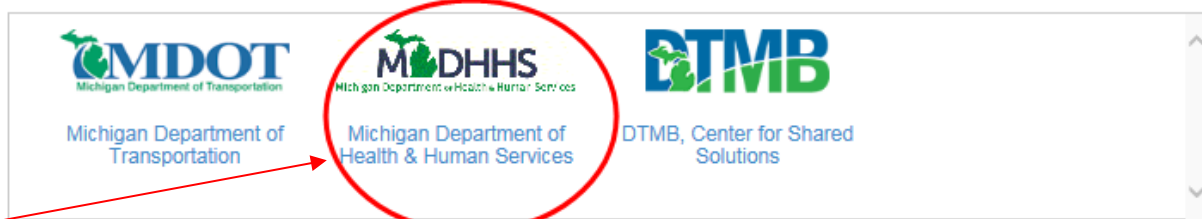
1. Search for an application with a keyword or select an agency to view its applications
2. Choose an application
3. Confirm your application and click 'Request Access' to proceed

### Step 1: Search for an application



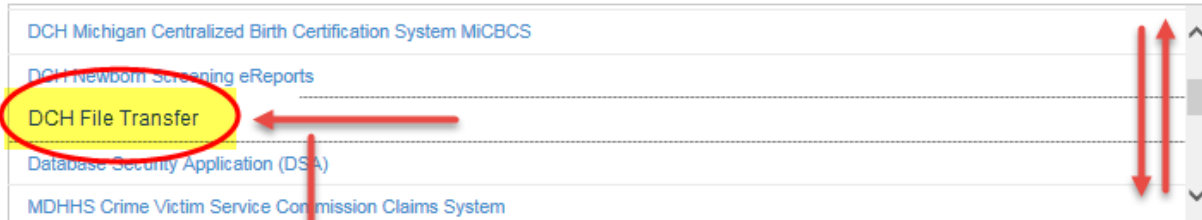
OR

### 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 shows 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 displays the user's name, Tory Doney, and a link for Need Help?. Underneath, there is a section for managing the account with two buttons: Request Access and Update Profile. A section titled Access your applications lists DCH-File Transfer, which is highlighted with a red circle and a red arrow pointing to it. At the bottom, there are links for MILogin Home, Michigan.gov Home, Policies, and Contact Us, along with a copyright notice for 2015 State of Michigan.

Home Help Logout MI.gov

# MILogin

🏠 Tory Doney'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.

**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

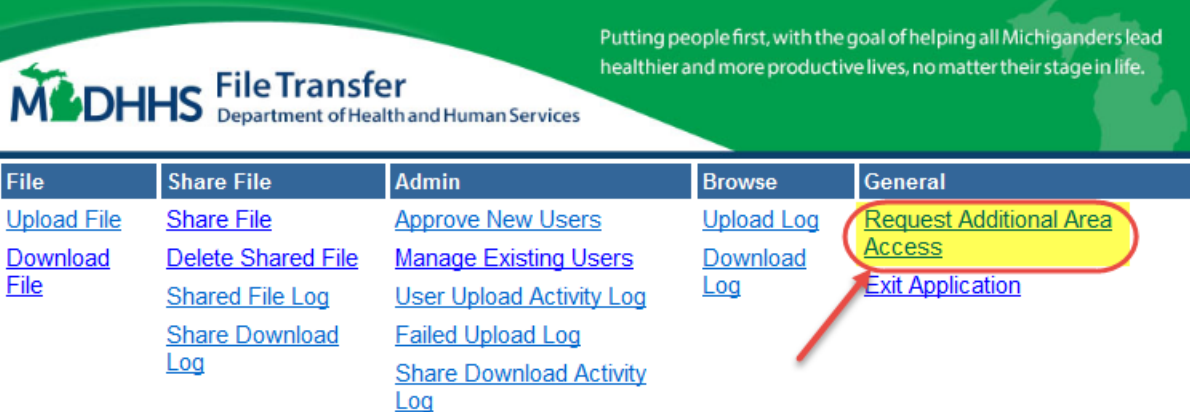
Scroll down until you’ve found “MBCIS[LCA]” where [LCA] is some variation of your LCA’s name.

**Example:** MBCISDIST2 = District Health Department #2, 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 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.



Putting people first, with the goal of helping all Michiganders lead healthier and more productive lives, no matter their stage in life.

**MDHHS File Transfer**  
Department of Health and Human Services

File	Share File	Admin	Browse	General
<a href="#">Upload File</a>	<a href="#">Share File</a>	<a href="#">Approve New Users</a>	<a href="#">Upload Log</a>	<a href="#">Request Additional Area Access</a>
<a href="#">Download File</a>	<a href="#">Delete Shared File</a>	<a href="#">Manage Existing Users</a>	<a href="#">Download Log</a>	<a href="#">Exit Application</a>
	<a href="#">Shared File Log</a>	<a href="#">User Upload Activity Log</a>		
	<a href="#">Share Download Log</a>	<a href="#">Failed Upload Log</a>		
		<a href="#">Share Download Activity Log</a>		

Version: 1.12  
Last Updated: 04/27/2016

Logged in user: doneyt

Production Environment

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