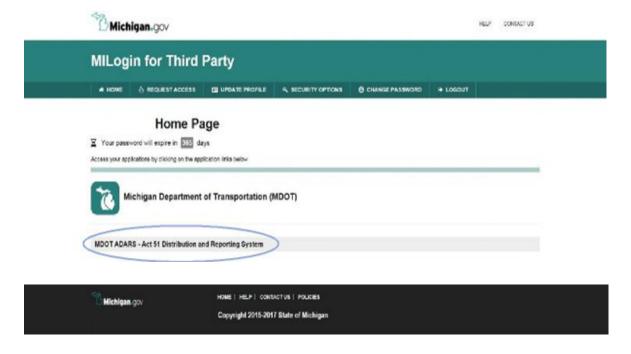# How To Request Access to ADARS

Web browser requirements for using ADARS is Internet Explorer.

Step 1: Go to https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/ and follow the prompts to create your new MILogin account.

Step 2: Request access to ADARS

- At the MILogin home page, click the Request Access tab on top of the screen.
- In the Search Application field, type "MDOT ADARS" and search (the magnifying glass icon).
- Select MDOT ADARS – Act 51 Distribution and Report System and click Request Access.
- Provide the required information and click Submit.
- Go to the MILogin home page. You will now see the following screen:

Step 3: Request an ADARS user role

- Click MDOT ADARS - Act 51 Distribution and Reporting System link on the home page and the ADARS security screen will display.
- Select Local Government unless you represent one of the other categories.
- Choose your Agency Type either county or city/village.
- Select your agency or agencies and enter the unique Agency Code.
  - If you need the Agency Code, contact MDOT-Outreach@Michigan.gov.
- Select your functionality in ADARS (preparer vs. viewer only) and click submit.
- Wait for the e-mail confirmation within three business days and you are done.

Questions? Contact the system administrator at MDOT-Outreach@michigan.gov.

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